

Checklist for Supporting Information

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| **Recommended Supporting Information which may be sought to determine 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** |
| Drainage Certification  – drainage involving a septic tank and soakaway | Required for proposals involving private drainage arrangements where public sewers are not available.  Percolation tests will be required to confirm that the soakaway location and design will be effective in all-weather conditions and will not contaminate existing water supplies. The report should be certified by a Chartered Civil or Structural Engineer, or similarly qualified person who is indemnified against professional risk. The certificate should be up to date, signed and dated and the drainage system should be identified on the application drawings and must be included within the red line site boundary of the application. |  |
| Private Water Supply | Required for proposals involving a new water supply or connecting to an existing private supply.  Applicants will require to demonstrate that a private water supply can be provided in terms of quantity and quality and without detriment to public health or the environment or affecting existing  users. |  |
| Surface water disposal arrangements including Sustainable Drainage | Required for proposals involving measures for surface water disposal  Applications should incorporate Sustainable Drainage Systems |  |

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| Systems (SuDS) | (SuDS) to conform to the SEPA Regulations as the preferred method of surface water disposal. Full details of all SuDS should be provided, including a report and supporting calculations to confirm that the proposed drainage system will be effective in all weather conditions, and will not exacerbate flooding from watercourses or existing piped drainage systems. The report must be certified by a Chartered Civil Engineer, or similarly qualified person who is indemnified against professional risk.  For developments intended to be constructed in two or more phases, an outline SuDS design will be required for the whole site  at the initial masterplan stage. Detailed information for the SuDS design for each phase will then be required.  Further information is available from the local planning office or SEPA.  SuDS details will also be required for management of surface water during construction of certain developments. |  |
| Flood Risk Assessment | A Flood Risk Assessment (FRA) will be required where a proposed development falls within the medium to high flood risk area as identified on SEPA’s indicative flood risk maps, or where flooding has been identified as a potential issue. An FRA will assess the risk of flooding on property and life at the proposed development site and to sites up and downstream. The FRA is site specific and the scope will depend on the nature of the watercourse and the proposed development.  A coastal FRA will require consideration of the risk of flooding from high tide levels and also through wave action at the site.  Further information on FRA’s can be obtained from the Council’s  TECS Service (Flood Prevention Unit) and SEPA.  Where a site lies within a flood risk area the appropriate FRA survey must be submitted to enable full consideration of the proposal. | Seek advice at the pre- application stage |
| Structural Engineers Report:  Conversions | Required for proposals involving conversion of buildings to residential use.  A structural survey by an appropriately qualified professional person (a chartered structural engineer) will be required where the proposal involves the conversion of an existing non-residential building to form residential use. The report should attest to the stability of the building and its practicality for conversion, taking into account the capability of the building to accommodate the physical alterations  proposed. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.  The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.  The application drawings should clearly show (crosshatching), in both plan and elevation, those sections of walls proposed to be demolished and rebuilt, and any areas requiring to be underpinned, all as identified in the structural survey.  A labelled photographic survey should be submitted with the application showing all external elevations. |  |
| Structural Engineers report: | Required for proposals involving applications for replacement houses within the designated restricted countryside as defined in |  |

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| Replacement Houses | the Highland-wide Local Development Plan.  A report will be required to demonstrate that the existing house to be replaced is either structurally unsound or cannot be economically brought up to habitable standards and should include an up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer). The report should attest to the stability of the building and its capability for retention for residential purposes. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.  The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.  A labelled photographic survey should be submitted with the application showing all external elevations. |  |
| Structural Engineers Report: | Required for proposals involving demolition of a Listed Building or unlisted building within a Conservation Area. |  |
| Demolition of a Listed Building and/or unlisted building within a Conservation Area | An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer). The report should attest to the stability of the building and its capability for retention and re-use. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required. |
|  | The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified. |
|  | A labelled photographic survey should be submitted with the application showing all external elevations. |
|  | It will also be necessary to identify how the demolition meets the test set out in Historic Scotland’s Scottish Historic Environment Policy (SHEP). |
| Bat Survey | A Bat Survey will be required where a development may have an impact on a habitat for bats (eg. conversions, alterations to existing roof space etc). Bats are European Protected Species. Where it is suspected that new development could possibly impact on bats and their roosts, the Planning Authority require applicants to carry out a bat survey to determine the full effects, if any, on bats. A list of surveyors who may be appointed to carry out bat surveys is available online at  <https://www.nature.scot/professional-advice/protected-areas-and-species/licensing/species-licensing-z-guide/bats-and-licensing>  **A planning application cannot be determined in the absence of an appropriate bat survey if there is a likelihood that bats may be present on site or within the existing premises.** | Seek advice at the pre- application stage |
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| Provision of housing | Where a new house is being proposed on site in connection with a | Seek |
| associated with an | countryside business, justification will be required. This should | advice at |
| existing or new rural | provide evidence of why it is necessary to the business that | the pre- |
| business | accommodation is required on site. Compliance with housing | application |
|  | polices in the Development Plan and Supplementary Planning Guidance will be necessary. Where a business case is required, the | stage |
|  | business case should be in two parts. The first part should be the |  |
|  | detailed business justification and financial profile and the second |  |

