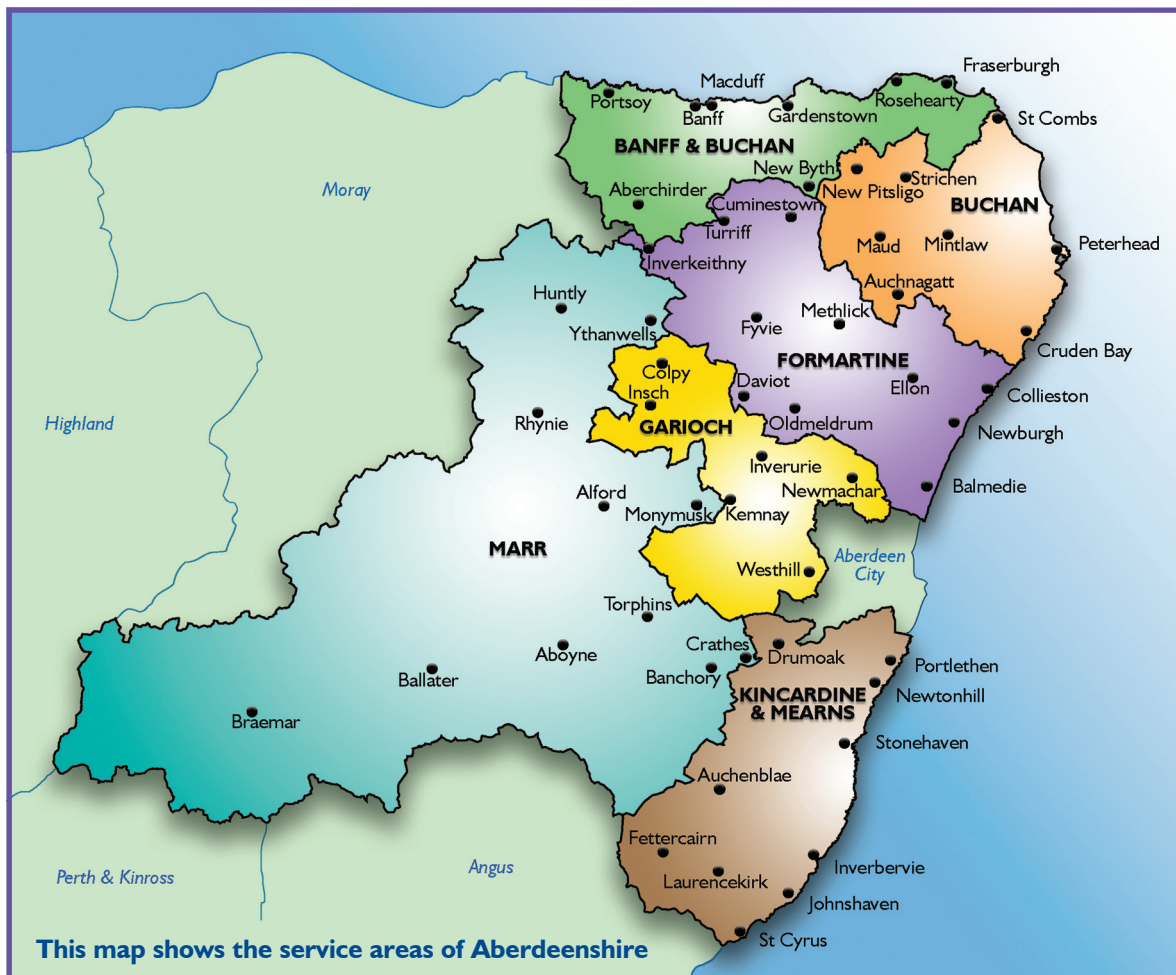








# Planning Application



When you have filled in this form, please send it to the address shown opposite the area your development is in.

 <b>Banff &amp; Buchan</b>	The Town House, Low Street, Banff AB45 1AY E-mail: <a href="mailto:bb.planapps@aberdeenshire.gov.uk">bb.planapps@aberdeenshire.gov.uk</a>	Phone: 01261 813200 Fax: 01261 813281
 <b>Buchan</b>	Arbuthnot House, Broad Street, Peterhead AB42 1DA E-mail: <a href="mailto:bu.planapps@aberdeenshire.gov.uk">bu.planapps@aberdeenshire.gov.uk</a>	Phone: 01779 477363 Fax: 01779 483727
 <b>Formartine</b>	45 Bridge Street, Ellon AB41 9AA E-mail: <a href="mailto:fo.planapps@aberdeenshire.gov.uk">fo.planapps@aberdeenshire.gov.uk</a>	Phone: 01358 726429 Fax: 01358 726450
 <b>Garioch</b>	Gordon House, Blackhall Road, Inverurie AB51 3WA E-mail: <a href="mailto:ga.planapps@aberdeenshire.gov.uk">ga.planapps@aberdeenshire.gov.uk</a>	Phone: 01467 620981 Fax: 01467 624285
 <b>Kincardine &amp; Mearns</b>	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:km.planapps@aberdeenshire.gov.uk">km.planapps@aberdeenshire.gov.uk</a>	Phone: 01569 768281/73 Fax: 01569 766549
 <b>Marr</b>	Viewmount, Arduthie Road, Stonehaven AB39 2DQ E-mail: <a href="mailto:ma.planapps@aberdeenshire.gov.uk">ma.planapps@aberdeenshire.gov.uk</a>	Phone: 01569 768271/27 Fax: 01569 766549

