

## **Planning Application Form Notes for Guidance**

These notes have been prepared to help you fill in the Planning Application Form. If you need any more help or are unsure if Planning Permission is required, please contact the Council's Development Management team. Please note that you require a separate application form for Building Warrants, Listed Building Consent and Advertisement Consent.

Please ensure that all the questions have been answered and the forms signed in the relevant places. Failure to do so may result in delays in registering the application.

**Please note that when you submit a planning application, the information will appear on the Planning Register a weekly list of applications and lists all undetermined and determined applications). The completed forms and any associated documentation will also be published on the Council's website.**

The following notes relate to the application forms;

### **NOTE 1**

#### **Use of an Agent**

Where an agent is used all correspondence on the application and the decision notice will be sent to the agent. Where the agent is a firm / practice / partnership, please provide a contact name.

### **NOTE 2**

#### **Project Description**

The description should clearly state the applicant's intention e.g.;

- change of use
- erection of factory
- extension to dwellinghouse to provide.....

The site address should also be clearly stated.

### **NOTE 3**

#### **Type of Application**

The type of application being submitted should be clearly indicated. If unsure which type is appropriate, please contact the planning team.

**Planning Permission in Principle** -where proposing to construct a building but details not being submitted at present.

**Approval of Matters Specified by Condition** -submission of the details following the approval Planning Permission in Principle.

**Full** -required for carrying out building, engineering or other works.

**Change of Use** -where the proposal relates to an existing building or use of a piece of land where no new buildings are involved.

#### **NOTE 4**

##### **Applicant Interest**

State here what your interest is in the development or site. Are you the owner, are you leasing, are you renting or thinking of buying?

#### **NOTE 5**

##### **Uses**

State here what the site or the building is being used for at present.

#### **NOTE 6**

##### **Access Arrangements and Parking**

If there is an existing access, or if you propose to construct or improve an access, please give details.

#### **NOTE 7 & 8**

##### **Drainage Arrangements & Water Supply**

This establishes how the drainage is being dealt with and where the water supply (if required) is obtained from.

#### **NOTE 9**

##### **Building Materials**

This gives a basic description of the various external wall, window, door and roof materials, including proposed colours.

#### **NOTE 10**

##### **Landscaping**

This gives us an idea of the impact on the site of any clearing or planting of trees and shrubs. If planting or clearing is proposed, the extent should be indicated on a SITE PLAN.

#### **NOTE 11**

##### **Costings**

An indication should be given in this section of the overall cost of the works to be carried out.

#### **NOTE 12**

##### **Confirmation**

At this point you should / your agent should sign the forms as confirmation of the information given on the forms thus far.

## NOTE 13

### Ownership

You must complete the Certificate of Ownership on pages 3 and 4 of the application form;

- Certificate A -** this should be filled in if you own the site or have a lease with at least 7 years still to run.
- Certificate B -** this should be filled in if you do not own any of the site or own only part of the site. You must notify all owners (**using Notice No.1**) and list their names and addresses. Use additional paper if ownership list exceeds space provided.
- Certificate C -** this must be completed to indicate whether or not the site forms part of an agricultural holding.
- Certificate D -** This must be completed if you have been unable to notify all parties required under certificates A, B and C. If you are required to complete this section the Council will require to place a notice in the Greenock Telegraph. The full cost of this advert will be invoiced to yourself and the application will not be determined until payment is received

## NOTE 14

### Neighbour Notification Procedure

On receipt of a valid application the Council will notify all neighbouring land and property within 20 metres of the site boundary. If it is not possible to notify because there are no buildings on the land, the Council will place a notice in the Greenock Telegraph. The cost of this notice will be charged to you and your application will not be determined until payment is received.

## NOTE 15

### Plans required:

Four copies of the following plans should be submitted;

#### a) Location Plan

This should preferably be at 1:2500 or 1:1250 scale with the application site clearly outlined in **red**, and other adjoining land owned by the applicant outlined in **blue**, including existing roads and buildings. If the plan has been obtained from the Ordnance Survey, an agent of the Ordnance Survey, or has been prepared on an Ordnance Survey base, you will declare this on the plan. Alternatively you have to state the source of the plan. If it has been prepared using your own measurements, this must be stated. Failure to do either will prevent validation of the application due to Ordnance Survey copyright issues. Please note that this requirement applies to other plans if they have a map base.

