

NOTES FOR GUIDANCE – PLANS REQUIRED FOR PLANNING APPLICATIONS

(based on the requirements of annex D of Circular 3/2013)

This note provides advice regarding the submission of a planning application. It seeks to ensure you supply us with the correct information in order to validate and progress your application. Prior to any application being submitted we would always recommend that you hold pre-application discussions with your Local Area Office who will be able to advise on the merit, likelihood of success and pertinent material considerations in respect of your application.

The plans and drawings required to be submitted with planning applications vary dependant on the proposed development. Details of what is required for the majority of applications are shown below. If you are unsure of the exact requirements please contact the Central Validation Team on 01546 605518 for clarification before submitting your application.

Location Plan (required in all cases):-

- The direction of North and scale to be shown on plan.
- To sufficiently show the location of the site in context with other notable features such as roads, existing buildings or notable landforms and with the site marked in red and clearly annotated. Please note that where access to the site is from a public road the full extent of the access road should be contained within the site edged red.
- Scale of 1:1250, 1:2500, 1:10000

Site Plan (required only in cases where there is development on the ground):-

- scale of 1:200 or 1:500
- The application site boundary outlined in red with all other land in the same ownership as **the applicant** (if any) within a 25m radius of the site outlined in blue.
- The direction of North and scale to be shown on plan.
- Access, car parking and boundary treatment including walls or fencing clearly identified (where appropriate existing and proposed should be shown).
- One written dimension from an elevation of each building of the proposed development to the application site boundary.
- Surrounding properties where building to building distance is within a 25 metre radius together with roads and footpaths including access arrangements surrounding the site should be shown.
- The positioning of any openings on existing properties adjoining and facing the application site if within 25 metre radius of the site boundary.
- Where a new private water supply is proposed, provide details of the source and indicate the route of the pipework to and from that source, all within the site outlined in red.
- Where a connection to an existing private water supply is proposed indicate the connection point to that supply within the site outlined in red.

- Where new private drainage arrangements are proposed, the type of drainage arrangements (i.e. septic tank, biodisc etc) and the means of outfall (i.e. soakaway or pipework) to the proposed outfall point in a river, stream, burn or the sea) all within the site outlined in red.
- Where it is proposed to connect into an existing private drainage system or upgrade an existing , the connection point within the site outlined in red .
- Where access to the site is from a public road and the full extent of the development site cannot be shown an inset of the bellmouth detail should be supplied.

Existing and proposed elevations:-

- scale of 1:50 or 1:100
- the proposed works in relation to what is already there;
- all affected elevations.

Please note that for change of use proposals where there are no external alterations being undertaken elevational drawings will not be required and photographs will be acceptable.

Photographic elevations to indicate the location of window alterations where there is no enlargement of opening shall also be accepted although drawings/details of frames (manufacturer's specifications) will be required. Written confirmation that there are no external alterations should also be provided.

A sectional elevation of boundary fences (with the exception of post and wire)(manufacturers specifications will be accepted) and walls (including retaining walls) will also be required.

Roof plan where there are alterations to an existing roof or arrangements are not clearly shown on elevation plans

Cross Sections where there are significant changes in ground level / ridge height inside or outside of the site

Existing and proposed floor plans at a scale of 1:50 or 1:100:-

- scale of 1:50 or 1:100
- Details of the existing and proposed use of each room.

Please note that for change of use proposals where there are no internal alterations being undertaken only an existing floor plan will be required clearly titled as existing/proposed floor plan.

General information relative to PP:-

- Where an application for planning permission relates to :
 - Development belonging to the categories of national developments or major

- developments, a pre application consultation report will require to be submitted.
- An installation of an antenna to be employed in an electronic communication network, an ICNIRP declaration will require to be submitted.
- A design and access statement for national or major development
- A design statement for local development where an application is situated 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

Other than where the development in question comprises the alteration or extension to an existing building.

General information relative to PPP:-

Where access to the site is to be taken from a road, the location of the access must be shown within the site edged red.

