



## Planning Application Supporting Information Checklist

This checklist details some of the additional information that may be required by the Planning Authority in order to determine certain applications. If it is known that you will require any of the following additional information, then we would advise that it is submitted at the point of registration. You may be asked to submit additional information at a later date by the case officer. Failure to submit within 28 days of a request could result in an application being refused. If any of the requirements below apply to your proposal please contact the relevant department or external body listed for further information or guidance.

If you require any additional information on what is required to be submitted for a valid application please visit our web site [www.pkc.gov.uk](http://www.pkc.gov.uk) 'Making a Planning Application' page <http://www.pkc.gov.uk/article/14990/Making-a-planning-application>, email [planningvalidupdates@pkc.gov.uk](mailto:planningvalidupdates@pkc.gov.uk) or contact our Customer Service Centre on 01738 475300.

Requirement	Description
<b>Contaminated Land Assessment</b>	<p>An Assessment of Potentially Contaminated Land will be required if the development site is known to be, or is suspected of being, contaminated. A full site investigation report will be required which shall include:</p> <ul style="list-style-type: none"> <li>• the nature, extent and type of contamination-</li> <li>• measures to treat/remove contamination to ensure that the site is fit for the use proposed</li> <li>• measures to deal with contamination during construction works</li> <li>• the condition of the site on completion of decontamination measures</li> </ul> <p>The scope of an assessment should be discussed with the Council's Environmental Health service to ascertain if a risk assessment or full site investigation is required.</p> <p><b>Contact</b> PKC Environmental Health for further information at <a href="mailto:environmentalplanning@pkc.gov.uk">environmentalplanning@pkc.gov.uk</a>.</p>

<p><b>Noise Impact Assessment</b></p>	<p>A Noise Impact Assessment (NIA) could be required for your application depending on either the noise generated by your development or the noise generated by nearby existing sources that may affect your development. Such developments may include, for example;</p> <ul style="list-style-type: none"> <li>• Public Houses/Restaurants/Nightclubs</li> <li>• Industrial Developments</li> <li>• Supermarkets</li> <li>• Windfarms and Hydro Schemes</li> <li>• Proposed developments near existing busy roads and railways</li> </ul> <p>Although your proposal may not fall into these categories or necessarily require a NIA you may still need to consider the impact of noise on your development or neighbouring properties. If you are proposing development where the neighbouring properties fall into any of the above categories, are located near existing businesses such as a farm or workshop, you are proposing the installation of plant or machinery such as air source heat pumps, wind turbines, refrigeration units or air conditioning units etc, you should seek further advice.</p> <p><b>Contact</b> PKC Environmental Health for further information at <a href="mailto:environmentalplanning@pkc.gov.uk">environmentalplanning@pkc.gov.uk</a>.</p>
<p><b>Air Quality Assessment</b></p>	<p>Both Perth and Crieff are subject to Air Quality Management Areas (AQMA's - see appendix). This means that proposals which could potentially impact the air quality within the assigned area will require an Air Quality Assessment. Such developments include, for example;</p> <ul style="list-style-type: none"> <li>• Biomass Boilers producing over 50kw of power (required in or out of the AQMA)</li> <li>• Large Supermarkets or Industrial Developments</li> <li>• Large Housing Developments</li> </ul> <p>Not all developments falling into these categories will require an Air Quality Assessment but contact should be made with the Environmental Health service to discuss.</p> <p>Smaller developments, in or out of the AQMA, may benefit from the submission of details to our Environmental Health team for comment before an application is submitted. Environmental Health will require the following information;</p> <ol style="list-style-type: none"> <li>1. <b>Size of the boiler in kw</b> - Technical Guidance 09 requires Local Authorities to consider biomass boilers between 50kW and 20MW. If the boiler is less than 50kW it will not need to be considered in terms of LAQM but will still need to be considered in terms of nuisance/amenity issues.</li> <li>2. <b>Height and diameter of the stack</b> – In metres</li> <li>3./</li> </ol>

