

Planning Permission in Principle (All Matters conditioned) 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.	✓
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; 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; f. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes; g. The direction of north; and h. The access arrangements (this shall include the access point. 	✓
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

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.