#### b) Block Plans

These should be at a scale of at least 1:500 and should show the relationship of the site to all the adjoining properties. An existing and proposed block plan should be provided. All existing buildings, trees, walls, means of access etc., should be shown. The proposed block plan should indicate buildings to be erected or altered and new or altered means of access, fencing and landscaping.

#### c) Detailed Drawings

For new or altered buildings a plan of each floor as existing and proposed, cross-sections through the building and existing and proposed elevations should be submitted. Finished floor levels and ground levels should be clearly indicated on the plans. Detailed drawings require to be to a recognised scale and contain either a scale bar or detailed dimensions to enable plans viewed online to be accurately assessed. Also an indication of the drawing size, i.e. A0, A1, A2 etc., is required on the drawing adjacent to the scale bar. Failure to do so will prevent validation of the application. Please do not put the applicant's contact details such as telephone numbers and e-mail addresses on plans.

For **Changes of Use** of buildings, existing and proposed floor plans should be submitted.

For **Planning Permission in Principle**, the location plan should normally be sufficient except in relation to proposals in the Conservation Areas where sketch elevations should be submitted.

For all applications at least one set of the drawings to be submitted should be fully coloured.

#### **d) National and Major Applications**

All National and Major applications require to be accompanied by a Pre-Application Consultation Report and a Design and Access Statement. You may contact the Development Management team to discuss the format and procedures required for the submission of this information. The Council encourages processing agreements for all major applications.

### **NOTE 16**

#### **How much will it cost?**

The correct fee must accompany your application. The level of fees is set by the Scottish Government and is reviewed from time to time. You should refer to the **Scale of Fees** below. Certain types of application of public interest also require to be advertised in the Greenock Telegraph for which you are required to pay an advertising fee. You should contact the Development Management team to ascertain whether your proposal falls into this category.

### **NOTE 17**

#### **What happens next?**

Once the Development Management team receive your application, it will be checked to ensure that the forms have been completed correctly and the correct fee has been paid. If for some reason the application is not complete, it cannot be validated and you will be advised in writing of what you must do.

If your application is complete, you will receive an acknowledgement letter. This will tell you the name of the officer dealing with your application and a reference number which should be quoted in all future correspondence with the Development Management team.

### **NOTE 18**

#### **The Decision**

Once a decision has been reached you will be sent a decision notice. This will inform you that your application has been either;

Granted

Granted with conditions, or

Refused

A report on the decision will be produced, giving the reason for the decision. If your application is refused or you feel any of the conditions imposed are unreasonable you may appeal to the Local Review Body (local applications only) or the Scottish Ministers. The appeal must be made within three months of the decision being issued.

You may also appeal if a decision has not been made within two months and you have not agreed an extension of time. You should note that appeals can often take a long time and it may be better to try and resolve the matter with the Development Management team.

## PLANNING APPLICATION FEE SCHEDULE

1<sup>st</sup> April 2022

**TABLE 1**

**FEES FOR APPLICATIONS FOR PLANNING PERMISSION AND FOR APPLICATIONS FOR APPROVAL,  
CONSENT OR AGREEMENT REQUIRED BY A CONDITION IMPOSED ON A GRANT OF PLANNING  
PERMISSION IN PRINCIPLE**

<i>Category of development</i>	<i>Fee payable</i>
<b>RESIDENTIAL DEVELOPMENT</b>	(a)
<b>New dwellings</b>	where the number of dwellinghouses to be created by the development does not exceed 10, £600 for each dwellinghouse,
1. Construction of buildings, structures or erections for use as residential accommodation (other than development within categories 2 to 6).	(b) where the number of dwellinghouses to be created by the development is fewer than 50, £600 for the first 10 dwellinghouses, and £450 for each dwellinghouse thereafter,
	(c) where the number of dwellinghouses to be created by the development is 50 or more, £600 for the first 10 dwellinghouses, £450 for each dwellinghouse in excess of 10 up to 49 dwellinghouses, and £250 for each dwellinghouse in excess of 50, subject to a maximum total of £150,000.
<b>Existing dwellings</b>	Where the application relates to—
2. The carrying out of operations which will result in the enlargement, improvement or other alteration of an existing dwelling.	(a) one dwelling, £300,
	(b) 2 or more dwellings, £600.
3.	
(a) The carrying out of operations, including the erection of a building within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or	£300.
(b)	£300.

