

List of Enclosures for Item 6

List of Enclosures - Agenda Item 6

1.	Notice of Review dated 27 February 2017 and associated documents.	66-105
2.	Application for Planning Permission dated 19 September 2016 and associated plans and supporting document.	106-124
3.	Report of Handling dated 29 November 2016.	125-130
4.	Refusal of Planning Permission dated 1 December 2016.	131
5.	Consultation response from Environmental Health Unit dated 27 September 2016.	132
6.	Consultation response from Roads Development Unit dated 29 September 2016.	133-134
7.	Consultation response from Roads Development Unit dated 3 October 2017.	135-137
8.	Consultation response from Transport Planning Unit dated 22 November 2016.	138-139
9.	Consultation response from Roads Development Unit dated 15 March 2017.	140-141
10.	Consultation response from Transport Planning Unit dated 15 March 2017.	141-143
11.	Email representation from Mrs Nicola Robinson undated.	144

Policies/Documents Applicable to Review:-

12.	Supplementary Guidance SG13 – Open Space and New Development.	145-172
13.	Falkirk Council Local Development Plan - http://www.falkirk.gov.uk/services/planning-building/planning-policy/local-development-plan/	
○	Policy TC01 - Network of Centres	173
○	Policy TC02 - Development and Changes of Use in Centres	174-175
○	Policy TC03 - Retail and Commercial Leisure Development	176
○	Policy BUS03 - Business Areas with Potential for Redevelopment	177-178
○	Policy INF01 - Strategic Infrastructure	179
○	Policy INF03 - Protection of Open Space	180
○	Policy INF11 - Parking	181

NOTICE OF REVIEW

Under Section 43A(8) Of the Town and Country Planning (SCOTLAND) ACT 1997 (As amended) In Respect
of Decisions on Local Developments

The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (SCOTLAND)
Regulations 2013

The Town and Country Planning (Appeals) (SCOTLAND) Regulations 2013

IMPORTANT: Please read and follow the guidance notes provided when completing this form. Failure to supply all the relevant information could invalidate your notice of review.

**PLEASE NOTE IT IS FASTER AND SIMPLER TO SUBMIT PLANNING APPLICATIONS
ELECTRONICALLY VIA <https://www.eplanning.scot>**

1. Applicant's Details		2. Agent's Details (if any)	
Title		Ref No.	
Forename		Forename	Andrew
Surname		Surname	Bennie
Company Name	JWR Holdings Ltd	Company Name	Andrew Bennie Planning Ltd
Building No./Name		Building No./Name	
Address Line 1	52 Southburn Road	Address Line 1	3 Abbots Court
Address Line 2		Address Line 2	
Town/City	Airdrie	Town/City	Dullatur
Postcode	ML6 9AD	Postcode	G68 0AP
Telephone		Telephone	
Mobile		Mobile	07720 700210
Fax		Fax	
Email		Email	andrew@andrewbennieplanning.com
3. Application Details			
Planning authority		Falkirk Council	
Planning authority's application reference number		P/16/0605/FUL	
Site address			
99 Glasgow Road, Falkirk			
Description of proposed development			
Proposed Change of Use of former Scottish Power call centre to use for the Sale and Display of Motor Vehicles.			

Date of application	19th September 2016	Date of decision (if any)	1st December 2016
---------------------	---------------------	---------------------------	-------------------

Note. This notice must be served on the planning authority within three months of the date of decision notice or from the date of expiry of the period allowed for determining the application.

4. Nature of Application

Application for planning permission (including householder application)	<input checked="" type="checkbox"/>
Application for planning permission in principle	<input type="checkbox"/>
Further application (including development that has not yet commenced and where a time limit has been imposed; renewal of planning permission and/or modification, variation or removal of a planning condition)	<input type="checkbox"/>
Application for approval of matters specified in conditions	<input type="checkbox"/>

5. Reasons for seeking review

Refusal of application by appointed officer	<input checked="" type="checkbox"/>
Failure by appointed officer to determine the application within the period allowed for determination of the application	<input type="checkbox"/>
Conditions imposed on consent by appointed officer	<input type="checkbox"/>

6. Review procedure

The Local Review Body will decide on the procedure to be used to determine your review and may at any time during the review process require that further information or representations be made to enable them to determine the review. Further information may be required by one or a combination of procedures, such as: written submissions; the holding of one or more hearing sessions and/or inspecting the land which is the subject of the review case.

Please indicate what procedure (or combination of procedures) you think is most appropriate for the handling of your review. You may tick more than one box if you wish the review to be conducted by a combination of procedures.

Further written submissions	<input type="checkbox"/>
One or more hearing sessions	<input type="checkbox"/>
Site inspection	<input checked="" type="checkbox"/>
Assessment of review documents only, with no further procedure	<input type="checkbox"/>

If you have marked either of the first 2 options, please explain here which of the matters (as set out in your statement below) you believe ought to be subject of that procedure, and why you consider further submissions or a hearing necessary.

7. Site inspection

In the event that the Local Review Body decides to inspect the review site, in your opinion:

Can the site be viewed entirely from public land?	<input checked="" type="checkbox"/>
Is it possible for the site to be accessed safely, and without barriers to entry?	<input type="checkbox"/>

If there are reasons why you think the Local Review Body would be unable to undertake an unaccompanied site inspection, please explain here:

8. Statement

You must state, in full, why you are seeking a review on your application. Your statement must set out all matters you consider require to be taken into account in determining your review. Note: you may not have a further opportunity to add to your statement of review at a later date. It is therefore essential that you submit with your notice of review, all necessary information and evidence that you rely on and wish the Local Review Body to consider as part of your review.

If the Local Review Body issues a notice requesting further information from any other person or body, you will have a period of 14 days in which to comment on any additional matter which has been raised by that person or body.

State here the reasons for your notice of review and all matters you wish to raise. If necessary, this can be continued or provided in full in a separate document. You may also submit additional documentation with this form.

Please refer to the attached Statement in Support of Review.

Have you raised any matters which were not before the appointed officer at the time your application was determined? Yes ☐ No ☒

If yes, please explain below a) why your are raising new material b) why it was not raised with the appointed officer before your application was determined and c) why you believe it should now be considered with your review.

9. List of Documents and Evidence

Please provide a list of all supporting documents, materials and evidence which you wish to submit with your notice of review

Please refer to attached Schedule.

Note. The planning authority will make a copy of the notice of review, the review documents and any notice of the procedure of the review available for inspection at an office of the planning authority until such time as the review is determined. It may also be available on the planning authority website.

