

# Full Planning Permission Checklist

<b>Part One:</b>		
<b>Minimum Statutory Requirements to make an Application Valid</b>		
<b>Requirement</b>	<b>Description</b>	<b>Required</b>
Completed Application Form	4 copies of all forms completed, signed and dated. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Certificate and notice to owners and agricultural tenants	The appropriate certificate must be completed, signed and dated. The applicant requires to certify if there are any owners or agricultural tenants.	✓
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"> <li>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);</li> <li>b. the site boundary shown in red including any access route up to the public highway;</li> <li>c. Other adjoining land owned by the applicant outlined in blue;</li> <li>d. Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear;</li> <li>e. At least 2 named roads should be identified; and</li> <li>f. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes.</li> </ol>	✓
Site Plan	This should be of a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> <li>a. The direction of north;</li> <li>b. The site boundary clearly shown in red including any access route up to the public highway;</li> <li>c. The access arrangements (this shall also include details of the visibility splays to be achieved within the applicants control);</li> <li>d. landscaping (layout and planting details);</li> <li>e. car parking (proposed and/or existing car parking layouts; including surfacing and how the spaces are to be delineated);</li> <li>f. open areas around the buildings (how these are to be treated);</li> <li>g. Identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundaries;</li> <li>h. Where possible show all buildings, roads and footpaths on land adjoining the site including the access arrangements;</li> <li>i. The extent and type of any hard surfacing;</li> <li>j. Boundary treatment, including walls or fencing where this is proposed;</li> <li>k. All public rights of way crossing or adjoining the site where known;</li> <li>l. Any trees on site, plotted as accurately as possible; and</li> <li>m. If the proposal involves development adjacent to a river or watercourse, show the location of any buildings or works in relation to the top of the river bank/water course bank, including written dimensions.</li> </ol>	✓

Existing and Proposed Elevations	<p>This should be at a scale of 1:50 or 1:100, showing:</p> <ol style="list-style-type: none"> <li>The proposed works in relation to what is already there;</li> <li>Show all sides of the development;</li> <li>The proposed buildings materials, and the style, materials and finish of the windows and doors;</li> <li>Blank elevations, if only to show that this is in fact the case; and</li> <li>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.</li> </ol>	✓
Existing and Proposed Floor Plans	<p>This should be at a scale of 1:50 or 1:100 showing:</p> <ol style="list-style-type: none"> <li>The proposal in detail;</li> <li>Where existing buildings or walls are to be demolished;</li> <li>Details of existing building(s) as well as those of the proposed development; and</li> <li>New buildings shown in context with adjacent buildings and including property numbers, where applicable.</li> </ol>	✓
Existing and Proposed Site Sections and Finished Floor and Site levels	<p>This should be at 1:50 or 1:100, showing:</p> <ol style="list-style-type: none"> <li>A cross section through the proposed building(s);</li> <li>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;</li> <li>Include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;</li> <li>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</li> <li>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.</li> </ol>	✓
Roof Plans	<p>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>	✓
Design and Access Statements	<p>A Design and Access Statement must accompany certain applications. This should explain the design principles and concepts applied, and how issues relating to access for disabled people to the development have been dealt with. Further guidance on the need and preparation of Statements can be found on the Council's website or viewing PAN 68 Design Statements.</p> <p>Design and Access Statements are required for all national and major developments, unless the application falls within one of the categories given below.</p> <p>Design Statements are required for applications for local developments within "sensitive" sites, as defined, unless the application is for an alteration or extension to an existing building, or falls within one of the categories below.</p> <p>Exempt categories: Householder development;</p> <ul style="list-style-type: none"> <li>• Engineering or mining operations;</li> <li>• Change of use of land or building; and</li> <li>• An application for planning permission for development of land without complying with conditions subject to which a previous planning permission was granted.</li> </ul>	If criteria met

Pre-Application Consultation (PAC) Report	Pre-application consultation (PAC) is required to be undertaken for certain types of applications. This must be carried out at the pre-application stage and a report submitted, along with the application, setting out how the applicant has complied with the requirements. It must also demonstrate that the views of the local community have been sought and taken into account. The scope and content of the report should be in accordance with the regulations. Further guidance on PAC can be obtained from the Council's website.  PAC is required for all National development and Major development.	If criteria met
Telecommunication Development	Planning Applications for mast and antenna development by telecommunication operators must be accompanied by a signed declaration that the installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).	✓

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.