

Checklist for Full Planning Permission

Recommended Information sought to validate and enable timeous processing of an application

It is important that all the required information is submitted at the start of the planning process in order to avoid unnecessary delay. Failure to submit the information may result in an application being refused. Please seek pre- application advice for clarification on the level and detail of information required.

[https://www.highland.gov.uk/info/205/planning - policies advice and service levels/785/pre-application advice](https://www.highland.gov.uk/info/205/planning_-_policies_advice_and_service_levels/785/pre-application_advice)

Plans should be submitted through the eDevelopment.scot portal facility
<https://www.edevelopment.scot/eDevelopmentClient/>

Plans should show all scaled dimensions, including the distance to boundaries. Scaled dimensions must be metric and a scale bar should be included. Plans must not say "do not scale".

Plans should preferably be sized A3 or A4 where possible. Plans, documents and individual files should not exceed 5MB and should be in PDF format. Please ensure that plans are titled, include the site address, a drawing number, and revision number and date where applicable.

In certain circumstances, particularly larger applications, additional paper copies may be consultation purposes.

Requirement	Description	Required
Completed Application Form	1 copy of Application for Permission forms completed, signed and dated. Applicants should use the <i>e-application form</i> available from the Scottish Government website or The Highland Council website. Applications should be submitted on-line or sent to the EPC at the address given on the form.	<input type="checkbox"/>
Ownership Certificates and Notice to owners and agricultural tenants	The appropriate certificate must be completed, signed and dated. The applicant requires to certify if there are any owners or agricultural tenants.	<input type="checkbox"/>
Appropriate Fee	The current scale of charges can be viewed on the Council's website https://www.highland.gov.uk/info/205/planning - policies advice and service levels/780/planning advice - planning and building standards fees	<input type="checkbox"/>
Location Plan	The location plan should be based on an up-to-date Ordnance Survey map at a scale of 1:2500, (1:1250 for urban sites), clearly identifying: <ol style="list-style-type: none"> the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land; the site boundary shown in red must include all of the elements that require permission and to facilitate development e.g. foul drainage, curtilage, access to public road; all other adjoining land owned by the applicant outlined in blue; surrounding buildings should be accurately shown and 	<input type="checkbox"/>

	<p>numbered or named to ensure that the exact location of the site is clear;</p> <ul style="list-style-type: none"> e. at least 2 named roads (if appropriate) should be identified if possible; f. if the site is in the countryside, an Ordnance Survey plan at a scale of 1:10,000 must be included for identification purposes; g. the direction of north. 	
Site Plan	<p>This should be at a scale of 1:500 or 1:200 as appropriate, showing:</p> <ul style="list-style-type: none"> a. the direction of north; b. the site boundary clearly shown in red including any access route up to the public highway; c. the access arrangements (this shall also include details of the visibility splays required and within the applicant's control) if applicable; d. car parking - proposed and/or existing car parking layouts; including surfacing and the layout of the spaces defined; e. identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundaries; f. boundary treatment, including walls or fencing where this is proposed; and g. any trees on site, plotted as accurately as possible 	<input type="checkbox"/>
Existing and Proposed Elevations	<p>This should be at a scale of 1:50 or 1:100, showing:</p> <ul style="list-style-type: none"> a. the proposed works in relation to the existing; b. each side (elevation) of the development; c. the proposed building materials, and the style, materials and finish of the windows and doors; d. where a proposed elevation adjoins another building (e.g. a terrace or semi-detached property) or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	<input type="checkbox"/>
Existing and Proposed Floor Plans	<p>This should be at a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> a. the proposal in detail; b. any existing buildings or walls which are to be demolished; c. details of existing building(s) as well as those of the proposed development; and d. new buildings shown in context with adjacent buildings 	<input type="checkbox"/>
Existing and Proposed Site Sections and Finished Floor and Site levels	<p>This should be at a scale of 1:50 or 1:100, showing:</p> <ul style="list-style-type: none"> a. cross section through the proposed building(s); b. if the proposal involves a change in ground levels, both existing and finished levels should be provided to include details of foundations and eaves; c. include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development; d. in the case of sloping sites it will be necessary to show how the proposals relate to existing levels or if ground levels are to be modified. 	<input type="checkbox"/>
Roof Plan	<p>This should be at scale of 1:50 or 1:100, indicating the details of the roof and specifying the proposed roofing material.</p>	<input type="checkbox"/>

	NON HOUSEHOLDER APPLICATIONS ONLY	
Design and Access Statements	<p>A Design and Access Statement must accompany certain applications. This should explain the design principles and concepts applied, and how issues relating to access for people with disabilities to the development have been dealt with. Further guidance on the need for and preparation of Statements can be found on the Council's website or by viewing PAN 68 Design Statements.</p> <p>Design and Access Statements are required for all national and major categories of development, unless the application falls within one of the categories given below.</p> <p>Design Statements are required for applications for local developments within defined sensitive areas including Conservation Areas and National Scenic Areas, unless the application is for an alteration or extension to an existing building, or involves:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Householder development; <input type="checkbox"/> Applications for planning in principle; <input type="checkbox"/> Engineering or mining operations; <input type="checkbox"/> Change of use of land or building 	If criteria met
Pre-Application Consultation (PAC) Report	<p>Pre-application consultation (PAC) is required for certain types of applications. This must be carried out at the pre-application stage and a report submitted, along with the application, setting out how the applicant has complied with the requirements. It must also demonstrate that the views of the local community have been sought and taken into account. The scope and content of the report should be in accordance with the relevant Regulations. Further guidance on PAC can be obtained from the Council's website.</p> <p>PAC is required for all National and Major categories of development.</p>	If criteria met