10. Checklist

Please mark the appropriate boxes to confirm that you have provided all supporting documents and evidence relevant to your review:

Full completion of all parts of this form ☒

Statement of your reasons for requesting a review ☒

All documents, materials and evidence which you intend to rely on (e.g. plans and drawings or other documents) which are now the subject of this review. ☒

Note. Where the review relates to a further application e.g. renewal of planning permission or modification, variation or removal of a planning condition or where it relates to an application for approval of matters specified in conditions, it is advisable to provide the application reference number, approved plans and decision notice from that earlier consent.

DECLARATION

I, the ~~applicant~~ agent hereby serve notice on the planning authority to review the application as set out on this form and in the supporting documents. I hereby confirm that the information given in this form is true and accurate to the best of my knowledge.

Signature:  Name: on behalf of Andrew Bennie Planning Limited Date: 27th February 2017

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

STATEMENT IN SUPPORT OF
LOCAL REVIEW
RELATIVE TO THE REFUSAL OF
PLANNING APPLICATION REFERENCE
P/16/0605/FUL

3 Abbotts Court
Dullatur
G68 0AP

Tel: 07720 700210

E-mail: andrew@andrewbennieplanning.com

February 2017

COPYRIGHT

The contents of this report must not be reproduced in whole or in part without the formal written approval of Andrew Bennie Planning Limited.

CONTENTS

- 1.0 Introduction
- 2.0 Proposals Subject to Review
- 3.0 Reasons for Requesting Review
- 4.0 Review Procedure
- 5.0 Grounds of Review
- 6.0 Summary

Appendix 1: Notice of Review Form

Appendix 2: Schedule of Documents

Appendix 3: Review Documents

1.0 INTRODUCTION

- 1.1 This Statement has been prepared by Andrew Bennie Planning Limited on behalf of JWR Holdings Ltd in support of their request that the Planning Authority, under the provisions of Section 43A(8) of the Town and Country Planning (Scotland) Act 1997 review the decision of the Appointed Person to refuse planning permission in respect of planning application reference P/16/0605/FUL.
- 1.2 This Statement should be read in conjunction with the matters set out within the completed Notice of Review Form, a copy of which is included at Appendix 1 of this Statement.

2.0 PROPOSALS SUBJECT TO REVIEW

- 2.1 Under the terms of planning application reference P/16/0605/FUL, planning permission was sought for the change of use of the application site, hereinafter referred to as the "Site", to allow for its use for the sale and display of motor vehicles.
- 2.2 The forecourt area to the front of the building on the Site would be used for the open display of sale vehicles (this part of the Site being enclosed by a recently erected security fence), with the front section of the building itself being used utilised as a covered showroom for sale vehicles.
- 2.3 Access to this section of the building would taken by way of two new glazed doors, which would be formed through the front/south facing elevation of the building. With the exception of the installation of these new doors, the proposed change of use involves no other changes to the fabric of the existing building on the Site.
- 2.4 The rear portion of the building, access to which is gained via an existing entrance in the east facing elevation of the building, would be used for the maintenance and preparation of sales vehicles.
- 2.5 This proposed change of use involves no alteration to the existing access arrangements to the Site off the adjacent road network.

3.0 REASONS FOR REQUESTING THE REVIEW

- 3.1 On the basis of the Grounds of Review, which are set out within Section 5.0 of this Statement, it is submitted that the appointed person has failed to provide sufficient reasons to reasonably justify the refusal of this planning application when considered against the relevant provisions of the development plan.
- 3.2 It is submitted that the application proposals can be both fully and reasonably justified against the relevant provisions of the development plan and that the proposed development would not give rise to any demonstrable adverse impacts upon the appearance or visual amenity of the wider area within which the proposed development is located.
- 3.3 Consequently, this Review is put forward on the basis of the unreasonable and unjustifiable grounds for the refusal of the planning application in question.

4.0 REVIEW PROCEDURE

- 4.1 In addition to consideration of those matters, which are set out within the Notice of Review Form and this Statement, it is requested that the Local Review Body also carry out an inspection of the Site prior to their consideration and determination of this Review.

5.0 GROUNDS OF REVIEW

- 5.1 The application, which forms the basis of this Review was, by notice dated 1st December 2016 refused planning permission for the following reasons.

"1: The proposal would result in the loss of open space which would not be compensated for by qualitative improvements to other parts of the green network in the local area. The application is therefore contrary to policy INF03 of the Local Development Plan and Supplementary Guidance SG13 Open Space and New Development.

2: The proposal would not preserve the frontage of the site for future development in accordance with policy INF01 Strategic Infrastructure and site schedule INF11 of the Local Development Plan which looks to provide a future bus lane along the A803 corridor to support sustainable transport. The application is therefore contrary to policy INF01 of the Local Development Plan."

- 5.2 A full copy of the Decision Notice on this application is provided within Appendix 3 of this Statement.
- 5.3 Our responses to these stated reasons for the refusal of planning application reference P/16/0605/FUL are set out below.

1: The proposal would result in the loss of open space which would not be compensated for by qualitative improvements to other parts of the green network in the local area. The application is therefore contrary to policy INF03 of the Local Development Plan and Supplementary Guidance SG13 Open Space and New Development.

- 5.4 Policy INF03 Protection of Open Space advises that:

"The Council will protect all urban open space, including parks, playing fields and other areas of urban greenspace, which is considered to have landscape, amenity, recreational or ecological value. Accordingly:

- 1. Development involving the loss of urban open space will only be permitted where:*

- *There is no adverse effect on the character or appearance of the area, particularly through the loss of amenity space planned as an integral part of a development;*
- *There will be no significant adverse effect on the overall recreational amenity of the local area, taking account of the Council's open space standards (defined within the Open Space Strategy) and its release for development will be compensated for by qualitative improvements to other parts of the green network in the local area;*
- *The area is not of significant ecological value (this can include areas that are not specifically designated for ecological features, but which are important in supporting the qualifying features of Natura 2000 sites); and*
- *Connectivity within, and functionality of, the wider green network is not threatened and public access routes in or adjacent to the open space will be safeguarded.*

2. *Where development would also involve the loss of playing fields or sports pitches, it must additionally be demonstrated that:*

- *The proposed development is ancillary to the principal use of the site as a playing field; or*
- *The proposed development involves a minor part of the playing field which would not affect its use and potential for sport and training; or*
- *The playing field which would be lost would be replaced by a new playing field of comparable or greater benefit for sport and in a location which is convenient for its users, or by the upgrading of an existing playing field to provide a better quality facility either within the same site or at another location which is convenient for its users and which maintains or improves the overall playing capacity in the area; or*
- *The Council's pitch strategy has shown that there is a clear excess of sports pitches to meet current and anticipated future demand in the area, and that the site could be developed without detriment to the overall quality of provision."*

5.5 As the proposed development does not involve the loss of any playing fields or sports pitches, it is submitted that the provisions of sub-section 2 of policy INF03 are not or relevance to the determination of this Review and accordingly, this aspect of the policy is not considered further within this Statement.

