

APPLICATION FOR PLANNING PERMISSION

(HOUSEHOLDER)

Town & Country Planning (Scotland) Act 1997



Falkirk Council
Development Services

Please read the notes before completing this form. If you have any doubts about how to complete any part of the form, please contact Development Services and ask to speak with the Development Management Duty Officer. The telephone number is (01324) 504748. **ONE** copy of the completed form, **TWO** copies of the plans, the appropriate fee and other documents should be returned to:

The Director of Development Services
Abbotsford House, David's Loan,
Falkirk FK2 7YZ

Falkirk Council is the Data Controller under the Data Protection Act 1998. Information submitted in this form and associated documents will be processed in accordance with the Act.

1 DESCRIPTION OF PROPOSED DEVELOPMENT

2 ADDRESS OR LOCATION OF PROPOSED DEVELOPMENT

Address: _____

Postcode: _____

3 AGENTS NAME AND ADDRESS

Name: _____

Address: _____

Postcode: _____ E-mail: _____

Telephone: _____ Fax: _____

4 HAVE THERE BEEN ANY PRE-APPLICATION DISCUSSIONS WITH DEVELOPMENT MANAGEMENT?

Yes: No:

If yes: By Telephone: Meeting: Date: _____

By Letter: Officers Name: _____

5 DETAILS OF PROPOSALS

- a Are any trees to be felled/lopped? Yes No
- If yes, existing trees and those proposed be felled/lopped should be clearly shown on the submitted plans.
- b Are any buildings or boundary walls to be demolished? Yes No
- If yes, these should be clearly shown on the submitted plans.
- c Is the construction of a new access, or alterations to an existing access to a public road involved?
- Yes Name of road to which access is required: _____
- No _____
- d Car Parking Number of spaces available now: _____ Proposed: _____
- e Materials
- External Walls: _____
- Roofs: _____
- Parking Area/Driveway: _____
- Windows/Doors: _____
- Boundary Walls/Fences: _____

6 FEE

I enclose a fee to the value of: £ _____ No fee required

7 LAND OWNERSHIP CERTIFICATES

**Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2009
Regulation 15**

If you do not own all of the land or property to which this relates, you must notify all the owners at the same time as submitting this form. You must complete either certificates A or B below as applicable by inserting the date and details as appropriate. ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE OR MISLEADING DECLARATION IS LIABLE, ON CONVICTION, TO A FINE OF CURRENTLY UP TO £2,000

Certificate A (Note A)

I hereby certify that:

- 1 no person other than *myself/the applicant was an owner (Note B) of any part of the land to which the application relates, at the beginning of the period of 21 days ending with the date of this application; and
- 2 none of the land to which this application relates constitutes or forms part of an agricultural holding.

Insert date if this certificate applies Date: _____

Certificate B (Note A)

I hereby certify that:

Tick 1 box only

- 1 no person other than *myself/the applicant was an owner of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application;

OR

- *I have/the applicant has served notice on every person other than *myself/the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner (Note B) of any part of the land to which the application relates.

These persons are (continue on a separate sheet if necessary):

Name	Address	Date Notice Served

Tick 1 box only

- 2 none of the land to which this application relates constitutes or forms part of an agricultural holding

OR

- the land or part of the land to which the application relates constitutes or forms part of an agricultural holding and *I have/the applicant has served notice on every person other than *myself/himself who at the beginning of the period of 21 days ending with the date of the accompanying application was an agricultural tenant.

These persons are (continue on a separate sheet if necessary):

Name of Tenant (Note C)	Address	Date Notice Served

Insert date if this certificate applies Date: _____

Note A: Certificate A to be completed where the applicant is the only owner and the land is not an agricultural holding. Certificate B to be completed where Certificate A does not apply but where it has been possible to notify all the owners and agricultural tenants.

Note B: Any person who in respect of any part of the land, is the proprietor of the "dominium utile" or is the lessee under a lease thereof of which not less than 7 years remain unexpired.

