

Applications for Approval of Matters Specified in Conditions Checklist

Part One:		
Minimum Statutory Requirements to make an Application Valid		
Requirement	Description	Required
Completed Application Form	4 copies of all forms completed, signed and dated, including identifying the planning permission in principle to which the application relates and the conditions to be addressed. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Appropriate Fee	The current scale of charges can be viewed on the Council's web site or obtained from the local planning office.	✓
Location Plan	Based on an up-to-date Ordnance Survey map at a scale of 1:2500, or smaller (1:1250 for urban sites), clearly identifying: <ol style="list-style-type: none"> a. the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land (land which, or part of which, is conterminous or within 20 metres of the boundary of the land for which development is proposed); b. the site boundary shown in red to correspond with the related application for planning permission in principle; c. Other adjoining land owned by the applicant outlined in blue; d. Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear; e. At least 2 named roads should be identified; and f. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes. 	✓
Site Plan	This should be of a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> a. The direction of north; b. The site boundary clearly shown in red to correspond with the related application for planning permission in principle; c. If the matter of alterations or construction of buildings or other structures is applied for – full details of the siting of the works. Where appropriate, this should be accompanied by a layout plan of more appropriate scale to illustrate the layout. Where there are existing buildings on site the proposals should be shown in the relation to these building(s). Where works are proposed adjacent the site boundary the distance to the boundary should be shown by written dimensions. Where works are proposed adjacent to a river or watercourse, the location of the works in relation to the top of the river bank/water course, including written dimensions should be provided. Where there are trees on site, these should be plotted as accurately as possible and shown in relation to the proposed works; d. If the matter of vehicular access is applied for - full details of the access arrangements. Where appropriate, this should be accompanied by a plan of more appropriate scale to illustrate the detailed arrangements; e. If the matter of landscaping and/or open space is applied for – full details of the landscaping and open space provision. Where appropriate, this should be accompanied by a plan of more appropriate scale to illustrate the detailed arrangements (e.g. planting layout, species, separation distances, sizes, maintenance and managements arrangements); f./ 	✓

	<p>f. If the matter of car parking/pedestrian links/cycling routes is applied for – full details of the arrangements. Where appropriate, this should be accompanied by a plan of more appropriate scale to illustrate the detailed arrangements (e.g. proposed and/or existing car parking layouts; including surfacing and how the spaces are to be delineated, surfacing of pedestrian and cycle routes);</p> <p>g. If the matter of boundary treatment is applied for – details of the location of the boundary enclosures; and</p> <p>h. All public rights of way crossing or adjoining the site where known.</p>	
Existing and Proposed Elevations	<p>If the matter of alterations or construction of buildings or other structures is applied for – elevation detail. The plan should be at a scale of 1:50 or 1:00, showing:</p> <p>a. The proposed works in relation to what is already there;</p> <p>b. Show all sides of the development;</p> <p>c. The proposed buildings materials, and the style, materials and finish of the windows and doors;</p> <p>d. Blank elevations, if only to show that this is in fact the case; and</p> <p>e. Where a proposed elevation adjoins another building (e.g. a terrace or semi detached property) 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.</p>	✓
Existing and Proposed Floor Plans	<p>If the matter of alterations or construction of buildings or other structures is applied for – details of the floor layout . The plan should be at a scale of 1:50 or 1:100 showing:</p> <p>a. The proposal in detail;</p> <p>b. Where existing buildings or walls are to be demolished;</p> <p>c. Details of existing building(s) as well as those of the proposed development; and</p> <p>d. New buildings shown in context with adjacent buildings and including property numbers, where applicable.</p>	✓
Existing and Proposed Site Sections and Finished Floor and Site levels	<p>If the matter of alterations or construction of buildings or other structures is applied for – details of proposed levels. The plan should be at 1:50 or 1:100, showing:</p> <p>a. A cross section through the proposed building(s);</p> <p>b. 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;</p> <p>c. Include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;</p> <p>d. Show existing site levels and finished floor levels (with levels related to a fixed datum point off site e.g. a road), and also show the proposals in relation to adjoining buildings. Cross sections should be taken across the full extent of the site and the location of the cross section identified on a layout plan; and</p> <p>e. In the case of sloping sites it will be necessary to show how the proposals relate to existing levels or where ground levels outside a building are to be modified.</p>	✓
Roof Plans	<p>If the matter of alterations or construction of buildings or other structures is applied for – details of the roof. This should be at 1:50 or 1:100 scale, showing the shape of the roof and specifying details such as the roofing material, vents and their location.</p>	✓

Notes:

Do not scale - Plans must not say "do not scale". Alternatively, plans submitted showing all scaled dimensions, including the distance to boundaries would be accepted. Scaled dimensions must be metric.

Number of Plans - Generally 4 copies of all documents, forms and plans should be submitted. In certain circumstances, particularly larger applications additional sets may be required for consultation purposes. For electronic submissions (unless submitted via the Scottish Government's e Planning online planning application system) plans, documents and individual files should not exceed 5mb and should be in PDF format.

Plan titles and number - ensure that plans are titled, include the site address, have a drawing number, and revision number where applicable.