

Householder Pre-Application Guidance

Please note that the following guidance relates to householder developments. We have separate advice notes for local development pre-application advice and major development pre-application advice. If in doubt, please refer to [Circular 5/2009 \(Hierarchy of Developments\)](#) or contact your local planning [office](#).

What is a householder application?

Please note that the following guidance note relates to works which involve the alteration or enlargement of a dwellinghouse or residential flat or works within the curtilage of a dwellinghouse or residential flat. This may include the formation of a new vehicular access within a residential plot or alterations to an ancillary structure to a dwellinghouse such as a garage. In order to obtain planning permission for such works a householder application must be submitted.

For advice on whether proposals may be covered by householder permitted development rights and therefore not requiring planning permission, refer to our [Permitted Development](#) section of our webpage. It should be noted that such rights do not extend to [Listed Buildings](#) or to certain types of works within a [Conservation Area](#). Should you need further advice contact your local planning [office](#).

What is pre-application advice?

Pre-application advice is a non-statutory procedure provided by Aberdeenshire Council. It is intended to guide and inform your development proposals before you submit a formal planning application. It provides an opportunity for you to discuss your proposals with a Planning Officer before going to the expense of having detailed drawings and specifications prepared by an architect, (or other design professional).

What are the benefits of undertaking pre-application advice?

- Specific design advice can be given in relation to the use of materials, siting of windows/doors and the scale and form of any proposal.
- For proposed householder works to a Listed Building and/or within a Conservation Area, design advice will be given by a Planning Officer who has consulted with a member of the Environment Team.
- Other relevant departments within the Council such as Roads Development can advise on any potential issues where necessary.
- The advice will flag up whether a proposal is unacceptable which could save you the cost of submitting a formal application.

What do you need to submit as part of your pre-application advice request?

The following guide outlines what information we would expect as essential and desirable.

Essential:

- A completed householder development pre-application form.
- The address of the application site.
- A location plan to clearly identify the location and dimensions of the site.
- Proposed site layout plan which outlines the application site in red, including a north point (dimensions to be shown or to scale, preferably at 1:500 or 1:200)
- Proposed elevational drawings (dimensions or scale preferable at 1:100 or 1:50) if applicable.
- Details of means of access to the site if applicable.

The more details submitted the more detailed a response we can provide so there is also a desirable list which would be useful but we would not invalidate an enquiry to obtain these.

Desirable:

- An ordnance survey based location plan which outlines the application site in red (scale preferable at 1:2500 or 1:1250).
- Photographs of the site.
- Site sections.

Delays may occur if essential information is missing from your request. Invalid requests that do not meet the minimum requirements will not be progressed unless all the requested information has been submitted.

Advice the service will provide

Main Issues:

Types of Information

Site history and constraints

Relevant planning history and specific constraints identified on the site.

Design

Specific comments upon proposed materials, design and scale.

Amenity

Who may be affected by the proposals in terms of neighbouring amenity e.g. overlooking, overshadowing etc. What effects the proposals will have upon the amenity of the neighbour's property.

List of key documents/info

Information and documents that have been identified to be required to be submitted as part of your application.

Advice the service will not provide

- Advice or input from external stakeholders or agencies e.g NatureScot, SEPA, etc.
- Specific architectural or technical advice which falls within the remit of an architect, engineer surveyor etc.

What communication and advice can you expect?

Any specific information that needs brought to our attention, or issues that you want included in your response should be highlighted as part of your pre-application advice submission. The Planning Service may or may not deem a site visit and/or a meeting necessary depending on the nature of the enquiry. The Planning Officer dealing with your enquiry will be in contact in the event that either are deemed necessary. Any meeting may or may not involve other departments within the Council.

A formal letter will always be issued providing comprehensive pre-application advice. Further communication relating to the proposal may be provided afterwards at the discretion of the Planning Officer who has dealt with the request. Should you seek comments upon an amended proposal it may be necessary to submit a new pre-application request.

Processing timeline for your pre-application enquiry

The Planning Service will endeavour to send a formal response within 25 working days of the request being validated. This is considered to be a realistic timescale and agents are requested to make clients aware this is to be expected. The potential need for further information, a site visit and/or meeting may mean that an extension to these timescales will be needed in order to ensure the best possible response. Should such an extension be necessary, you will be contacted by the Planning Officer.

Disclaimer

All pre-application advice is given strictly without prejudice to the eventual decision of Aberdeenshire Council on any formal planning application. Every effort will be made to provide you with accurate professional advice, however, this cannot be guaranteed to cover all matters that will be considered in a formal application and the Council is not bound by this advice in the event of submission of a formal application. It should be appreciated that in addition to carrying out technical consultations, neighbours and other members of the public have a right to make representations on formal applications. Such representations and consultation responses will be fully taken into account when Aberdeenshire Council determines a formal planning application.

Freedom of Information

Your details will not be made public unless subject to and in accordance with the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Data Protection

The information held with your submission will be managed by the Council in accordance with the principles set out in the General Data Protection Regulations 2018. For further information on how we use your information, who we share this information with and how long we keep information is detailed in our [Privacy Notice](#).

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