5.6 Sub-section 1 of the policy sets out details of the circumstances under which proposals which will result in the loss of urban open space will be favourably considered/permited.

5.7 Looking at these various considerations in turn, the following comments are put forward,

"There is no adverse effect on the character or appearance of the area, particularly through the loss of amenity space planned as an integral part of a development."

- 5.8 When viewed within the context of the character and appearance of the surrounding area, which is heavily dominated and characterised by those existing commercial uses (in the form of existing car sales outlets and garage forecourts) which lie to the east and west sides of the Site, it is submitted that the loss of the small area of grass which was previously located to the front of the building on the Site has given rise to no demonstrable or adverse impact upon the character or appearance of the surrounding area.
- 5.9 Further more, it is submitted that in no sense can this former small area of grass be reasonably considered to have constituted an area of amenity space planned as an integral part of a development.
- 5.10 Consequently, it is submitted that the proposed development can be fully and reasonably justified against this criterion.

"There will be no significant adverse effect on the overall recreational amenity of the local area, taking account of the Council's open space standards (defined within the Open Space Strategy) and its release for development will be compensated for by qualitative improvements to other parts of the green network in the local area."

- 5.11 Given the nature of the area of open space in question, it is submitted that the loss thereof will have no effect upon the overall recreational amenity of the surrounding area.
- 5.12 Consequently, it is submitted that the proposed development can be fully and reasonably justified against this criterion.

"The area is not of significant ecological value (this can include areas that are not specifically designated for ecological features, but which are important in supporting the qualifying features of Natura 2000 sites."

- 5.13 The area of open space in question has/had no ecological value and consequently, it is submitted that the proposed development can be fully and reasonably justified against this criterion.

"Connectivity within, and functionality of, the wider green network is not threatened and public access routes in or adjacent to the open space will be safeguarded."

- 5.14 The area of open space in question did not connect to any other area of open space within the surrounding area and cannot reasonably be considered to have formed a part of any wider green network.
- 5.15 Furthermore, it loss has had no impact upon any existing formal or informal public access routes.
- 5.16 Consequently, it is submitted that the proposed development can be fully and reasonably justified against this criterion.
- 5.17 In view of the matters set out above, it is submitted that the proposed development can be fully and reasonably justified against the relevant provisions of policy INF03 and that consequently, it is wholly unreasonable for the Appointed Person to have sought to refuse the application based upon, amongst other things, non-compliance with said policy.

2: The proposal would not preserve the frontage of the site for future development in accordance with policy INF01 Strategic Infrastructure and site schedule INF11 of the Local Development Plan which looks to provide a future bus lane along the A803 corridor to support sustainable transport. The application is therefore contrary to policy INF01 of the Local Development Plan.

- 5.18 Prior to the determination, by the Appointed Person, of this application, a meeting took place on 8th November 2016 between the applicants planning agent and senior planning and roads officials of the Council to discuss a number of matters associated with the Council's ongoing assessment of this application, including the issue of the provision of the future bus lane along the A803 corridor and the extent to which the proposed development could potentially impact on the same.
- 5.19 During the course of this meeting, and with specific regard to the issue of this future bus lane provision, it was made clear that as no physical development was proposed within the area that would require to be obtained by the Council, either through a voluntary sale or by compulsory purchase, to facilitate the construction of this bus lane, the proposed development would in no way be prejudicial to the delivery of this potential scheme.

5.20 Furthermore, it was made clear to the parties attending this meeting that this issue could be suitably addressed by way of a condition attached to the desired planning permission.

5.21 By e-mail dated 9th November 2016, the applicant's position on this matter was re-affirmed to the Council, stating that:

"On the matter of the proposal for the potential future provision of an enhanced bus corridor along this stretch of Glasgow Road, it is clear that as the proposed use of the site does not involve or propose any development per se within the 4.8m "reserve strip" which was highlighted, the proposed use of the site will not prejudice the delivery of this potential scheme.

Accordingly, and to provide an additional measure of comfort to the Council should this be deemed necessary, my client would be content for this planning permission to be issued subject to a condition along the lines set out below.

Unless otherwise agreed in writing by the Council, no buildings or other permanent structures will be constructed within the "reserved land", as detailed on the approved site layout plan."

5.22 A full copy of this e-mail is provided within Appendix 3 of this Statement.

5.23 Given the terms of the applicants stated position on this matter, and in light of the fact that the applicants willingness to work with the Council to ensure that the proposed development would not prejudice the potential delivery of this bus land was at no point disputed or challenged by the Council, it is considered that as a practicable and moreover enforceable solution exists to protect the Council's position on this issue, it is wholly unreasonable and unjustifiable to seek to refuse the application on the basis on this stated reason for refusal.

6.0 SUMMARY

- 6.1 It is my respectful submission that the Appointed Person has failed to provide sufficient information to support and justify the stated reasons for the refusal of this planning application.
- 6.2 It is submitted that the terms of the relevant provisions of the adopted Local Development Plan, the proposed development can be fully and reasonably justified against the provisions of Policy INF03 and its associated Supplementary Planning Guidance and that the proposed development would not compromise or conflict with the aims and objectives of Policy INF11 and that accordingly, the Appointed Person has failed to provide sufficient information to demonstrate that the proposed development cannot be justified against these provisions of the Local Development Plan.
- 6.3 **Taking into account all of those matters set out above, I would respectfully request that the Local Review Body uphold this Review and in so doing, grant planning permission pursuant to planning application reference P/16/0605/FUL.**

SCHEDULE OF DOCUMENTS RELATIVE TO THE REVIEW OF
PLANNING APPLICATION REFERENCE P/16/0605/FUL

Document 1: Application Forms and Certificates.

Document 2: Application Site/Location Plan.

Document 3: Planning Statement in Support of Application.

Document 4: Copy of E-Mail from Agent to Falkirk Council, Dated 9th November 2016.

Document 5: Copy of Decision Notice.