An application for Planning Permission in Principle, although not prohibited by the Regulations, will not be acceptable in the following cases due to Argyll and Bute Council Development Plan Policy.

- Within a Conservation area
- Within the setting of a listed building

Please note that if the application is within a National Scenic Area a Design Statement will be required.

Application for approval of matters specified in conditions (AMSC):-

Where the application relates to the alteration or construction of buildings, other structures or roads or to landscaping, plans and drawings describing the matter in respect of which the application is made.

- A location plan
- A site plan
- Any other details required by conditions previously imposed.

Advert Fee

Where applicable the application may require to be accompanied by £160 advert fee to allow publication in your Local Newspaper.

Regulation 24

The above guidance is solely required for validation purposes. Until minimum requirements are met the timescale for determination shall not commence. Notwithstanding this post validation, the planning officer may enact a Regulation 24 that requests further information. It is required to comply with this otherwise a refusal may be forthcoming for failure to supply required info.

Electronic file formats and sizes for planning applications

Argyll and Bute Council actively encourages the submission of electronic planning applications through The Scottish Government ePlanning portal at: <https://eplanning.scotland.gov.uk/WAM/> However, we recognise that in some cases – such as wind farms – Applicants may prefer to send information to us via CD/DVD in the post. It is important that applicants and agents of such proposed developments recognise the requirement for members of the public in rural areas to be able to view supporting documentation via broadband connection of varying speed.

For this reason, and in line with The Scottish Government guidelines which have existed for several years, **Argyll and Bute Council have adopted the file size restriction of 5Mb per individual file.**

There is no limit on the combined total file size for all documents to support the Planning Application if provided on CD/DVD.

It is the responsibility of the Applicant / Agent to ensure that individual file sizes are below 5Mb prior to submission of the Planning Application. The original file must be below 5Mb – we cannot receive zipped files. We accept the following formats: DOC/DOCX, GIF, JPG, PDF, TIFF, TXT, XLS/XLSX. **Failure to achieve the required file sizes may result in the Planning Application being made invalid upon receipt.** Large documents will require to be broken down into smaller segments, e.g.

Appendices separated from the document, or dividing up the main document (e.g. Chapters 1-4, Chapters 5-6). *An example of best practice can be viewed on our website:*

<http://pa2.argyll-bute.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=N6E3ILCH06O00>

Select: View Associated Documents, then request the last page, or penultimate page. Multiple documents called “General Supporting Documentation” are listed. Originally one whole document, they have been broken down to below 5Mb documents to allow the public to view.

If you require further advice on minimising file sizes, please contact our Development Management Systems Technician on 01546 604853.

Definition of Application Site Boundary

The Application Site boundary should be edged in red as defined within one of the following categories:

1) For householder applications, i.e. extensions or other development within the curtilage of a dwellinghouse;

The ownership boundary of the dwellinghouse and any other land required for the purpose of the development, for example site lines from the access.

2) For a mainstream application, i.e. for the erection of a new dwellinghouse(s), commercial, industrial or leisure related development, the Planning Unit or application site edged red should be the land for which the development is proposed, including all parking, hardstanding, garden ground, landscaped areas, sight lines from the access, access details and in the case of a private water supply, all new pipework between the site and the source of the supply or to a connection to the existing pipework from the private water supply together with any improvements like additional storage etc. In the case of private drainage systems, the type of system (i.e. septic tank/biodisc) and its means of outfall (soakaway or pipework to the watercourse etc), with all other land in the same ownership surrounding the site (out to a distance of 30 metres) edged in blue.

3) In the case of a farm or estate where a building is being erected on one part of the farm or estate, the Planning Unit or site edged in red is the land required for that building including any private water supply/private drainage arrangement requirements as details in (2) above, with all other land in the same ownership surrounding the site (out to a distance of 30 metres) edged in blue.

PLEASE ALSO NOTE

Where a croft boundary is required to be shown as part of an application, the croft boundary should be shown edged in green.