Note C: If you are the sole agricultural tenant enter "None". *Delete as appropriate

8 APPLICANTS DETAILS

Name: _____
Address: _____

Postcode: _____ E-mail: _____
Telephone: _____ Fax: _____

9 DATA PROTECTION ACT

YOUR PERSONAL DATA

Falkirk Council respects your personal information and undertakes to comply with the Data Protection Act 1998.

The personal data you provide in making an application under the Planning Acts and related legislation will be used for the following purpose:

to enable the Council to undertake its statutory planning responsibilities under the above legislation.

Your data may be disclosed to the following parties in connection with the aforesaid purposes:

Parts I and II of the Statutory Planning Register - the entire application in paper form will be made available to all members of the public in order that:

officers and Members of the Council can discharge their statutory responsibilities; and

consultees and the general public may provide an input to the planning process.

The Council's Website - personal data contained within the application form will not be uploaded to the Council's Website.

Falkirk is the registered Data controller. Any queries regarding the processing of your personal data by Falkirk Council should be directed to the Director of Law and Administration, Municipal Buildings, Falkirk FK1 5RS

Signature of Applicant OR
Agent: _____

Date _____

10 PUBLIC ACCESS TO PLANNING INFORMATION

From 29 April 2009, Falkirk Council will provide the facility to view and comment on planning applications online. **AS A RESULT OF ADVICE GIVEN TO COUNCILS BY THE INFORMATION COMMISSIONER ONLY SECTIONS 1-7 OF THIS FORM WILL BE MADE AVAILABLE TO VIEW BY THE PUBLIC ON-LINE.** The full submission will, however, be placed on the statutory Planning Register which is accessible by the public at Abbotsford House, Davids Loan Falkirk FK2 7YZ during normal working hours Monday to Friday.

11 NOTES/ADDITIONAL INFORMATION

TO AVOID INADVERTANT DAMAGE TO UNDERGROUND PLANT WHICH MAY RESULT FROM YOUR PROPOSALS, YOUR AGENT OR BUILDER IS ADVISED TO USE THE NATIONAL FREEPHONE MOLESEYE ON 0800 800 333.

Checklist - Application for Householder Application

Please complete the following checklist to make sure you have provided all the necessary information in support of your application.

Failure to submit all this information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

	YES	NO
A copy of a location plan which identifies the land to which the application relates. This should have a north point and be drawn to an identified scale.	<input type="checkbox"/>	<input type="checkbox"/>
A copy of other plans and drawings or information necessary to describe the proposals (two must be selected).		
Existing and proposed elevations.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed floor plans.	<input type="checkbox"/>	<input type="checkbox"/>
Cross sections	<input type="checkbox"/>	<input type="checkbox"/>
Site layout plan/Block plans (including access).	<input type="checkbox"/>	<input type="checkbox"/>
Roof plan.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and/or photomontages	<input type="checkbox"/>	<input type="checkbox"/>
Additional Surveys*	<input type="checkbox"/>	<input type="checkbox"/>
A Supporting Statement**	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee unless exempt	<input type="checkbox"/>	<input type="checkbox"/>

* for example a tree survey or habitat survey may be needed. In some instances you may need to submit a survey about the structural condition of the existing house or outbuilding.

**you may wish to provide additional background information or justification for your proposals. This can be helpful and you should provide this in a single statement. This can be combined with a Design Statement if required.

Please note that you must submit a fee with your application unless it is considered to be exempt. Your application will not be able to be validated until the appropriate fee has been received by the planning authority.

From 03 August 2009, the duty of Neighbour Notification falls on the planning authority, not the applicant. Falkirk Council will use all information at its disposal to carry out this process as accurately as possible. Under this new process, we will have to advertise applications where neighbouring land has no buildings on it to which a notice can be sent. We will then have to recover the cost of advertisement from the applicant, before a decision can be issued on the application.

You can choose, on a voluntary basis, to provide Falkirk Council with a plan and/or a list of all the owners, lessees or occupiers of land within 20 metres of the boundary of your application site. The Council will check this information. If you provide this information it may assist in the validation and processing of your application.