P/16 / 0605 / T24

APPLICATION FOR PLANNING PERMISSION

Town and Country Planning (Scotland) Act 1997
The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Please refer to the accompanying Guidance Notes when completing this application
PLEASE NOTE IT IS FASTER AND SIMPLER TO SUBMIT PLANNING APPLICATIONS
ELECTRONICALLY VIA <https://www.eplanning.scot>

1. Applicant's Details		2. Agent's Details (if any)	
Title		Ref No.	
Forename		Forename	Andrew
Surname		Surname	Bennie
Company Name	JWR Holdings Ltd	Company Name	Andrew Bennie Planning Ltd
Building No./Name	52 Southburn Road	Building No./Name	3 Abbots Court
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
Town/City	Airdrie	Town/City	Dullatur
Postcode	ML6 9AD	Postcode	G68 0AP
Telephone		Telephone	
Mobile		Mobile	07720 700210
Fax		Fax	
Email		Email	andrew@andrewbennieplanning.com
3. Postal Address or Location of Proposed Development (please include postcode)			
99 Glasgow Road, Falkirk			
NB. If you do not have a full site address please identify the location of the site(s) in your accompanying documentation.			
4. Type of Application			
What is the application for? Please select one of the following:			
Planning Permission		<input checked="" type="checkbox"/>	
Planning Permission in Principle		<input type="checkbox"/>	
Further Application*		<input type="checkbox"/>	
Application for Approval of Matters Specified in Conditions*		<input type="checkbox"/>	
Application for Mineral Works**		<input type="checkbox"/>	
NB. A 'further application' may be e.g. development that has not yet commenced and where a time limit has been imposed a renewal of planning permission or a modification, variation or removal of a planning condition.			
*Please provide a reference number of the previous application and date when permission was granted:			
Reference No:		Date:	various
**Please note that if you are applying for planning permission for mineral works your planning authority may have a separate form or require additional information.			

5. Description of the Proposal

Please describe the proposal including any change of use:

Proposed Change of Use of former Scottish Power call centre to use for the Sale and Display of Motor Vehicles.

Is this a temporary permission?

Yes ☐ No ☒

If yes, please state how long permission is required for and why:

Have the works already been started or completed?

Yes ☒ No ☐

If yes, please state date of completion, or if not completed, the start date:

Date started: August 2016

Date completed:

If yes, please explain why work has already taken place in advance of making this application

Works to erect a security fence around the frontage of the application site were undertaken to ensure the security of the site/buildings.

6. Pre-Application Discussion

Have you received any advice from the planning authority in relation to this proposal?

Yes ☒ No ☐

If yes, please provide details about the advice below:

In what format was the advice given?

Meeting ☐ Telephone call ☒ Letter ☐ Email ☐

Have you agreed or are you discussing a Processing Agreement with the planning authority? Yes ☐ No ☒

Please provide a description of the advice you were given and who you received the advice from:

Name: Donald Campbell

Date: various

Ref No.:

General discussions took place regarding the works associated with the erection of the security fencing around the front section of the site and also regarding the general acceptability of the proposed use of the site.

7. Site Area

Please state the site area in either hectares or square metres:

Hectares (ha): circa 0.66ha

Square Metre (sq.m.):

8. Existing Use

Please describe the current or most recent use:

Former Scottish Power call centre/maintenance facility.

9. Access and Parking

Are you proposing a new altered vehicle access to or from a public road?

Yes ☐ No ☒

If yes, please show in your drawings the position of any existing, altered or new access and explain the changes you propose to make. You should also show existing footpaths and note if there will be any impact on these.

Are you proposing any changes to public paths, public rights of way or affecting any public rights of access?

Yes ☐ No ☒

If yes, please show on your drawings the position of any affected areas and explain the changes you propose to make, including arrangements for continuing or alternative public access.

How many vehicle parking spaces (garaging and open parking) currently exist on the application site?

n/a

How many vehicle parking spaces (garaging and open parking) do you propose on the site? (i.e. the total number of existing spaces plus any new spaces)

n/a

Please show on your drawings the position of existing and proposed parking spaces and specify if these are to be allocated for particular types of vehicles (e.g. parking for disabled people, coaches, HGV vehicles, etc.)

10. Water Supply and Drainage Arrangements

Will your proposals require new or altered water supply or drainage arrangements?

Yes ☐ No ☒

Are you proposing to connect to the public drainage network (e.g. to an existing sewer?)

Yes, connecting to a public drainage network

☒

No, proposing to make private drainage arrangements

☐

Not applicable – only arrangement for water supply required

☐

What private arrangements are you proposing for the new/altered septic tank?

Discharge to land via soakaway

☐

Discharge to watercourse(s) (including partial soakaway)

☐

Discharge to coastal waters

☐

Please show more details on your plans and supporting information

What private arrangements are you proposing?

Treatment/Additional treatment (relates to package sewer treatment plants, or passive sewage treatment such as a reed bed)

☐

Other private drainage arrangement (such as a chemical toilets or composting toilets)

☐

Please show more details on your plans and supporting information.

Do your proposals make provision for sustainable drainage of surface water?

Yes ☐ No ☒

Note:- Please include details of SUDS arrangements on your plans

Are you proposing to connect to the public water supply network?

Yes ☒ No ☐

If no, using a private water supply, please show on plans the supply and all works needed to provide it (on or off site)

11. Assessment of Flood Risk

Is the site within an area of known risk of flooding?

Yes ☐ No ☒

If the site is within an area of known risk of flooding you may need to submit a Flood Risk Assessment before your application can be determined. You may wish to contact your planning authority or SEPA for advice on what information may be required.

Do you think your proposal may increase the flood risk elsewhere? Yes ☐ No ☒ Don't Know ☐

If yes, briefly describe how the risk of flooding might be increased elsewhere.

12. Trees

Are there any trees on or adjacent to the application site?

Yes ☐ No ☒

If yes, please show on drawings any trees (including known protected trees) and their canopy spread as they relate to the proposed site and indicate if any are to be cut back or felled.

13. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? (including recycling)

Yes ☒ No ☐

If yes, please provide details and illustrate on plans.

If no, please provide details as to why no provision for refuse/recycling storage is being made:

14. Residential Units Including Conversion

Does your proposal include new or additional houses and/or flats?

Yes ☐ No ☒

If yes how many units do you propose in total?

Please provide full details of the number and types of units on the plan. Additional information may be provided in a supporting statement.

15. For all types of non housing development – new floorspace proposed

Does your proposal alter or create non-residential floorspace?

Yes ☒ No ☐

If yes, please provide details below:

Use type:

Car Sales Showroom

If you are extending a building, please provide details of existing gross floorspace (sq.m):

Proposed gross floorspace (sq.m.):

Please provide details of internal floorspace(sq.m)

Net trading space:

circa 636sqm

Non-trading space:

Total net floorspace:

circa 636sqm

16. Schedule 3 Development

Does the proposal involve a class of development listed in Schedule 3 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008?

Yes ☐ No ☒ Don't Know ☐

If yes, your proposal will additionally have to be advertised in a newspaper circulating in your area. Your planning authority will do this on your behalf but may charge a fee. Please contact your planning authority for advice on planning fees.