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*Category of development**Fee payable*

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the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.

**NON-RESIDENTIAL BUILDINGS**

4. The construction of buildings, structures or erections including extensions (other than construction within categories 1, 5, and 6).

(a)

where no floor area is created or the gross floor space created does not exceed 50 square metres, £300,

(b)

where the gross floor space created exceeds 50 square metres, £600 in respect of any gross floor space up to 100 square metres,

(c)

where the gross floor space exceeds 100 square metres, £600 plus £600 per 100 square metres in respect of any gross floor space exceeding 100 square metres and up to 4,000 square metres,

(d)

where the gross floor space exceeds 4,000 square metres, £24,000 plus £300 per 100 square metres in respect of any gross floor space exceeding 4,000 square metres, subject to a maximum of £150,000,

(e)

where no buildings are to be created, £600 per 0.1 hectare of site area, subject to a maximum of £150,000.

**Agricultural buildings**

5. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 6).

(a)

Where the ground area to be covered by the development does not exceed 500 square metres, £500,

(b)

Where the ground area to be covered by the development exceeds 500 square metres, £500 plus £500 for each 100 square metres in excess of 500 square metres, subject to a maximum of £25,000.

<i>Category of development</i>	<i>Fee payable</i>
<b>Glasshouses and polytunnels</b>	
6. The erection of glasshouses or polytunnels to be used for agricultural purposes.	£100 for each 100 square metres of ground area to be covered by the development subject to a maximum of £5,000.
<b>ENERGY GENERATION</b>	
7. The erection of wind turbines and the carrying out of other operations in connection with the construction of the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.	<p>(a)</p> <p>Where the number of turbines does not exceed 3—</p> <p>(i)</p> <p>where none of the turbines have a ground to hub height exceeding 15 metres, £1,250,</p> <p>(ii)</p> <p>where one or more of the turbines has a ground to hub height exceeding 15 metres, but not exceeding 50 metres, £2,500,</p> <p>(iii)</p> <p>where one or more of the turbines has a ground to hub height exceeding 50 metres, £5,000.</p> <p>(b)</p> <p>Where the number of turbines does exceed 3, £500 for each 0.1 hectare of site area, subject to a maximum of £150,000.</p>
8. The construction of a hydro-electric generating station and the carrying out of any other operations in connection with the construction of the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.	£500 for each 0.1 hectare of site area, subject to a maximum of £25,000.
9. The construction of a solar electric generating station and the carrying out of any other operations in connection with the construction of the generating station, including the construction or installation of any means of access to the generating station, pipes or other conduits, and overhead lines.	£500 for each 0.1 hectare of site area, subject to a maximum of £25,000.

<i>Category of development</i>	<i>Fee payable</i>
10. The carrying out of any operations connected with the exploratory drilling for oil or natural gas.	<p>(a)</p> <p>Where the site area does not exceed 0.1 hectares, £1,000,</p> <p>(b)</p> <p>Where the site area exceeds 0.1 hectares, £1,000 in respect of the first 0.1 hectares of site area, plus £500 for each 0.1 hectare of site area in excess of 0.1 hectares, subject to a maximum of £150,000.</p>
<b>FISH AND SHELLFISH FARMING</b>	
11. The placing or assembly of equipment in any part of any marine waters for the purposes of fish farming.	<p>£200 for each 0.1 hectare of the surface area of the marine waters to be used in relation to the placement or assembly of any equipment for the purposes of fish farming and £75 for each 0.1 hectare of the sea bed to be used in relation to such development, subject to a maximum of £25,000.</p>
12. The placing or assembly of equipment in any part of any marine waters for the purposes of shellfish farming.	<p>£200 for each 0.1 hectare of the surface area of the marine waters to be used in relation to the placement or assembly of any equipment for the purposes of shellfish farming, subject to a maximum of £25,000.</p>
13. The erection, alteration or replacement of plant or machinery.	<p>(a)</p> <p>Where the site area does not exceed 5 hectares, £500 for each 0.1 hectare of site area,</p> <p>(b)</p> <p>Where the site area exceeds 5 hectares, £25,000 plus £250 for each 0.1 hectare of the site area in excess of 5 hectares, subject to a maximum of £150,000.</p>
14. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£500
15. Operations for the winning and working of minerals (not including peat).	<p>(a)</p> <p>Where the site area does not exceed 0.1 hectare, £1,000,</p> <p>(b)</p>



