

Householder Application 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. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Ownership 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 website 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 within 20m of the boundary of the site to be developed); b. the site boundary shown in red (including any access route up to the public highway if a new access is proposed); 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, showing: <ol style="list-style-type: none"> a. The direction of north; b. The site boundary clearly shown in red (including any access route up to the public highway if a new access is proposed); c. If a new access is proposed, the access arrangements (this shall include details of the visibility splays to be achieved within the applicants control), proposed and existing car parking where relevant; d. Identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundary; e. Where possible show all buildings, roads and footpaths on land adjoining the site including the access arrangements; f. The extent and type of any hard surfacing; g. Boundary treatment, including walls or fencing; h. All public rights of way crossing or adjoining the site; and i. Any trees on site, positioned as accurately as possible. 	✓

Existing and Proposed Elevations	This should be at a scale of 1:50 or 1:100, showing: a. The proposed works in relation to what is already there; b. Show all sides of the development; c. The proposed buildings materials, and the style, materials and finish of the windows and doors; d. Blank elevations, if only to show that this is in fact the case; and 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.	✓
Existing and Proposed Floor Plans	This should be at a scale of 1:50 or 1:100 showing: a. The proposal in detail; b. Where existing buildings or walls are to be demolished; c. Details of existing building(s) as well as those of the proposed development; and d. New buildings shown in context with adjacent buildings and including property numbers, where applicable.	✓
Existing and Proposed Site Sections and Finished Floor and Site levels	This should be at 1:50 or 1:100, showing: a. A cross section through the building that demonstrates how the proposed development relates to existing site levels and neighbouring development; 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; c. Site levels and finished floor levels based on a fixed datum point off-site; d. The proposal in relation to adjoining buildings; and 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.	✓
Roof Plans	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.	✓

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 applications 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.