# Guidance Notes

## 1 Your name and address

Please give your full name and address including the postcode and a daytime phone number. This is essential information. Forms completed 'care of agent' will be returned. The postcode is essential information.

## 2 Your agent's name and address

You may decide to employ an agent such as an architect, surveyor or technician to draw your plans for you. They can also fill in these forms for you. If this is the case, we will send any correspondence about the application to the agent. The postcode is essential information.

## 3 Address or location of the proposed development

If the application site is different from the address given in question 1, you should give clearly the full address of the application site, including the postcode, which is essential information. If the site has no postal address please describe its location.

## 4 Area of site

The area of the application site should be given in hectares to 2 decimal places e.g. 0.78ha. For very small sites such as house plots, the site area may be given in square metres e.g. 350m<sup>2</sup>. Please make it clear which units of measurement you have used.

## 5 Description of the proposed development

Please describe your proposal in as much detail as possible in the space provided. If you are in any doubt, please contact us for help.

## 6 Existing use of land and/or buildings

Please describe the existing use of the buildings or land. If used for more than one purpose, please give details. If unused, please say so and state the last known use, and if known, the date on which this use ceased.

## 7 Application type

If you are unsure which type is appropriate, please contact your local Planning office.

- **Full** - needed for change of use of land or buildings, or carrying out building, engineering or other works.
- **Planning Permission in Principle** - where you wish to see if the proposed development is acceptable in principle before preparing detailed drawings. This type of application is not applicable for change of use applications. If you wish any details to be considered at this stage please specify e.g. siting, external appearance, access, design, landscaping. Please note we may require further details or information in order to determine your application.
- **Matters Specified in Conditions** - an application for approval, consent or agreement of any detail required by condition/s imposed on a grant of Planning Permission in Principle.\*
- **Removal/Variation of Condition** - where unwilling/unable to comply with a condition attached to a previous permission.\*

*\* As this application relates to a previous planning permission, it is important to state the reference number and relevant condition number/s.*

## 8 Residential development

Please state the number of additional dwellings proposed.

## 9 Proposed external building materials

If you are altering or constructing a building or other structure, it is important that you describe as fully as possible, which materials you plan to use. This should include make, name, colour, profile and texture of roof tiles and wall finishes. Full details should be given for all the treatments proposed for the boundaries of the site, the height, colour and type of construction of each means of enclosure must be clearly shown on the plans eg "1.8 metre high, vertically boarded timber fence, dark stain finish".

## 10 Floor space

Gross floor space should be measured in accordance with the 'Code of Measuring Practice' prepared by the Royal Institute of Chartered Surveyors i.e. by external measurement of the covered floor space having a headroom of more than 1.5 metres including all perimeter and internal walls, columns, chimney breasts, stairwells, lift rooms, plant rooms, tank rooms, fuel rooms, fuel stores, open sided covered areas and covered car parks etc.

A 'unit' would describe a separate or independently operated shop or office etc. whether physically separated or part of an overall building or development. All existing or proposed uses of land or buildings should be included within this table i.e. retail, office, industrial etc.

## **11 Hazardous substances**

If the proposal involves the use, storage or manufacture of any 'hazardous material' such as paint, liquified petroleum gas, hydrogen, liquid oxygen, or any explosive) please give details and quantities in a covering letter. If you are in any doubt, please contact our staff, who will be happy to help you.

## **12 What means of access is proposed?**

One or more of these boxes must be ticked. Where you intend to alter, or form a new pedestrian/vehicular access to the site, details should be included with the submission. Please note, if your application is for Planning Permission in Principle and access to the site is to be taken from a road, the application must include a description of the location of the access point.

## **13 Parking**

The Council sets down maximum standards for the number, sizes, and layout of parking bays, loading areas and turning areas. The plans should show the precise layout of all parking areas within the site. Information on parking requirements can be obtained from a member of the Planning staff.

## **14 Vehicle movements**

Every separate vehicle movement in and out of the site during the day should be added up to give total figures for both types of vehicle. A vehicle going in and out counts as 2 vehicle movements. 'Lorry' means every vehicle other than motor car. You do not need to include the employees' normal journey to work in the total.

