

Checklist for Planning Permission in Principle

Recommended Information sought to validate and enable timeous processing of 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

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 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: <ul style="list-style-type: none"> a. the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land; b. the site boundary shown in red must include all of the elements that require permission and to facilitate development eg: foul drainage, curtilage, access to public road; c. all other adjoining land owned by the applicant outlined in blue; d. 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> <p>e. at least 2 named roads (if appropriate) should be identified if possible;</p> <p>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;</p> <p>g. the direction of north.</p>	
Indicative Layout	An indicative layout of the proposal at a scale of 1:1250 clearly identifying the key elements of the proposal including, site layout, access arrangements, location of any buildings, location of any car parking and areas reserved for landscaping and any other information you consider may be relevant to the assessment of application. Please clearly identify if drawings are indicative only.	<input type="checkbox"/>
Indicative Layout	An indicative layout of the proposal at a scale of 1:1250 clearly identifying the key elements of the proposal including, site layout, access arrangements, location of any buildings, location of any car parking and areas reserved for landscaping and any other information you consider may be relevant to the assessment of application. Please clearly identify if drawings are indicative only.	<input type="checkbox"/>
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