



The Environment Service

Planning Application

Please read accompanying notes before completing the planning application form. When complete return to:

Head of Development Standards, The Environment Service,
Perth & Kinross Council, Pullar House, 35 Kinnoull Street,
PERTH PH1 5GD Tel 01738 475300 Fax 01738 475310

For Official Use Only

Ref No _____

Date of Receipt _____

Fee Paid _____

Please complete in BLOCK LETTERS

1 I/We Apply to the Council for: *(tick box)*

Full Planning Permission

Outline Planning Permission

Approval of **Reserved Matters**
(following outline permission)

Other *(please specify)*

Date and reference number of previous or existing permission *(if known)* _____

Have there been any pre-application discussions? Yes Date _____

No

2a Name and Address of Applicant

Postcode _____ Tel _____

2b Name and Address of Agent

(if form completed by agent) _____

(personal contact name) _____

Postcode _____ Tel _____

3 Location or Address of the Application Site

_____ Postcode _____

4a Description of Proposed Development

4b Area of Site *(state total area in hectares or square metres)*

5 Existing Use of Land and/or Buildings *(give details)*

6 Temporary Permission *(if applicable)*

If permission for a limited period only is required, state extent of that period _____

Reference number _____ and expiry date _____ of any previous permission

7 Residential Development

Number of dwelling houses proposed _____

8 Commercial/Industrial Development

	Existing	Proposed
(a) Site area (gross)	_____ hectares	_____ hectares
(b) Manufacturing/Production area	_____ sq m	_____ sq m
(c) Storage area	_____ sq m	_____ sq m
(d) Office/Ancillary area	_____ sq m	_____ sq m
(e) Retail	_____ sq m	_____ sq m
(f) Intended hours of operation	_____	_____

9 Proposed Access Arrangements (tick box)

Do you intend to:

Use an existing access Improve an existing access

Form a new access from a public road

10 Parking

Number of existing parking spaces on site _____ Number of additional parking spaces _____

11 Proposed External Construction Materials (if building operations proposed)

Roof Covering (including colour) _____

External Walls (including finish and colour) _____

Windows (including type of movement eg sash and case) _____

Boundary walls or fences (including height) _____

12 Proposed Drainage Connections (tick boxes)

Foul Drainage:	to public sewer	<input type="checkbox"/>	to septic tank (watercourse/soakway)	<input type="checkbox"/>
Surface Water:	to public sewer	<input type="checkbox"/>	to watercourse/soakway	<input type="checkbox"/>

13 Trees (tick box)

Will any trees on the site be affected? Yes No

14 'Bad Neighbour' Development (tick box)

(a) The proposal **does not** fall within a Section 34 category

(b) The proposal **does** fall within a Section 34 category

If the answer is (b) an additional fee of £100 must be enclosed with the application to pay for statutory advertisement.

15 Neighbour Notification *(tick box)*

A I hereby certify that:

There are no neighbours that have to be notified

The applicant has given notice to the neighbours listed below in section B, together with a plan showing the location of the proposed development.

The applicant could not carry out notification since there are no buildings on the neighbouring land to which the notice could be sent.

(Fee required to allow advertisement by Council)

B The applicant has given notice to the following persons:

Domestic Property

Address

1 The Owner:
The Occupier:

2 The Owner:
The Occupier:

3 The Owner:
The Occupier:

4 The Owner:
The Occupier:

5 The Owner:
The Occupier:

6 The Owner:
The Occupier:

7 The Owner:
The Occupier:

Non-Domestic Property

Name

Address

1 The Owner:
The Lessee:
The Occupier:

2 The Owner:
The Lessee:
The Occupier:

3 The Owner:
The Lessee:
The Occupier:

Please continue on another sheet as necessary and attach it to the application form.

16 Land Ownership (tick boxes)

A I hereby certify that:

21 days before the date of this planning application, the applicant owned **all** the land to which this application relates.

or

The applicant has given notice to all persons who, 21 days before the date of this planning application, owned any part of the land to which it relates. They are:

Name of Owner	Address	Date Notified
_____	_____	_____
_____	_____	_____
_____	_____	_____

B I further certify that:

21 days before the date of this planning application **none** of the land to which this application relates formed part of an agricultural holding.

or

The applicant has given notice of this planning application to every person who, 21 days before the date of this application, was a tenant of an agricultural holding, any part of which formed part of the land to which it relates. These persons are:

Name of Owner	Address	Date Notified
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you do not know who owns the land or who is an agricultural tenant, contact the Development Management.

17 Declaration (tick boxes)

- I enclose 1 additional photocopy of this signed form
- I enclose 4 sets of the necessary plans
- I have served the neighbour notification
- I enclose a plan of neighbours notified
- I have served the land ownership notification (where appropriate)
- I enclose the statutory fee of £ _____
- I enclose the 'bad neighbour' development fee of £100 (if necessary)

Your application cannot be registered until all these documents and the fee are received.

Signed _____ Date _____

Data Protection Act 1998

The information provided by you and by other relevant parties will be used to help determine whether or not planning permission should be granted. Your planning application will be processed by employees of Perth & Kinross Council. The completed application form and any other information you provide will be available for public inspection in Council Offices and may be shared with other appropriate professionals and service providers and will be displayed on the Council's website. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (The Environment Service), Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting Jean Robertson on 01738 475321.



Council Text Phone Number
01738 442573