

Supporting Information Checklist

Part Two:

Additional Supporting Information Required to Determine an Application

Important - Some of the following information may be required by the Planning Authority to determine certain applications. Failure to submit the information within one month of a request, or such alternative timescale as may be agreed, could result in an application being recommended for refusal. It is important that all the required information is submitted at the start of the planning process. Please seek advice before submitting an application.

Requirement	Description	Required
Drainage Certification – drainage involving a septic tank and soakaway	<p>Applications involving private drainage arrangements where public sewers are not available.</p> <p>Certification is required for all applications proposing drainage by means of a septic tank and soakaway. A detailed report to confirm that the soakaway location and design will be effective in all-weather conditions and will not contaminate water supplies is required. The report must be certified by a Chartered Civil or Structural Engineer, or similarly qualified person who is indemnified against professional risk. The certificate should be signed and dated. Further advice is available in Council Guidance leaflet “Providing drainage for new developments where public sewers are not available” and PAN 79 “Water and Drainage”.</p>	✓
Private Water Supply	<p>Applications involving a new water supply or connecting to an existing private supply.</p> <p>Applicants will require to demonstrate that a private water supply can be provided in terms of quantity and quality and without detriment to public health or the environment. Early contact should be made with the local Environmental Health office to discuss the requirements.</p>	✓
Drainage Impact Assessment	<p>Assessment of Drainage Impacts</p> <p>A Drainage Impact Assessment (DIA) requires to be submitted for most applications (see below). The scope and detail required in the DIA will depend on the scale and type of development and the sensitivity of the area. It is site specific and provides information on the existing site drainage and how this is affected by the development and the proposed drainage system required to dispose of waste and surface water.</p> <p>For developments intended to be constructed in two or more phases, a DIA will be required for the whole site at the initial masterplan stage. A more detailed DIA for each phase may be subsequently required.</p> <p>A DIA may be required for the following applications:</p> <ol style="list-style-type: none"> Developments of more than 5 houses; Developments of less than 5 houses that lie within a sensitive area; Non- householder extensions over 100m²; Changes of use involving new buildings and hard standing areas; and Where the application forms part of a larger development where a DIA has not already been accepted for the development. 	Seek advice at the pre-application stage

<p>Surface water disposal arrangements including Sustainable Drainage Systems (SUDS)</p>	<p>Applications involving measures for surface water disposal</p> <p>Applications should incorporate Sustainable Drainage Systems (SUDS) as the preferred method of surface water disposal. Full details of all SUDS should be provided, including a report and supporting calculations to confirm that the proposed drainage system will be effective in all weather conditions, and not exacerbate flooding from watercourses or existing piped drainage systems. The report must be certified by a Chartered Civil Engineer, or similarly qualified person who is indemnified against professional risk. Infiltration test certificates will be required where surface water soakaways are proposed.</p> <p>For developments intended to be constructed in two or more phases, an outline SUDS design will be required for the whole site at the initial masterplan stage. Detailed information for the SUDS design for each phase will then be required.</p> <p>Further information is available from the local planning office or SEPA.</p>	<p>✓</p>
<p>Flood Risk Assessment</p>	<p>Assessment of Flood Risk</p> <p>A Flood Risk Assessment (FRA) will be required where a proposed development falls within the medium to high flood risk area as identified on SEPA's indicative flood risk maps, or where flooding has been identified as a potential issue. An FRA will assess the risk of flooding on property and life at the proposed development site and to sites up and downstream. The FRA is site specific and the scope will depend on the nature of the watercourse and the proposed development.</p> <p>A coastal FRA will require consideration of the risk of flooding from high tide levels and also through wave action at the site.</p> <p>Further information on FRA's can be obtained from the Council's Transportation and Infrastructure Service (Flood Prevention Unit) and SEPA.</p>	<p>Seek advice at the pre-application stage</p>
<p>Structural Engineers Report - Conversions</p>	<p>Applications involving conversion of buildings to residential use.</p> <p>A report will be required where the proposals involve the conversion of a non-residential build to residential use. An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer). The report should attest to the stability of the building and its practicality for conversion, taking into account particularly the building's capability to accommodate the physical alterations proposed. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.</p> <p>The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.</p> <p>The application drawings should clearly show (crosshatching), in both plan and elevation, those sections of walls proposed to be demolished and rebuilt, and any areas requiring to be underpinned, all as identified in the structural survey.</p> <p>A labelled photographic survey should be submitted with the application showing all external elevations.</p>	<p>✓</p>

