

Checklist for applications for Approval of Matters Specified in Conditions (MSC)

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

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 and to include both reference to the planning permission in principle and identify those matters specified which are for approval. 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 of 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 	<input type="checkbox"/>

	<p>development eg: foul drainage, curtilage, access to public road;</p> <p>c. all other adjoining land owned by the applicant outlined in blue or clearly stated</p> <p>d. surrounding buildings should be accurately shown and 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>	
Site Plan	<p>This should be at a scale of 1:500 or 1:200 as appropriate, showing:</p> <p>a. the direction of north;</p> <p>b. the site boundary clearly shown in red to correspond with the related application for planning permission in principle</p>	<input type="checkbox"/>
Existing and Proposed Elevations -	<p>If the matter specified applied for relates to alterations or construction of buildings or other structures, the plan should be at a scale of 1:50 or 1:100, showing:</p> <p>a. the proposed works in relation to existing development;</p> <p>b. provide details of all elevations of the development;</p> <p>c. the proposed materials, and the style, materials and finish of the windows and doors;</p> <p>d. if 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.</p>	<input type="checkbox"/>
Existing and Proposed Floor Plans	<p>If the matter specified applied for relates to alterations or construction of buildings or other structures, the plan should be at a scale of 1:50 or 1:100 showing:</p> <p>a. the proposal in detail;</p> <p>b. details of existing building(s) as well as those of the proposed development; and</p> <p>c. new buildings shown in context with adjacent buildings and including property numbers, where applicable.</p>	<input type="checkbox"/>
Existing and Proposed Site Sections and Finished Floor and Site levels	<p>If the matter specified applied for relates to alterations or construction of buildings or other structures, the plan should be at a scale of 1:50 or 1:100 showing:</p> <p>a. a cross section through the proposed building(s);</p> <p>b. where a proposal involves a change in ground levels, show both existing and finished levels to include details of foundations and eaves</p> <p>c. include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;</p> <p>d. show existing site levels and finished floor levels (with levels related to a fixed datum point off site e.g. a road), and also show the proposals in relation to adjoining buildings. Cross sections should be taken across the full extent of the site and the location of the cross section identified on a layout plan; and</p> <p>e. in the case of sloping sites it will be necessary to show how the proposal relates to existing levels or if ground levels are to be modified.</p>	<input type="checkbox"/>

Roof Plans	<p>If the matter specified applied for relates to alterations or construction of buildings or other structures, the plan should be at a scale of 1:50 or 1:100 showing: the shape of the roof and specifying details such as the roofing material, vents and their location.</p>	<input type="checkbox"/>
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"> Householder development; Applications for planning in principle; Engineering or mining operations; Change of use of land or building 	
Other Matters Specified	<p>The above list is not exhaustive and will depend on the extent of matters specified to be approved. Where other Matters Specified are to be submitted for approval, reference should be made to the checklist of supporting information and the terms of the original planning in principle. The MSC must conform to the details of the Planning Permission in Principle in terms of the development proposal and site boundary.</p>	