17. Planning Service Employee/Elected Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the planning service or an elected member of the planning authority?

Yes ☐ No ☒

Or, are you / the applicant / the applicant's spouse or partner a close relative of a member of staff in the planning service or elected member of the planning authority?

Yes ☐ No ☒

If you have answered yes please provide details:

DECLARATION

I, the ~~applicant~~/agent certify that this is an application for planning permission. The accompanying plans/drawings and additional information are provided as part of this application. I hereby confirm that the information given in this form is true and accurate to the best of my knowledge.

I, the ~~applicant~~/agent hereby certify that the attached Land Ownership Certificate has been completed ☒

I, the ~~applicant~~/agent hereby certify that requisite notice has been given to other land owners and /or agricultural tenants

Yes ☐ No ☐ N/A ☒

Signature:

[Redacted Signature]

Name:

per Andrew Bennie Planning Limited

Date:

19th September 2016

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

LAND OWNERSHIP CERTIFICATES

Town and Country Planning (Scotland) Act 1997
Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland)
Regulations 2013

CERTIFICATE A, B, C, D OR CERTIFICATE E MUST BE COMPLETED BY ALL APPLICANTS

CERTIFICATE A

Certificate A is for use where the applicant is the only owner of the land to which the application relates and none of the land is agricultural land.

I hereby certify that -

- (1) No person other than the applicant was 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 application. ☒
- (2) None of the land to which the application relates constitutes or forms part of agricultural land. ☒

Signed:



On behalf of:

Andrew Bennie Planning Limited

Date:

19th September 2016

CERTIFICATE B

Certificate B is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where all owners/agricultural tenants have been identified.

I hereby certify that -

- (1) I have served notice on every person other than myself who, at the beginning of the period of 21 days ending with the date of the application was owner of any part of the land to which the application relates. These persons are: ☐

Name	Address	Date of Service of Notice

- (2) None of the land to which the application relates constitutes or forms part of agricultural land ☐
- or
- (3) The land or part of the land to which the application relates constitutes or forms part of agricultural land and I have served notice on every person other than myself who, at the beginning of the period of 21 days ending with the date of the application was an agricultural tenant. These persons are: ☐

Name	Address	Date of Service of Notice

Signed:

On behalf of:

Date:

CERTIFICATE C

Certificate C is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where it has not been possible to identify ALL or ANY owners/agricultural tenants.

- (1) I have been unable to serve notice on **every** person other than myself who, at the beginning of the period of 21 days ending with the date of the application was owner of any part of the land to which the application relates. ☐

or

- (2) I have been unable to serve notice on **any** person other than myself who, at the beginning of the period of 21 days ending with the date of the accompanying application, was owner of any part of the land to which the application relates. ☐

- (3) None of the land to which the application relates constitutes or forms part of an agricultural holding.

or

- (4) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding and I have been unable to serve notice on any person other than myself who, at the beginning of the period of 21 days ending with the date of the accompanying application was an agricultural tenant. ☐

or

- (5) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding I have served notice on each of the following persons other than myself who, at the beginning of the period of 21 days ending with the date of the application was an agricultural tenant. These persons are: ☐

Name	Address	Date of Service of Notice

- (6) I have taken reasonable steps, as listed below, to ascertain the names and addresses of all other owners or agricultural tenants and have been unable to do so.

Steps taken:

--

Signed:

--

On behalf of:

--

Date:

--

CERTIFICATE D

Certificate D is for use where the application is for mineral development.

- (1) No person other than myself 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

- (2) I have served notice on each of the following persons other than myself who, at the beginning of the period of 21 days ending with the date of the accompanying application, was to the applicant's knowledge, the owner, of any part of the land to which the application relates. These persons are: ☐

Name	Address	Date of Service of Notice

- (3) None of the land to which the application relates constitutes or forms part of an agricultural holding. ☐

or

- (4) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding and I have served notice on each of the following persons other than myself who, at the beginning of the period of 21 days ending with the date of the application, was an agricultural tenant. ☐

- (5) Notice of the application as set out below has been published and displayed by public notice ☐

Signed:

--

On behalf of:

--

Date:

--

CERTIFICATE E

Certificate E is required where the applicant is the sole owner of all the land and the land to which the application relates is agricultural land and there are or are not agricultural tenants.

I hereby certify that -

(1) No person other than myself was the owner of any part of the land to which the application relates at the beginning of the period 21 days ending with the date of the application. ☐

(2) The land to which the application relates constitutes or forms part of an agricultural holding and there are no agricultural tenants. ☐

or

(1) No person other than myself was the owner of any part of the land to which the application relates at the beginning of the period 21 days ending with the date of the application. ☐

(2) The land to which the application relates constitutes or forms part of an agricultural holding and there are agricultural tenants. These people are: ☐

Name	Address	Date of Service of Notice

(3) I have taken reasonable steps, as listed below, to ascertain the names and addresses of the other agricultural tenants and have been unable to do so. ☐

Steps taken:

--

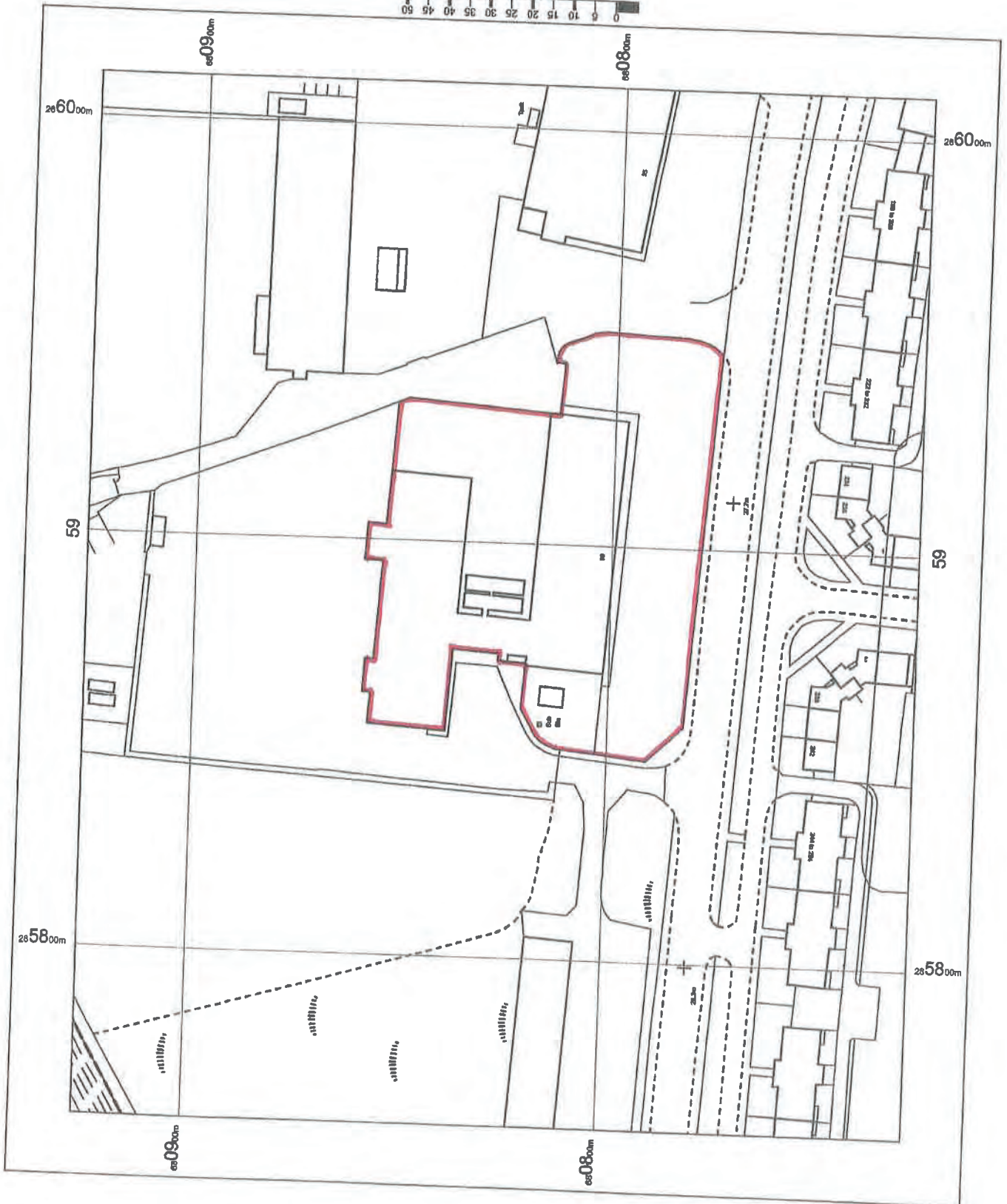
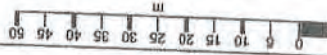
Signed:

On behalf of:

Date:

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act

99 GLASGOW ROAD
FALKIRK
SITE LOCATION PLAN.



OS MasterMap 1250/2500/10000
scale
08 October 2016, ID:
HMC-00566683
www.themapcentre.com
1:1250 scale print at A4, Centre:
285886 E, 680628 N
©Crown Copyright and database
rights 2016 OS 100019980



MAIL BOXES ETC

STATEMENT IN SUPPORT OF AN
APPLICATION FOR PLANNING
PERMISSION FOR THE CHANGE OF USE
OF PREMISES AT 99 GLASGOW ROAD, FALKIRK
TO FORM CAR SALES/SHOWROOM

Prepared by:

Andrew Bennie Planning Limited
3 Abbotts Court
Dullatur
G68 0AP

Tel: 07720 700210
Email: andrew@andrewbennieplanning.com

September 2016

COPYRIGHT

The contents of this statement may not be reproduced in whole or in part without the written consent of Andrew Bennie Planning Limited.

CONTENTS

- 1.0 Introduction
- 2.0 The Application Site
- 3.0 Planning Policy Background
- 4.0 The Application Proposals
- 5.0 Planning Assessment
- 6.0 Conclusions

1.0 INTRODUCTION

- 1.1 This statement has been prepared by Andrew Bennie Planning Limited, on behalf of JWR Holdings Limited and is submitted in support of an application for the change of use of the premises at 99 Glasgow Road, Falkirk to allow for its use for the sale and display of motor vehicles.
- 1.2 This statement provides information on both the Application Site and its surroundings and sets out an assessment of the policy basis against which the application proposals require to be assessed.
- 1.3 Should Falkirk Council require any further, relevant information or clarification of any matters relating to these proposals, Andrew Bennie Planning Limited would be pleased to assist in its timeous provision.

2.0 THE APPLICATION SITE

- 2.1 The application site, hereinafter referred to as the "Site", lies on the north side of Glasgow Road and faces towards the existing flatted residential properties which lie of the south side of Glasgow Road.
- 2.2 The Site is bounded to the east and west by existing car sales outlets, both of which feature forecourt sales areas along their frontages to Glasgow Road, and to the north by an open storage area, which is at present leased to Network Rail.
- 2.3 The Site comprises a large existing single storey building, which occupies the central and northern part of the Site, with a flat hard surfaced forecourt area lying to the south side of this building, between the building and the line of Glasgow Road. This forecourt area is enclosed by a green security fence, which stands approximately 2 m in height.
- 2.4 Access to the Site is gained via gates located at the eastern and western ends of the security fencing which surrounds the overall site.
- 2.5 The Site was last occupied by Scottish Power, with the front section of the building on the Site having been used as a call centre and the rear section having been used for vehicle repair and maintenance purposes.

3.0 PLANNING POLICY BACKGROUND

3.1 The current approved development plan covering the Site comprises the adopted Falkirk Local Development Plan (July 2015).

3.2 Proposals Map 2: Falkirk, Larbert & Stenhousemuir shows the Site as falling within an area to which the provisions of Policy BUS03: Business Areas with Potential for Redevelopment relates.

3.3 Paragraph 5.67 of the Plan advises that:

"It will not necessarily be desirable to retain all industrial areas in employment use. The location and character of some areas may be such that regeneration would be better served by allowing comprehensive redevelopment for other purposes. The Proposals Map identifies those areas where change will be considered."

3.4 Accordingly, Policy BUS03 states that:

"Within the business areas with potential for redevelopment, as identified on the Proposals Map, and any other non-core business land/premises within the Urban Limit, redevelopment for alternative uses will be permitted provided such uses are compatible with the character of the surrounding area, and comply with other LDP policies. Pending any such redevelopment, proposals for business/industrial development within these areas will continue to be supported."

3.5 Part 3 of Policy TC03: Retail and Commercial Leisure Development states that:

"Motor vehicle showrooms will be permitted within the economic development sites identified in the Site Schedule, or other business and industrial areas, provided access, servicing and any associated industrial processes can be accommodated without detriment to residential amenity, the functioning of the road network, or the operation of adjacent businesses."