<p>Structural Engineers report - Replacement Houses</p>	<p>Applications involving replacement houses in the countryside.</p> <p>A report will be required to demonstrate that the existing house to be replaced is structurally unsound. An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer). The report should attest to the stability of the building and its capability for retention for residential purposes. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.</p> <p>The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.</p> <p>A labelled photographic survey should be submitted with the application showing all external elevations.</p>	<p>✓</p>
<p>Structural Engineers Report – Demolition of a Listed Building</p>	<p>Applications Involving Demolition of a Listed Building</p> <p>An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer). The report should attest to the stability of the building and its capability for retention and re-use. The report should describe the extent to which the existing walls are capable of being retained as existing and explain where significant rebuilding or underpinning would be required.</p> <p>The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified.</p> <p>A labelled photographic survey should be submitted with the application showing all external elevations.</p>	<p>✓</p>
<p>Bat Survey</p>	<p>Bat Survey</p> <p>A Bat Survey will be required where a development may have an impact on a habitat for bats (conversions, alterations to existing roof space). Bats are European Protected Species and the law protects them and their roosts. Where it is suspected that new development could possibly impact on bats, the Planning Authority require applicants to carry out a bat survey to determine the full effects, if any, on bats. Information on this legal requirement and an explanation why the bat survey is required, including a list of bat surveyors who may be appointed to carry out the survey is available in the local planning office.</p>	<p>Seek advice at the pre-application stage</p>

<p>Essential Workers House (non – agricultural)</p>	<p>Justification for an essential workers house (non-agricultural) in the countryside</p> <p>Where a new house is being proposed for a worker on site in connection with a countryside business, justification should be provided. This should demonstrate the ‘essential’ need for the worker to be on-site, the full time nature of the business and why it is essential for the efficient operation of the business. This is required to demonstrate compliance with housing policies in the Development Plan.</p> <p>In addition, a ‘business case’ should be provided to demonstrate that a countryside business exists and that there is a prospect of economic viability to sustain a full time worker(s) on site. The business case should be in two parts. The first part should be the detailed business justification and financial profile and the second part will be an executive summary. The submitted business case will be the subject of consultation with the Transportation and Infrastructure Service (Economic Development). It should be noted that all detailed business plans and any consultation responses to them will remain completely confidential throughout the determination process. Only the executive summary will be made available to the public and Committee Members.</p>	<p>Seek advice at the pre-application stage</p>
<p>Essential Workers House (agricultural)</p>	<p>Justification for an essential workers house (agricultural) in the countryside</p> <p>Where a new house is proposed for an essential agricultural worker, a ‘labour requirement report’, produced by an agricultural or other appropriate consultant, should be provided demonstrating the operational need for a worker on-site. This should provide information such as the total farm holding, type of farm operations, equivalent labour hours, the business operations, and number of existing and/or proposed staff and whether the worker already resides in the area, also whether there are any houses existing on the holding. This is required to demonstrate compliance with housing policies in the Development Plan.</p> <p>In addition, a ‘business case’ should be provided to demonstrate that a countryside business exists and that there is a prospect of economic viability to sustain a full time worker(s) on site. The business case should be in two parts. The first part should be the detailed business justification and financial profile and the second part will be an executive summary. The submitted business case will be the subject of consultation with the Transportation and Infrastructure Service (Economic Development). It should be noted that all detailed business plans and any consultation responses to them will remain completely confidential throughout the determination process. Only the executive summary will be made available to the public and Committee Members.</p>	<p>Seek advice at the pre-application stage</p>
<p>Street Scene Plan</p>	<p>Assessment of Impact of Development on the Street Scene</p> <p>A streetscape drawing may be required to demonstrate how a proposed development can be satisfactorily integrated into an existing street scene. This may be useful for applications involving new development in a Conservation Area or where the site and setting is a sensitive one. 2 copies of the plan should be provided.</p>	<p>Seek advice at the pre-application stage</p>

