



Planning Permission in Principle 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 and plans must be 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.**
- **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 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 (this includes existing or proposed access roads) and be one continuous site d) Any adjoining land in the ownership or control of the applicant should be outlined in blue. 	✓

	<ul style="list-style-type: none"> e) Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear f) At least 2 named roads should be identified g) Should be based on an up-to-date Ordnance Survey map and ideally extend to a full A4 paper size 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>Site Plan / Block Plan</p>	<p>At a scale of 1:200 or 1:500. This must show;</p> <ul style="list-style-type: none"> a) The site boundary must be clearly outlined in red to mirror that of the location plan submitted b) A north point c) All buildings, roads and footpaths on land adjoining the site including the access arrangements 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 e) The extent of all proposed and existing boundary treatments f) The location of all proposed drainage should be clearly shown and be within the red site boundaries g) 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 h) The extent and materials of any hard surfacing (e.g. gravel, slabs, tarmac). 	<p style="text-align: right;">✓</p>

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
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