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|  | part will be an executive summary. It should be noted that all detailed business plans and any consultation responses to them will remain completely confidential throughout the determination process. Only the executive summary will be made available to the public. |  |
| Provision of housing for | Where a new house is proposed for an essential agricultural | Seek |
| land management or | worker, an operational needs assessment will be required. This | advice at |
| agricultural enterprise. | should demonstrate the operational need for a worker to be located | the pre- |
|  | on-site and should include details of the total farm holding, type of | application |
|  | farm operations, equivalent labour hours, the business operations, | stage |
|  | and number of existing and/or proposed staff and whether the |  |
|  | worker already resides in the area Compliance with housing |  |
|  | policies in the Development Plan and Supplementary Planning |  |
|  | Guidance will be required. |  |
| Tree Survey | Required for proposals involving where there are trees in or adjacent to the site that may be affected by the proposed development. Information should include species, size, age, health and condition, identifying trees to be retained and measures for their protection together with details of proposed new and replacement planting. Further guidance on trees and surveys can be obtained from the local planning office.  <https://www.highland.gov.uk/info/1225/countryside_farming_and_wildlife/63/trees_woodland_and_forestry/2> | Seek advice at the pre- application stage |
| Contaminated Land Assessment | Required for proposals involving sites known to be or suspected of being contaminated. A full site investigation report will be required where a proposed site is on or near known or suspected contaminated land or where required due to the historical use of the land. A scheme to deal with contamination shall include: | Seek advice at the pre- application stage |
|  | 1. the nature, extent and type of contamination; 2. measures to treat/remove contamination to ensure that the site is fit for the use proposed; 3. measures to deal with contamination during construction works; 4. condition of the site on completion of decontamination measures. |  |
|  | A desk top study is recommended at the pre-application stage which should be discussed with the Council’s TECS Environmental Health Contaminated Land Unit to ascertain if a risk assessment or full site investigation is required. |  |
| Noise | Required for proposals that may raise issues of disturbance by noise. Applications for mineral extraction, landfill, wind farms and certain industrial processes will typically require a noise assessment given the nature of these proposals. Further information can be obtained from the local TECS Environment Health office on the need and scope for such an assessment. | Seek |
| Impact | advice at |
| Assessment | the pre- |
|  | application |
|  | stage |
| Transport Assessment | Required for proposals where the development or redevelopment is | Seek |
|  | likely to have significant transport implications, no matter the size. | advice at |
|  | The coverage and detail of the Transport Assessment (TA) should | the pre- |
|  | reflect the scale and the likely extent of transport impacts of the | application |
|  | proposed scheme. The planning authority and developer and, in | stage |
|  | the case of developments that affect trunk roads, TRNMD and their |  |
|  | operators, should discuss the content and scope of the Transport |  |

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|  | Assessment required as part of the planning application.  The thresholds for determining whether a TA is required should be discussed with the Council’s Transport Team but will generally include non-residential developments with a GFA > 1000m2 or where >100 dwellings are proposed.  If the development proposal does not exceed the thresholds, a Transport Study may be required where it is considered the proposals raise significant transport implications, such as where the development is likely to:  Generate traffic at peak times in a congested area or the nearest trunk road junction  Generate traffic, particularly lorries, late at night in a residential area  Raise significant concerns over road safety. |  |
| Retail Impact Assessment | Required for proposals where the development is of a sufficient scale to have an appreciable impact on the trade of existing or committed retail outlets or centres and the surrounding area. A RIA will normally be required for retail developments of over 2500m2 GFA.  For smaller shops, a statement of retail impact may be required. | Seek advice at the pre- application stage |
| Wildlife/Habitat Surveys/Protected Species | Required for proposals where the development may impact on wildlife habitats or features that may be affected by the development. A wildlife or habitat assessment may be required where it is considered that a proposal could potentially have an adverse impact on the biodiversity of an area. The survey(s) required will depend on the particular site and the type of development including: | Seek advice at the pre- application stage |
|  | 1. Badgers; 2. Otter and water vole (where there is a watercourse on or adjacent to the site); 3. Breeding and over-wintering birds, 4. Raptors; 5. Red squirrel; 6. Vegetation. |  |
|  | The minimum standard is to be a Phase 1 Habitat survey. Where this identifies important habitats on site, a more detailed survey will be required. |  |
|  | Where a potential adverse impact is identified, details of proposed mitigation will require to be submitted. Developments which impact on Protected Species will require a detailed survey, including mitigation, to demonstrate that there is no unacceptable adverse impact on the species involved. |  |
| Single Houses and Small Housing Developments  Private Access Checklist | This document contains guidance on the design and construction of private accesses onto the public road. It is aimed at those submitting a planning application for a single house or a small  group of houses where a new adopted road is not required. It is applicable to both houses in rural locations and in existing residential areas.  <https://www.highland.gov.uk/info/20005/roads_and_pavements/99/roads_information/2>  The checklist which is contained in Appendix 2 of the document must be completed and submitted with any planning applications. |  |
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| Archaeology Survey | Required for proposals where the development may impact on known archaeological features. The detail of the report and survey will be dependent on the features involved. Advice should be sought from the Council’s Archaeologist. | Seek advice at the pre- application stage |
| Telecommunication Development | Required for proposals where the development involves mast and antenna by telecommunication operators. Applications must be accompanied by a signed declaration that the installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). |  |
| Flow Country Candidate World Heritage Site Impact Assessment Toolkit | If your development is within or close to the Flow Country Candidate World Heritage Site then your submission must include a completed screening checklist of the development’s potential impacts on the Outstanding Universal Values of the Site. The screening checklist is the first page in the Toolkit available for download.  [Flow Country | Flow Country Candidate World Heritage Site Impact Assessment Toolkit (highland.gov.uk)](https://www.highland.gov.uk/downloads/file/28012/flow_country_candidate_world_heritage_site_impact_assessment_toolkit)  More information on the candidate World Heritage Site.  [Development guidance - Flow Country Candidate World Heritage Site Planning Position Statement | The Highland Council](https://www.highland.gov.uk/directory_record/1979671/flow_country_candidate_world_heritage_site_planning_position_statement) | Seek advice at the pre- application stage |