



Householder Application Submission Checklist

This checklist sets out the minimum information required for a valid application. If you do not supply the information listed below your application will not be registered.

If you require any additional information on what is required to be submitted for a valid application please contact our Customer Service Centre on 01738 475300 or email planningvalidupdates@pkc.gov.uk

- **Drawings must be drawn to a recognised scale and include an accurate metric scale bar.**
- **All 'DO NOT SCALE' disclaimers should be removed or reworded e.g. 'scale only for planning purposes' or 'do not scale for construction purposes'**
- **Only one complete set of drawings is required for all applications and should include existing and proposed versions.**
- **Ensure that plans are titled, include the site address, have a drawing number and revision number where applicable**

Requirement	Description	Required
Application Form	One copy of the householder planning application form must be completed in full, signed and dated. The application can be made online on the e-planning website at www.eplanning.scot .	✓
Land Ownership Certificate and Notice to owners and agricultural tenants	The appropriate certificate (obtained as above) must be completed, signed and dated. The applicant is required to certify if the applicant owns the land and if there are any other owners or agricultural tenants.	✓
Fee	The current scale of fees for applications can be found on our website www.pkc.gov.uk	✓
Location Plan	At a scale of 1:1250 or 1:2500 (or larger). This must show; <ol style="list-style-type: none"> a) A north point b) The land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land (land within 20m of the boundary of the site to be developed) c) The application site must be outlined in red. The site boundary should include all the proposed works, include the access as far as it junction with the public road (only if a new access is proposed) and be one continuous site d) Any adjoining land in the ownership or control of the applicant should be outlined in blue e) Surrounding buildings should be accurately shown 	✓

	<p>and numbered or named to ensure that the exact location of the site is clear</p> <p>f) At least 2 named roads should be identified</p> <p>g) Should be based on an up-to-date Ordnance Survey map and ideally extend to a full A4 paper size</p> <p>h) In rural situations or if the site is located out with a settlement boundary, a 1:10 000 scale location plan (or other suitable equivalent scale) should be submitted.</p>	
<p>Site Plan / Block Plan Existing and proposed versions</p>	<p>At a scale of 1:200 or 1:500. This must show;</p> <p>a) The site boundary must be clearly outlined in red to mirror that of the location plan submitted</p> <p>b) A north point</p> <p>c) All buildings, roads and footpaths on land adjoining the site including the access arrangements</p> <p>d) If a new access is proposed, the access arrangements, proposed and existing car parking where relevant. All works including pavement crossing, shall be included in the red site boundaries</p> <p>e) The extent of all proposed and existing boundary treatments</p> <p>f) If landscaping and/or open space is applied for ideally a separate plan should be submitted that clearly identifies the proposed provision within the site including planting layout, species and separation distances</p> <p>g) The location of all proposed drainage should be clearly shown and be within the red site boundaries</p> <p>h) The location and canopy spread of any trees on the site. Any trees to be removed as part of the proposal should be identified and annotated as such</p> <p>i) The extent and materials of any hard surfacing (e.g. gravel, slabs, tarmac).</p>	✓
<p>Elevations Existing and proposed versions</p>	<p>At a scale of 1:50 or 1:100 showing;</p> <p>a) The proposed works in relation to what is already there</p> <p>b) All sides of the development including any blank elevations and be orientated (North/East/South/West)</p> <p>c) The proposed buildings materials, and the style, materials and finish of the windows and doors</p> <p>d) Where a proposed elevation adjoins another building (e.g. a terrace or semi-detached property) or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property</p> <p>e) Proposed works on elevations should be shown in colours that resemble the materials to be used and all down takings should be shown in red on existing elevations</p> <p>f) Elevations of all proposed boundary treatments (except hedging) must be provided</p>	✓

	g) If the site is within a conservation area, individual window and door elevations (usually at a scale of 1:10 or 1:20) must be provided. These should also be cross referenced with the full elevations.	
Floor Plans Existing and proposed versions	At a scale of 1:50 or 1:100 showing; a) Identify the layout and use of the floor area for the existing and proposed development b) Existing floor plans should show all down takings in red and proposed floor plans should show proposed works in yellow.	✓
Cross Sections, Site Sections, Finished Floor and Site Levels Existing and proposed versions	At a scale of 1:50 or 1:100 showing; a) Cross sections through the proposed building(s) b) Site levels and finished floor levels (with levels related to a fixed datum point off site e.g. a road), and also show the proposals in relation to adjoining buildings. Cross sections should be taken across the full extent of the site and the location of the cross section identified on a layout plan c) No change to existing ground levels then the plan should be annotated to state (no change in ground levels proposed) d) Cross sections of proposed boundary treatments (except hedging) e) If the site is within a conservation area, individual window and door cross sections (usually at a scale of 1:10 or 1:20) must be provided.	✓
Roof Plans Existing and proposed versions	At a scale of 1:50 or 1:100 showing; a) The shape of the roof, location of proposed windows, vents or flues. The drawings should also be annotated with the proposed materials b) If the site is within a conservation area, the drawing should show existing and proposed diminishing courses.	✓
Additional Information	<ul style="list-style-type: none"> • If the site is within a conservation area and is for the replacement rather than repair of external historic fabric (such as roof slates, stonework, windows and doors) a detailed justification for the replacement must be provided. This should provide details as to why replacement has been chosen over repair including economic factors and the use of modern materials • If your proposal involves the installation of a biomass boiler, wind turbine, air conditioning units, ventilation systems or air source heat pump then the technical specification (including any noise impact assessments, emissions or certifications that may be available) along with any coloured manufacturers brochure should be submitted. 	✓

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 the
Customer Service Centre
on
01738 475000



Council Text Phone Number
01738 442573