

## Submitting a Planning Application - What do I need?



### Plans, drawings and additional documents

#### Plans and Drawings

When compiling your application, you should consider how it will be assessed and how easy it will be for others to interpret your drawings. This is especially important now that applications can be viewed on the internet. Neighbours need to be able to assess if and how your proposals will affect them.

As a direct result of comments received in relation to the on-line viewing of applications, we are now asking that all applicants provide **dimensioned drawings** as part of their application for planning permission, advertisement consent, listed building consents and all forms of notifications.

The provision of scaled and dimensioned drawings will therefore be expected as part of the validation process as of 31 January 2012. Applications may be rendered invalid if dimensioned drawings are not provided and the application is considered to be unclear for the purpose of e-planning.

Dimensions will be required for all building floor plans, elevations and roof heights. In addition, the annotation of further dimensions relating to relevant site layout arrangements for example, distance to boundaries should be provided.

#### The following plans and drawings should be provided as necessary -

1. All applications should be accompanied by a location plan and almost all will require a site plan. Planning authorities can reasonably expect a minimum of information on these plans as follows:

*Location plan* - this must identify the land to which the proposal relates and its situation in relation to the locality - in particular in relation to neighbouring land (land which, or part of which, is coterminous or within 20 metres of the boundary of the land for which development is proposed). Location plans should be a scale of 1:2500 or smaller. The application site boundary must be outlined in a **continuous red** line. Any other adjoining land within your ownership must be outlined in a **continuous blue** line.

*Site Plan* - should be of a scale of 1:500 or smaller and show:

- The direction of North;
  - The site boundary as indicated on the location plan;
  - General access arrangements, landscaping, car parking and open areas around buildings;
  - The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
  - Where possible, all the buildings, roads and footpaths on land adjoining the site including access arrangements;
  - The extent and type of any hard surfacing;
  - Boundary treatment including walls or fencing where this is proposed.
2. The range of other plans and drawings will depend on the scale, nature and location of the

proposal. Planning authorities should consider providing guidance on the levels of information expected in different types of case. The following plans and drawings will not be required in every case, but the list indicates the sort of minimum information which should be included where necessary:

- *Existing and proposed elevations* (at a scale of 1:50 or 1:100) which should:
- show the proposed works in relation to what is already there;
- show all sides of the proposal;
- indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors;
- include blank elevations (if only to show that this is in fact the case);
- where a proposed elevation adjoins another building 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.

*Existing and proposed floor plans* (at a scale of 1:50 or 1:100) which should:

- explain the proposal in detail;
- show where existing buildings or walls are to be demolished;
- show details of the existing building(s) as well as those for the proposed development;
- show new buildings in context with adjacent buildings (including property numbers where applicable).

*Existing and proposed site sections and finished floor and site levels* (at a scale of 1:50 or 1:100) which should:

- show a cross section(s) through the proposed building(s);
- where a proposal involves a change in ground levels, show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided;
- include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;
- show existing site levels and finished floor levels (with levels related to a fixed datum point off site), and also show the proposals in relation to adjoining buildings (unless, in the case of development of an existing house, the levels are evident from floor plans and elevations).

*Roof plans* (at a scale of 1:50 or 1:100) to show the shape of the roof and specifying details such as the roofing material, vents and their location.

## **Submission Documents and Further Information**

The Regulations do not specify which supplementary documents should accompany an application beyond those specified as statutory minimum requirements for validation purposes. The Council therefore encourages applicants in pre-application discussions to establish what the Council's requirements are in terms of essential further information.

## **Development within Coal Mining Development Referral Areas**

The Coal Authority has defined much of Falkirk Council's administrative area as a 'Coal Mining Development Referral Area'. Based upon Coal Authority records, such areas are where the potential land stability and other safety risks associated with former coal mining activities are likely to be greatest. They include, for example, areas of known or suspected shallow coal mining, recorded mine entries and areas of former surface mining.

For all new development proposals within Coal Mining Development Referral Areas that require

planning permission, **except householder developments**, the Coal Authority will expect a Coal Mining Risk Assessment to be prepared and submitted with the planning application to the Local Planning Authority. Delay in submission the report will prevent early consultation with the Coal Authority and will impact on the consideration of your application

You will need to check the location of your development site on the [Coal Mining Development Referral Area plan](#).

The Coal Mining Risk Assessment should outline the mining position in relation to your development site and assess any risks to the development proposed. It should also outline any mitigation measures that are required to ensure that the development will be safe and will not lead to any future ground instability or other public safety issues.

**Householder development (extensions, alterations etc)** will not require a Coal Mining Risk Assessment for a Planning Application. We will issue an informative note for this type of development but be aware that this information maybe required for a subsequent Building Control Application.

### **Design and Access Statements**

This is a new statutory requirement for "national" and "major" applications only but does not relate to applications for planning permission in principle in these categories.

Applications for planning permission for "local" development within:

- a World Heritage Site;
- a conservation area;
- a historic garden or designed landscape;
- a National Scenic Area;
- the site of a scheduled monument; or
- the curtilage of a category A listed building

will require a design statement unless the development comprises the alteration or extension of an existing building.

Design and/or design and access statements are not needed for the following categories:

- a. an application for planning permission for development of land without complying with conditions subject to which a previous planning permission was granted (see the paragraphs on Further Applications above);
- b. an application for planning permission for -
  - i. engineering or mining operations;
  - ii. development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse as such; or
  - iii. a material change in the use of land or building

The design of a proposed development and its relationship to its surroundings may be a material consideration. Where a design or design and access statement is required, the information within the statement may be material and in such cases must be taken into account by the planning authority when considering the proposed development

Further information on the form and content of both types of statement are available from the Development Management Unit within Development Services.

## Pre-application consultation ( PAC) reports

Pre-application Consultation only applies to major and national application categories of development, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009. An applicant must prepare a report which gives details of the consultation which has taken place with the local community in the period prior to the application being submitted.

As a minimum requirement, the report should:

- specify who has been consulted;
- set out what steps were taken to comply with the statutory requirements and those of the planning authority;
- set out how the applicant has responded to the comments made, including whether and the extent to which the proposals have changed as a result of PAC;
- provide appropriate evidence that the various prescribed steps have been undertaken - e.g. copies of advertisements of the public events and reference to material made available at such events; and
- demonstrate that steps were taken to explain the nature of PAC i.e. that it does not replace the application process whereby representations can be made to the planning authority.

We must decline to determine an application where PAC applies and, in our opinion, an applicant fails to show that he has complied with the requirements of the Regulations. The report must accompany an application for planning permission, planning permission in principle or further application under regulations 9 to 11.