<i>Category of development</i>	<i>Fee payable</i>
	Where the site area exceeds 0.1 hectare, but does not exceed 15 hectares, £1,000 plus £500 for each 0.1 hectare of the site area in excess of 0.1 hectare,
	(c) Where the site area exceeds 15 hectares, £75,000, plus £250 for each 0.1 hectare of site area in excess of 15 hectares, subject to a maximum of £150,000.
16. Operations for the extraction of peat.	(a) £500 for each 0.1 hectare of site area, subject to a maximum of £6,000.
17. The carrying out of any operations not coming within any of the above categories.	(a) Where the site area does not exceed 0.1 hectare, £1,000,  (b) Where the site area exceeds 0.1 hectare, but does not exceed 15 hectares, £1,000 plus £500 for each 1 hectare of the site area in excess of 0.1 hectare,  (c) Where the site area exceeds 15 hectares, £8,500 plus £250 for each 0.1 hectare of the site area in excess of 15 hectares, subject to a maximum of £150,000.
<b>USE OF LAND</b>	
18. The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land.	(a) Where the site area does not exceed 0.1 hectare, £1,000,  (b) Where the site area exceeds 0.1 hectare, but does not exceed 15 hectares, £1,000 plus £500 for each 1 hectare of the site area in excess of 0.1 hectare,  (c) Where the site area exceeds 15 hectares, £8,500 plus £250 for each 0.1 hectare of the site area in excess of 15 hectares, subject to a maximum of £150,000.

<i>Category of development</i>	<i>Fee payable</i>
19. The use of land for the storage of minerals in the open.	<p>(a)</p> <p>Where the site area does not exceed 0.1 hectare, £1,000,</p> <p>(b)</p> <p>Where the site area exceeds 0.1 hectare, but does not exceed 15 hectares, £1,000 plus £500 for each 1 hectare of the site area in excess of 0.1 hectare,</p> <p>(c)</p> <p>Where the site area exceeds 15 hectares, £25,500 plus £250 for each 0.1 hectare of the site area in excess of 15 hectares, subject to a maximum of £150,000.</p>
<b>CHANGE OF USE OF BUILDINGS OR LAND</b>	
20. The change of use of a building to use as one or more dwellinghouses.	<p>(a)</p> <p>Where the number of dwellinghouses to be created by the development does not exceed 10, £600 for each dwellinghouse,</p> <p>(b)</p> <p>Where the number of dwellinghouses to be created by the development is fewer than 50, £600 for the first 10 dwellinghouses, and £450 for each dwellinghouse thereafter,</p> <p>(c)</p> <p>Where the number of dwellinghouses to be created by the development is 50 or more, £23,550 plus £250 for each dwellinghouse in excess of 50.</p>
21. A material change in the use of a building (other than a change of use referred to in category 20).	<p>(a)</p> <p>Where the gross floor space does not exceed 100 square metres, £600,</p> <p>(b)</p> <p>Where the gross floor space exceeds 100 square metres, £600 plus £600 per 100 square metres up to 4,000 square metres,</p> <p>(c)</p>

<i>Category of development</i>	<i>Fee payable</i>
	Where the gross floor space exceeds 4,000 square metres, £24,000 plus £300 per 100 square metres in respect of any gross floor space exceeding 4,000 square metres, subject to a maximum of £150,000.
22. A material change in the use of land (other than—	(a)
(a)	£500 per 0.1 hectare of site area subject to a maximum of £5,000.
a change of use within category 21, or	
(b)	
a change of use within categories 18 or 19, or	
(c)	
a change in the use of equipment placed or assembled in marine waters	
for the purposes of fish farming or shellfish farming).	