4.0 THE APPLICATION PROPOSALS

- 4.1 Under the terms of this planning application, planning permission is sought for the change of use of the application site to allow for its use for the sale and display of motor vehicles.
- 4.2 The forecourt area to the front of the building on the Site would be used for the open display of sale vehicles (this part of the Site being enclosed by a recently erected security fence), with the front section of the building itself being used utilised as a covered showroom for sale vehicles.
- 4.3 Access to this section of the building would taken by way of two new glazed doors, which would be formed through the front/south facing elevation of the building. With the exception of the installation of these new doors, the proposed change of use involves no other changes to the fabric of the existing building on the Site.
- 4.4 The rear portion of the building, access to which is gained via an existing entrance in the east facing elevation of the building, would be used for the maintenance and preparation of sales vehicles.
- 4.5 This proposed change of use involves no alteration to the existing access arrangements to the Site off the adjacent road network.

5.0 PLANNING ASSESSMENT

5.1 Section 25 of the Town and Country Planning (Scotland) Act 1997 provides that:

"Where in making any determination under the Planning Act, regard is to be had to the development plan, the determination shall be in accordance with the plan unless material considerations indicate otherwise".

5.2 Section 37(2) of the Act further provides that in dealing with applications for planning permission:

"... the Authority shall have regard to the provisions of the development plan, so far as material to the application, and to any other material considerations."

5.3 For the purposes of the determination of this planning application, it is considered that the provisions of Policies BUS03 and TC03 comprise the principle policy basis against which the acceptability of the proposed development falls to be assessed.

5.4 Policy BUS03 makes clear that within the "business" areas to which it relates, the redevelopment of land and buildings for alternative purposes will be permitted provided that such alternative uses are compatible with the character of the surrounding area, and comply with the requirements of any other relevant policies within the LDP.

5.5 With regards to the first of these considerations, it is submitted that the character of the stretch of Glasgow Road within which the Site is located is established and dominated by the presence of two existing car sales outlets, located on either side of the Site, both of which feature forecourt sales areas along the Glasgow Road frontage of their sites.

5.6 To the further east of the Site, the staff parking areas to the front and side of the Alexander Dennis facility further establishes the principle of vehicles being parked along the frontage of the site to Glasgow Road.

5.7 On this basis, it is considered first of all that the principle of the presence of car sales outlets along this stretch of Glasgow Road has already been firmly established, and that the introduction of a further such outlet will have no effect upon the established character of the area. Furthermore, as both of the adjacent car sales outlets feature well established forecourt display areas, the use of the front section of the Site for the sale

and display of vehicles will not introduce a feature into the street scene which is not already present.

5.8 **Consequently, it is submitted that the principle of the proposed use of the Site can be fully and reasonably justified against the provisions of Policy BUS03.**

5.9 It is further submitted that the proposed change of use would secure the production and beneficial reuse of a building, which has lain vacant for many years, and that in so doing will prevent the building from falling into a state of disrepair, which would not be in the best interests of the preserving and protecting the amenity and character of the surrounding area.

5.10 Turning to the second of the considerations set down under Policy BUS03, that is compliance with other LDP policies, it is considered that the provisions of policy TC03 is of relevance in this regard.

5.11 As is noted above, part 3 of this policy states that:

"Motor vehicle showrooms will be permitted within the economic development sites identified in the Site Schedule, or other business and industrial areas, provided access, servicing and any associated industrial processes can be accommodated without detriment to residential amenity, the functioning of the road network, or the operation of adjacent businesses."

5.12 In consideration of these various requirements, it is noted first of all that the proposed use of the Site will involve no alterations to the existing access arrangements to the Site and that this use will not affect the access arrangements to any of the existing business premises, which lie adjacent to the Site.

5.13 In common with the long standing operation of the two car sales outlets which lie to the east and west sides of the Site, it is not considered that this proposed use of the Site will in any way impact adversely upon the functioning of the surrounding road network.

5.14 Finally, in light of the nature of the established business uses which lie adjacent to the Site, it is not considered that this proposed use of the Site will give rise to any adverse impacts upon the current level of amenity which is enjoyed by those existing residential properties which lie opposite the Site, on the south side of Glasgow Road, with it being further submitted that whilst the forecourt area to the front of the Site has been enclosed

by a new security fence, the nature of this fencing, which is of a high quality, light weight appearance which does not visually dominate either the Site itself or the adjacent street scene, is such that it does not detract from the established visual amenity of the surrounding area.

- 5.15 **In view of the considerations set out above, it is submitted that the proposed use of the Site can be fully and reasonably justified against the provisions of part 3 of Policy TC03.**

6.0 CONCLUSIONS

- 6.1 In line with the provisions of Sections 25 and 37(2) of the Town and Country Planning (Scotland) Act 1997, the application proposals fall to be assessed against the terms of the approved development plan, so far as they are of material relevance to the determination of the application, and in the light of any other relevant material considerations.
- 6.2 For the purposes of this application the approved development plan comprise the adopted Falkirk Local Development Plan.
- 6.3 With regard to the adopted Local Development Plan, the relevant provisions thereof are identified as being Policies BUS03 and TC03.
- 6.4 These policies are assessed in detail within Section 5 above, with the overall conclusion being that the application proposals can be reasonably justified against the provisions of the adopted Local Plan.
- 6.5 **For the reasons set out above, it is submitted that the application proposals can be fully and reasonably justified against the provisions of the approved development plan.**
- 6.6 **No material considerations have been identified which would outweigh the acceptability, in terms of the development plan, of the application proposals.**
- 6.7 **Accordingly, it is respectfully requested that Falkirk Council grant planning permission in principle pursuant to this application.**

Subject: P/16/0605/FUL - 99 Glasgow Road, Falkirk, FK1 4HR
Date: Wednesday, 9 November 2016 11:30:45 Greenwich Mean Time
From: Andrew Bennie
To: Campbell, Donald, Chorley, Katherine
CC: john.angel@falkirk.gov.uk, Dryden, Ian
Priority: High

Dear Donald/Katherine

I refer to the above noted planning application and write further to the matters discussed during the course of our meeting yesterday.

Prior to addressing the matters arising from this meeting, I would advise that it is my understanding that a Second Hand Dealers Licence has already been issued by the Council in respect of these premises and that as part of the discussion associated with the issue of this Licence, the matter of the security fencing around the frontage of the site was mentioned, with it being noted that this fencing was seen as a positive attribute given the extent to which it would discourage potential customer parking on Glasgow Road (which it is understood is an occasional issue associated with the existing car sales premises which are located on either side of this site).

It is also worth noting at this point that this proposed development will secure the beneficial re-use of business premises which have lain vacant for many years and in so doing will secure and protect those jobs associated with the proposed use of the site.

Dealing with the two substantive matters at hand, I would comment as follows.