Tree Survey	<p>Tree Survey</p> <p>Where there are trees in or adjacent the site that could be affected by the proposed development a tree survey may be required. Information should include species, size, age, health and condition, identifying trees to be retained and measures for their protection, details of proposed new and replacement planting. Further guidance on trees and surveys can be obtained from the local planning office.</p>	Seek advice at the pre-application stage
Contaminated Land Assessment	<p>Assessment of Potentially Contaminated Land</p> <p>An Assessment is required if the site is known to be or is suspected of being contaminated. A full site investigation report will be required where a proposed site is on or near known or suspected contaminated land or where required due to the historical use of the land. A scheme to deal with contamination shall include:</p> <ol style="list-style-type: none"> a. the nature, extent and type of contamination; b. measures to treat/remove contamination to ensure that the site is fit for the use proposed; c. measures to deal with contamination during construction works; d. condition of the site on completion of decontamination measures. <p>A desk top study is recommended at the pre-application stage which should be discussed with the Council's Environmental Health office (Scientific Officer) to ascertain if a risk assessment or full site investigation is required.</p>	Seek advice at the pre-application
Noise Impact Assessment	<p>Assessment of Noise Impacts</p> <p>A Noise Impact Assessment (NIA) will be required for applications that raise issues of disturbance by noise to occupants of nearby existing properties, and for developments that are considered to be noise sensitive and which are close to existing sources of noise may require to be supported by a noise assessment prepared by a suitably qualified person. Applications for mineral extraction, landfill, wind farms and certain industrial processes may typically require a noise assessment given the nature of these proposals. Further information can be obtained from the local Environment Health office on the need and scope for such an assessment.</p>	Seek advice at the pre-application
Car Parking Shortfall Justification	<p>Car Parking Shortfall Justification</p> <p>In cases where applications are unable to meet the Council's full parking standards for new developments, applicants are encouraged to submit a parking shortfall justification in mitigation of the shortfall. This should provide alternative green modes of travel, parking surveys to demonstrate on-street parking availability, any information relating to previous use(s) of the site, measures to reduce reliance on the car, and any other information to support a parking shortfall.</p>	✓

