

Regeneration and Planning



Head of Regeneration and Planning
 Municipal Buildings
 Clyde Square
 Greenock PA15 1LY

FOR OFFICIAL USE ONLY

Reference No.
 Date of Receipt
 Fee Paid
 Date Fee Received
 Date Valid
 Receipt No.

PLANNING APPLICATION

Town & Country Planning (Scotland) Act 1997

The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

see note 1

1. Particulars of Applicant	Particulars of Agent (if any) acting on applicants behalf:
Name	Name
Address	Address
..... Postcode Postcode
Telephone Number	Telephone Number
	Profession

see note 2

2. Description of Development	
.....	
.....	
Site Location	
Site Area (hectares)	Number of dwellinghouses proposed
	New gross floorspace (sq. metres)

see note 3

3. Application Type (Tick appropriate box/es)			
(a) Planning Permission in Principle	<input type="checkbox"/>	(c) Detailed Permission	<input type="checkbox"/>
(b) Approval of Matters specified by conditions	<input type="checkbox"/>	(d) Change of Use of land/buildings	<input type="checkbox"/>
(e) Other (please specify)			

see note 4

4. Applicants interest in site (Tick appropriate box)			
(a) Owner	<input type="checkbox"/>	(c) Tenant	<input type="checkbox"/>
(b) Lessee	<input type="checkbox"/>	(d) Prospective Purchaser	<input type="checkbox"/>
(e) Other (please specify)			

see note 5

5. Existing Uses

(a) Please state the existing use(s) of the land/buildings:

(b) Was the original building erected before 1st July 1948? Yes / No

Has the original building been altered or extended Yes / No

If yes, please indicate nature of alteration / extension and if possible approximate dates.....

If the land / buildings are vacant, please state last known use.....

see note 6

6. Access Arrangements and Parking (Tick appropriate box/es)

(a) Not Applicable (e) Number of existing on site parking places

(b) New vehicular access proposed (f) Number of proposed on site parking places

(c) Existing vehicular access to be altered / improved (g) Detail of any available off site parking

(d) Separate pedestrian access proposed

see note 7

7. Drainage Arrangements (Tick appropriate box/es)

(a) Not Applicable (c) Connection to existing public sewer

(b) Public Sewer (d) Septic Tank

If (d), indicate method of disposal of effluent (e.g. soakaway, watercourse etc).....

see note 8

8. Water Supply (Tick appropriate box/es)

(a) Not Applicable (c) Existing private supply

(b) Public Main (d) Proposed private supply

If (c) or (d), please specify nature of supply source and proposed storage arrangements.....

see note 9

9. Building Materials (Complete as appropriate)

(a) Not Applicable

(b) Outside Walls Material.....
Colour.....

(c) Roof Covering Material.....
Colour.....

(d) Windows Material.....
Colour.....

(e) Boundary Treatment Material.....
Colour.....

see note 10

10. Landscaping

Is a landscaping/tree planting scheme proposed? Yes No

Are any trees/shrubs to be cleared on site? Yes No

If yes, please show details of scheme on a SITE PLAN

see note 11

11. Costings

What is the estimated costs of any works to be carried out? £.....

see note 12

12. Confirmation

Signature of applicant/agent.....

on behalf of..... Date

see note 13

**CERTIFICATES UNDER ARTICLE 15 OF THE TOWN AND COUNTRY PLANNING
(GENERAL DEVELOPMENT PROCEDURES)(SCOTLAND) REGULATIONS 2013**

Either certificate A or certificate B must be completed together with certificate E

CERTIFICATE A (To be completed where the applicant is owner of the whole application site including any access visibility splays and land required for drainage systems or water connections)

I hereby certify that:

No person other than * myself/the applicant was an owner (refer to note (a)) of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application

CERTIFICATE B (To be completed where the applicant does not own the whole application site including any access visibility splays and land required for drainage systems or water connections)

I further certify that:

* I have/the applicant has given the requisite notice (Notice No.1) to all persons other than * myself / the applicant who at the beginning of the period of 21 days ending with the date of the accompanying application were (refer to note (a)) owners of any part of the land to which the application relates.

Name(s) of Owner	Address(es)	Date of Service of Notice(s)
.....
.....
.....

* Delete whichever is inappropriate

NOTE (a) Any person who in respect of any part of the land is the proprietor of the dominium utile or is the lessee under a lease thereof of which not less than 7 years remains unexpired.

CERTIFICATES C (TO BE COMPLETED IN EVERY CASE)

I further certify that:

- * (1) None of the land to which the application relates constitutes or forms part of an agricultural holding
- * (2) I have / the applicant has given the requisite notice to every person other than myself / himself who at the beginning of the period of 21 days ending with the date of the application was a tenant of any agricultural holding any part of which was comprised in the land to which the application relates

These persons are:

Name	Address	Date of Service of Notice(s)
.....
.....
.....

CERTIFICATE D

I confirm that I have been unable to notify all parties under Certificates A, B and C

* Delete whichever is inappropriate

Signature of Applicant/Agent

On behalf of

Date

CHECKLIST - The following documentation should be submitted:

please tick all boxes

TWO APPLICATION FORMS

TWO SETS OF PLANS

FEE (Where appropriate)

DESIGN & ACCESS STATEMENT
National and Major Applications Only

PRE - APPLICATION CONSULTATION
REPORT
National and Major Applications Only

WARNING

If any person issues a certificate which purports to comply with the requirements of Section 35 of The Town and County Planning (Scotland) Acts, and contains a statement which he knows to be false or misleading in a material particular or recklessly issues a certificate which purports to comply with those requirements and which contains a statement which is false or misleading in a material particular he shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Data Protection: Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purpose of The Town and Country Planning (Scotland) Act 1997 and related purposes, legislation and regulation.

Further information can be found at www.inverclyde.gov.uk/privacy

Notice for Service on Owners of Application Site when not wholly owned by Applicant

Regeneration and Planning

Inverclyde
council

NOTICE No. 1

TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

Notice under Section 35 application for planning permission.

Proposed Development at :

(a) _____

TAKE NOTICE that application is being made to Inverclyde Council by :

(b) _____

For planning permission to :

(c) _____

If you wish to make representations to the above mentioned local planning authority about the application, you should do so by writing within 21 days of the date of service of this notice to :

**Inverclyde Council, Regeneration and Planning, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY**

Signed : _____

Address : _____

On Behalf of : _____

Date : _____

THIS NOTICE WAS NOT ISSUED TO YOU BY INVERCLYDE COUNCIL