**TABLE 2****FEES FOR APPLICATIONS FOR PLANNING PERMISSION IN PRINCIPLE**

<i>Category of development</i>	<i>Fee payable</i>
<b>RESIDENTIAL DEVELOPMENT</b>	
<b>New dwellings</b>	
1. Construction of buildings, structures or erections for use as residential accommodation.	(a) where only one dwellinghouse is to be created, £600,
	(b) where more than one dwellinghouse is to be created and the site area does not exceed 2.5 hectares, £600 for each 0.1 hectare of the site area,
	(c) where more than one dwellinghouse is to be created and site area exceeds 2.5 hectares, £600 for each 0.1 hectare up to 2.5 hectares of the site area, and then £300 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum of £75,000.
<b>NON-RESIDENTIAL BUILDINGS</b>	
2. The construction of buildings, structures or erections including extensions.	£600 for each 0.1 hectare up to 2.5 hectares of the site area, and then £300 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum of £75,000.

**TABLE 3****FEES FOR APPLICATIONS FOR A CERTIFICATE OF LAWFUL USE OR DEVELOPMENT UNDER SECTION 150 OR A CERTIFICATE OF PROPOSED USE OR DEVELOPMENT UNDER SECTION 151 OF THE 1997 ACT**

<i>Category of development</i>	<i>Fee payable</i>
<b>CERTIFICATES OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT</b>	
1. An application under section 150(1)(a) or (b) of the 1997 Act (or both as the case may be).	The amount that would be payable in respect of an application for planning permission to institute the use or carry out the operations specified in the application (or an application to do both, as the case may be).
2. An application under section 150(1)(c) of the 1997 Act.	£300.
<b>CERTIFICATES OF LAWFULNESS FOR PROPOSED USE OR DEVELOPMENT</b>	
3. An application under section 151(1) of the 1997 Act (apart from one within category 4).	Half the amount that would be payable in respect of an application for planning permission to institute the use or carry out the operations specified in the application (or an application to do both, as the case may be).
4. An application under section 151(1)(a) where the use specified is use as one or more separate dwellinghouses.	£600 for each dwellinghouse, subject to a maximum of £150,000.

**TABLE 4****FEES FOR A DETERMINATION AS TO WHETHER THE PLANNING AUTHORITY'S PRIOR APPROVAL IS REQUIRED IN RELATION TO DEVELOPMENT UNDER SCHEDULE 1 OF THE GENERAL PERMITTED DEVELOPMENT ORDER**

<i>Category of development</i>	<i>Fee payable</i>
1. An application made for determination as to whether the prior approval of the planning authority is required in relation to development under schedule 1 of the General Permitted Development Order (other than one within categories 2 to 9).	£100.
2. An application made by virtue of paragraph (4A) of Class 18 of Part 6 (agricultural buildings and operations) of schedule 1 of the General Permitted Development Order.	No fee.
3. An application made by virtue of paragraph (4) of Class 18B of Part 6 (agricultural buildings and operations) of schedule 1 of the General Permitted Development Order.	£500.
4. An application made by virtue of paragraph (5) of Class 18C of Part 6 (agricultural buildings and operations) of schedule 1 of the General Permitted Development Order.	£500.
5. An application made by virtue of paragraph (4) of Class 21A of Part 6A (fish farming) of schedule 1 of the General Permitted Development Order.	£500.
6. An application made by virtue of paragraph (4) of Class 22A of Part 7 (forestry buildings and operations) of schedule 1 of the General Permitted Development Order.	£500.
7. An application made by virtue of paragraph (5) of Class 22B of Part 7 (forestry buildings and operations) of schedule 1 of the General Permitted Development Order.	£500.
8. An application made by virtue of paragraph (4) of Class 22 of Part 7 (forestry buildings and operations) of schedule 1 of the General Permitted Development Order.	No fee.
9. An application made by virtue of sub-paragraph (23) of Class 67 of Part 20 (development by electronic communications code operators) of schedule 1 of the General Permitted Development Order.	£500.

## **MISCELLANEOUS OTHER CHARGES**

### **Advertisements**

All applications for express consent for the display of advertisements. £300

### **Variations to permission**

Where a non-material variation is sought under Section 64 of The Town and Country Planning (Scotland) Act 1997. Contact Planning Office

### **Application for Satisfaction/Discharge of Conditions**

Where confirmation is sought of satisfaction/discharge of conditions Contact Planning Office

### **Application for High Hedge Notice**

£220