## **15 Operating times**

Details should be given of the working hours of the site. These times should accurately reflect the maximum likely use of the site rather than the minimum. Any regular variation from the standard day should be detailed.

## **16 How will water supply be provided?**

If it is intended to provide the development with a private water supply, you will require to demonstrate that the quantity and quality of water is adequate to serve the development and any other premises served by the source and, that there will be no detriment to public health or the environment.

## **17 How will foul sewage be disposed of?**

This section must be completed, even if your application is for Planning Permission in Principle. Where soakaways are proposed, it is necessary to carry out percolation tests to determine the suitability of the ground conditions, prior to the issue of any approval. Please note that the construction of septic tanks and soakaways are development and must be within the site boundary.

## **18 How will surface water be disposed of?**

For the majority of applications, Scottish Water will not permit the discharge of surface water from the site, into the public sewer. Therefore where soil conditions permit, all surface water should be discharged to a soakaway or alternative Sustainable Urban Drainage System (SUDS). Please indicate the proposed method of disposal. Further information on SUDS systems can be obtained from your local Planning office.

## **19 Will any trees be affected?**

Trees are an important part of the environment and Aberdeenshire Development Plan policy requires that development proposals treat them with sensitivity. If you answer 'Yes', provide full details of all trees and hedges on the site indicating which are proposed to be felled or cut back. A full report by a qualified tree specialist is likely to be required. Trees or hedges on land adjacent to the site are also important and details of these should be submitted in appropriate circumstances.

## **20 Certificate of agricultural holding**

You must certify whether or not the land or part of the land to which the application relates forms part of an agricultural holding. If the land does not form part of an agricultural holding, tick the first box. If the land forms part of an agricultural holding, tick the second box.

**Please note** - if your application is for approval of matters specified in conditions, please delete this section.

## 21 Certificate of notice to owners/agricultural tenants

You must certify whether there are any other owners or agricultural tenants and, if so, which of these has been notified of the proposed development. If the applicant owns all the land the application relates to and there are no agricultural tenants, tick the first box. If the applicant does not own all the land or there are agricultural tenants, you must tell all persons (other than the applicant) who are the owners, or agricultural tenants about the proposals by giving them a 'Notice to owners or to tenants of agricultural land' form which is enclosed. You must tick the second box and provide details of those notified.

If you are unable to give notice to every owner or agricultural tenant you must tick the third box and detail what reasonable steps you have taken to ascertain the names and addresses of those you have been unable to notify. In this situation the planning authority is required to publish a notice in a local newspaper and you must pay for the cost of the advert.

**Please note** - if your application is for approval of matters specified in conditions, please delete this section.

## 22 Neighbour Notification and publicity

The planning authority is required to notify the owner, lessee or occupier of 'neighbouring land' of your planning application. Where there are no premises on neighbouring land to which a notice can be sent the planning authority is required to place a notice in a local newspaper. Your application may also require to be advertised if it is for a particular class of development or for development contrary to the development plan.

If your application requires to be advertised for any of the above reasons you must pay for the cost of the advert. We will advise you of the cost and you must pay within 21 days. Please note, the application cannot be determined until payment is received. Further information on these requirements can be obtained from a member of the Planning staff.

### Plans

You must send us the following plans with your application:

<i>Location plan</i>	Four copies at a streetmap scale (1:1250 or 1:2500) with the site boundaries outlined in red and any other land you own outlined in blue. This plan must show all neighbouring properties/land. You can buy these at your local Planning office or from another Ordnance Survey map supplier.
<i>Ordnance Survey map</i>	If the site is in the countryside, we will also need four copies of an Ordnance Survey map at a scale of 1:10,000 for identification purposes.
<i>Site layout plan</i>	Four copies at a scale of 1:200 with the boundaries of the site outlined in red, and any other land you own outlined in blue, and showing access, buildings, trees and walls.
<i>Existing/proposed elevations</i>	Four copies drawn to scale of 1:50 or 1:100 showing all sides of the building.
<i>Existing/proposed floorplans</i>	Four copies of plans of each floor to a scale of 1:50 or 1:100.

The plans submitted must accurately describe the proposals. Guidance on the levels of information expected for different types of proposal can be obtained from the Council's website or the local Planning office.

### Additional information

We may need additional information to determine your application. If you are submitting an application for National or Major development a Pre-application Consultation (PAC) report and Design and Access Statement may need to be submitted. Design Statements are required for applications for new buildings within 'sensitive sites', for example, conservation areas. Guidance on PAC and Design and Access Statements and additional information requirements can be obtained from the Council's website: [www.aberdeenshire.gov.uk/planning](http://www.aberdeenshire.gov.uk/planning) or the local Planning office.

### Fee

The enclosed note tells you the current fees for planning applications. If you are in any doubt, please contact a member of the Planning staff who will be happy to help you.

If you have difficulty reading this paper, please telephone 01569 768265.