<p>Transport Assessment</p>	<p>Assessment of Transport Impacts</p> <p>A Transport Assessment (TA) will be required as part of any planning application where the development or redevelopment is likely to have significant transport implications, no matter the size. The coverage and detail of the Transport Assessment should reflect the scale and the likely extent of transport impacts of the proposed scheme. The planning authority and developer and, in the case of developments that affect trunk roads, TRNMD and their operators should discuss the content and level of detail of the Transport Assessment required as part of the planning application.</p> <p>Applicants are required to complete a Transport Assessment Form (available on the Council's website and refer to Scottish Government Guidance - Transport Assessment and Implementation: A Guide) and submit this with the application. If any of the thresholds (outlined below) are exceeded, a TA will be required. In such circumstances, the applicants are advised to contact the Council's Transportation and Infrastructure Service (Transportation Unit) as early as possible to discuss matters. As a general guide, development exceeding the following thresholds will require a Transport Assessment:</p> <ul style="list-style-type: none"> • Food Retail Use - >1000m² GFA • Non-Food Use - > 1000m² GFA • Cinemas + Conference facilities - >1000m² GFA • Leisure facilities - > 1000m² GFA • Business Use - > 2500m² GFA • Industry - > 5000m² GFA • Distribution + warehousing - >10,000m² GFA • Hospitals - > 2500m² • Higher + further education - > 2500m² GFA • Stadia - > 1500m² • Housing - > 100 dwellings • 100 or more vehicle movements per day • 10 freight movements per day <p>If the development proposal does not exceed any of the above thresholds, it is still important to understand what transport changes, if any, are likely to occur. Further details may be required where the local authority consider the proposals raise significant transport implications, such as where the development is likely to:</p> <ul style="list-style-type: none"> • Generate traffic at peak times in a congested area or the nearest trunk road junction • Generate traffic, particularly lorries, late at night in a residential area • Raise significant concerns over road safety. <p>Minor developments can generate additional person trips that may not require a full Transport Assessment. The completion of transport related questions on the Transport Assessment Form will assist in these considerations. If more detail is necessary a transport statement identifying the characteristics and mode for the additional trips should accompany the planning application before it is determined.</p> <p>For policy compliant proposals (i.e. those in accordance with an up to date Development Plan), the level of detail required for the Transport Assessment may be reduced.</p>	<p>If the criteria is met</p>
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Retail Impact Assessment	<p>Assessment of Retail Impacts</p> <p>A Retail Impact Assessment (RIA) is required where a proposed retail development is of a sufficient scale to have an appreciable impact on the trade of existing or committed retail outlets or centres and the surrounding area. A RIA will normally be required for development over 2500m² gross floor space. For smaller shops, a statement of retail impact may be required. Only in exceptional circumstances would proposals within town centres require a RIA. Further information on retail assessments is available on the Council's website (Supplementary Planning Guidance – Assessing the Impact of Retail Developments in Aberdeenshire: A Guide for Applications).</p>	Seek advice at the pre-application
Economic Statement/Economic Need	<p>Assessment of Economic Impacts/Economic Need</p> <p>A Supporting Economic Statement of any development or redevelopment benefits from the proposed development, including details of any new jobs to be created or supported, any community benefits and reference to any development or regeneration strategies that lies behind or may be supported by the proposals. This is also relevant for proposals relating to new employment uses in the countryside where an economic justification for the proposed site is required by policies in the Development Plan.</p>	Seek advice at the pre-application
Wildlife/Habitat Surveys	<p>Wildlife/Habitat surveys</p> <p>Proposals should show any significant wildlife habitats, species or features that may be affected by the development. An ecological assessment will be required where it is considered that a proposal could potentially have an adverse impact on the biodiversity of an area, or where a designated site is affected. The survey(s) required will depend on the particular site and the type of development but could include:</p> <ul style="list-style-type: none"> a) Walkover or baseline ecological survey; b) Badgers; c) Otter and water vole (where there is a watercourse on or adjacent to the site); d) Breeding and over-wintering birds, e) Raptors; f) red squirrel; g) vegetation/habitat survey. <p>The minimum standard is to be a Phase 1 Habitat survey. Where this identifies important habitats on site, a more detailed survey will be required.</p> <p>Where a potential adverse impact is identified, details of proposed mitigation will require to be submitted. Further advice may be obtained from the Planning office (Environment Team).</p>	Seek advice at the pre-application stage
Design Statement	<p>Design Statement</p> <p>A Design Statement is required to properly assess the impact of the development in its surroundings. This should explain the design principles and concepts applied. Further guidance on the need and preparation of the Statement can be found on the Council's website or viewing PAN 68 Design Statements on the Scottish Government's website.</p>	Seek advice at the pre-application stage

<p>Pre-Application Consultation (PAC) with Community</p>	<p>Pre-Application Consultation with Communities</p> <p>In view of the scale and potential impact of some developments it is recommended that Pre-application consultation (PAC) be undertaken. Even if there is no statutory requirement to carry out PAC applicants are strongly advised to engage with local communities given the potential interest in certain developments. This should 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 should also demonstrate that the views of the local community have been sought and taken into account. The scope and content of the report should follow the guidance set out in the regulations. Further guidance on PAC can be obtained from the Council's website.</p>	<p>Seek advice at the pre-application stage</p>
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