On the matter of the proposal for the potential future provision of an enhanced bus corridor along this stretch of Glasgow Road, it is clear that as the proposed use of the site does not involve or propose any development per se within the 4.8m "reserve strip" which was highlighted, the proposed use of the site will not prejudice the delivery of this potential scheme.

Accordingly, and to provide an additional measure of comfort to the Council should this be deemed necessary, my client would be content for this planning permission to be issued subject to a condition along the lines set out below.

"Unless otherwise agreed in writing by the Council, no buildings or other permanent structures will be constructed within the "reserved land", as detailed on the approved site layout plan."

On the matter of the alleged loss of open space, my client's position remains as set out within my e-mail of 28th October 2016.

Further to the matters set out within said e-mail, the following points are also of relevance to this issue.

1: It is understood that the Council's updated Open Space Strategy has now been approved, the terms of which do not identify the application site as an audited area of open space.

2: The alleged loss of this area of open space can be fully and reasonably justified against the relevant provisions of Policy INF03 of the adopted LDP, with it being specifically noted that:

a: The loss of this small area of grass has given rise to no adverse effect on the character or appearance of the area, with it being further noted that this matter does not amount to *"the loss of amenity space planned as an integral part of a development."*

b: The loss of this small area of grass has given rise to no significant adverse effect on the overall recreational amenity of the local area.

c: The land in question was of no ecological value.

d: The loss of this small area of grass has had no adverse effect on issues associated with connectivity within, and functionality of, the wider green network.

3: Any perceived impacts associated with the loss of this small area of grass, which might trigger the potential need for some form of compensatory improvements to other parts of the green network in the local area, are fully off-set and negated by the wider social and economic benefits associated with the proposed use of the site (which as is noted above has lain vacant and un-used for many years).

4: SG13 Open Space and New Development, at paragraph 2.2, advises that:

"It is not considered appropriate to set out minimum requirements for open space provision in non residential development in this SG as this will be determined by the unique characteristics of each development and the characteristics of the site where the development is to take place."

Given the nature of the application site and the proposed use thereof and in light of the nature and characteristics of the existing car sales outlets which lie to either side of the site, it is considered that in this specific instance, there is no reasonable basis upon which the need for the provision of any open space as part of this development can be justified.

Aside from the matters set out above, I would advise that in the event that this application is not determined by this coming Friday, i.e. 11th November 2016, my client has indicated that they will commence formal steps to secure permission for the demolition of those buildings on the site thereafter be appropriately secured pending a final resolution as to its long term future. As I am sure you will agree, this would be a regrettable outcome.

I trust that the above is sufficient for your purposes and I look forward to hearing from you further in early course.

With best wishes.

Andrew Bennie, BA (Hons), MRTPI
Director

E-mail: andrew@andrewbennieplanning.com
Web: www.andrewbennieplanning.com
Mobile: 07720 700210

ANDREW BENNIE
PLANNING LIMITED



**Town and Country Planning (Scotland) Act 1997 as Amended
Issued under a Statutory Scheme of Delegation.**

Falkirk Council

Refusal of Planning Permission

Agent
Andrew Bennie Planning Limited
3 Abbotts Court
Dullatur
G68 0AP

Applicant
JWR Holdings Ltd
52 Southburn Road
Airdrie
ML6 9AD

This Notice refers to your application registered on 19 September 2016 for permission in respect of the following development:-

Development Change of Use of Former Scottish Power Call Centre (Class 4) to Use for the Sale and Display of Motor Vehicles (Sui Generis) at

Location 99 Glasgow Road, Falkirk, FK1 4HR

The application was determined under Delegated Powers. Please see the attached guidance notes for further information, including how to request a review of the decision.

In respect of applications submitted on or after 1 January 2010, Falkirk Council does not issue paper plans. Plans referred to in the informatives below can be viewed online by inserting your application number at <http://eplanning.falkirk.gov.uk/online/>

In accordance with the plans docquetted or itemised in the attached informatives as relative hereto, Falkirk Council, in exercise of its powers under the above legislation, hereby

Refuses Detailed Planning Permission

The Council has made this decision for the following

Reason(s):-

1. The proposal would result in the loss of open space which would not be compensated for by qualitative improvements to other parts of the green network in the local area. The application is therefore contrary to policy INF03 of the Local Development Plan and Supplementary Guidance SG13 Open Space and New Development.
2. The proposal would not preserve the frontage of the site for future development in accordance with policy INF01 Strategic Infrastructure and site schedule INF11 of the Local Development Plan which looks to provide a future bus lane along the A803 corridor to support sustainable transport. The application is therefore contrary to policy INF01 of the Local Development Plan.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01A and 02A.



11/12/2016
J. ANDERSON

P/16 / 0605 / T24

APPLICATION FOR PLANNING PERMISSION

Town and Country Planning (Scotland) Act 1997
The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Please refer to the accompanying Guidance Notes when completing this application
PLEASE NOTE IT IS FASTER AND SIMPLER TO SUBMIT PLANNING APPLICATIONS
ELECTRONICALLY VIA <https://www.eplanning.scot>

1. Applicant's Details		2. Agent's Details (if any)	
Title	<input type="text"/>	Ref No.	<input type="text"/>
Forename	<input type="text"/>	Forename	Andrew
Surname	<input type="text"/>	Surname	Bennie
Company Name	JWR Holdings Ltd	Company Name	Andrew Bennie Planning Ltd
Building No./Name	52 Southburn Road	Building No./Name	3 Abbots Court
Address Line 1	<input type="text"/>	Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>	Address Line 2	<input type="text"/>
Town/City	Airdrie	Town/City	Dullatur
Postcode	ML6 9AD	Postcode	G68 0AP
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Mobile	<input type="text"/>	Mobile	07720 700210
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	andrew@andrewbennieplanning.com
3. Postal Address or Location of Proposed Development (please include postcode)			
99 Glasgow Road, Falkirk			
NB. If you do not have a full site address please identify the location of the site(s) in your accompanying documentation.			
4. Type of Application			
What is the application for? Please select one of the following:			
Planning Permission	<input checked="" type="checkbox"/>		
Planning Permission in Principle	<input type="checkbox"/>		
Further Application*	<input type="checkbox"/>		
Application for Approval of Matters Specified in Conditions*	<input type="checkbox"/>		
Application for Mineral Works**	<input type="checkbox"/>		
NB. A 'further application' may be e.g. development that has not yet commenced and where a time limit has been imposed a renewal of planning permission or a modification, variation or removal of a planning condition.			
*Please provide a reference number of the previous application and date when permission was granted:			
Reference No:	<input type="text"/>	Date:	various
**Please note that if you are applying for planning permission for mineral works your planning authority may have a separate form or require additional information.			