	<p>3. <b>Dimensions of buildings within 5 times the stack height</b> – (example, stack height 1m = any buildings within 5m) specifically the heights of these buildings are required, including the building the stack is attached to. The tallest building within this radius should be used.</p> <p>4. <b>Description of the combustion appliance</b> - i.e. type of biomass fuel used; any manufacturer’s recommendations; etc.</p> <p>5. <b>Maximum emission rates of NO<sub>2</sub> and PM<sub>10</sub></b> – Ideally in g/sec.</p> <p><b>Contact</b> PKC Environmental Health for further information at <a href="mailto:environmentalplanning@pkc.gov.uk">environmentalplanning@pkc.gov.uk</a>.</p>
<p><b>Odours/Potential Bad Neighbours</b></p>	<p>If your proposal could potentially affect the amenity of your neighbours, or even the property that the proposal relates to, with odours or fumes, contact should be made with our Environmental Health service before submission of an application. Such developments include, for example;</p> <ul style="list-style-type: none"> <li>• Hot Food Takeaways</li> <li>• Stove flues</li> <li>• Burger/fast food vans</li> <li>• Biomass/combined heat and power systems</li> </ul> <p><b>Contact</b> PKC Environmental Health for further information at <a href="mailto:environmentalplanning@pkc.gov.uk">environmentalplanning@pkc.gov.uk</a>.</p>
<p><b>Private Water Supply</b></p>	<p>This is relevant where applications involve connection to an existing private water supply or the provision of a new private water supply.</p> <p>Applicants will need to show that the water supply quality will consistently meet current legal standards and be of sufficient quantity for the development. The applicant should also be able to demonstrate that established users of any existing supply in the locality will not be adversely affected in terms of both water quality and quantity by the development. The location and nature of the proposed private water supply source and treatment should also be shown on the location or site plan as part of the submission. Early contact with the Water Team to discuss proposals and standards is strongly encouraged.</p> <p><b>Contact</b> PKC Environmental Health – Water Team for further information at <a href="mailto:environmentalplanning@pkc.gov.uk">environmentalplanning@pkc.gov.uk</a>.</p>
<p><b>Flood Risk Assessment</b></p>	<p>A Flood Risk Assessment (FRA) will be required where a proposed development falls within or adjacent to the medium to high flood risk area as identified on SEPA’s indicative flood risk maps, or where flooding has been identified as a potential issue. An FRA will assess the/</p>

	<p>the risk of flooding on property and life at the proposed development site and to sites up and downstream. It should also identify suitable emergency vehicular access and egress routes which can be maintained during a flood. The FRA is site specific and the scope will depend on the nature of the watercourse and the proposed development. Please note that a coastal FRA will need to consider the risk of flooding from high tide levels and also through wave action at the site.</p> <p>Further information on FRAs is available in Flood Risk and Flood Risk Assessments (Developers Guidance Note On Flooding &amp; Drainage) (published June 2014) which is available as a download on our web page  <a href="http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments">http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments</a>.</p> <p>Further guidance can be obtained from SEPA at <a href="http://www.sepa.org.uk">www.sepa.org.uk</a> and their Advice for Developers page  <a href="https://www.sepa.org.uk/environment/land/planning/advice-for-developers/">https://www.sepa.org.uk/environment/land/planning/advice-for-developers/</a>.</p> <p><b>Contact</b> PKC Structures and Flooding team for further information at <a href="mailto:floodingdevelopmentcontrol@pkc.gov.uk">floodingdevelopmentcontrol@pkc.gov.uk</a> .</p>
<p><b>Tree Survey</b></p>	<p>Where there are trees in or adjacent to the site that could be affected by the proposed development a tree survey will normally be required. Information should include species, size, age, health and condition, and clearly identify trees to be retained, measures for their protection along with details of proposed new and replacement planting. You can access further online information here <a href="http://www.pkc.gov.uk/article/15282/Trees-and-guidance-for-developers">http://www.pkc.gov.uk/article/15282/Trees-and-guidance-for-developers</a>.</p> <p>If the site is located within a Conservation Area or the affected trees are subject to a Tree Preservation Order, a tree survey will always be required. You can check if the site is located within a Conservation Area and where Tree Preservation Orders are on our interactive map at <a href="http://www.pkc.gov.uk/heritagemap">http://www.pkc.gov.uk/heritagemap</a>.</p> <p><b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>
<p><b>Wildlife/Habitat Surveys</b></p>	<p>Proposals which show any significant wildlife habitats or features may be affected by the development will require a wildlife /habitat assessment, and the accompanying survey(s) required will depend on the particular site and the type of development but could include:</p> <ul style="list-style-type: none"> <li>• Badgers</li> <li>• Otters and Water Voles (where there is a watercourse on or adjacent to the site)</li> <li>• Breeding and over-wintering birds</li> <li>• Raptors</li> <li>• Beavers</li> </ul>

	<ul style="list-style-type: none"> <li>• Red squirrels</li> <li>• Vegetation</li> </ul> <p>The minimum standard is a Phase 1 Habitat survey. Where this identifies important habitats on site, a more detailed survey will be required where a potential adverse impact is identified. Details of proposed mitigation will require to be submitted.</p> <p>The requirement for bat surveys is dealt with separately below.</p> <p><b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>
<p><b>Bat Survey</b></p>	<p>A Bat Survey will be required where a development may have an impact on a habitat for bats (conversions, alterations to existing roof space, mature trees, etc). Bats are European Protected Species and the law protects them and their roosts. Where it is suspected that new development could possibly impact on bats, the Planning Authority requires applicants to carry out a bat survey to determine the full effects, if any, on bats. Information on this legal requirement and an explanation why the bat survey is required is available on Scottish Natural Heritage’s website <a href="https://www.nature.scot/professional-advice/planning-and-development/natural-heritage-advice-planners-and-developers/planning-and-development-protected-animals">https://www.nature.scot/professional-advice/planning-and-development/natural-heritage-advice-planners-and-developers/planning-and-development-protected-animals</a></p> <p>Ideally surveys should be carried out during the summer months (usually May to August) when bats are active. However, in certain circumstances Preliminary Roost Assessments (previously known as winter surveys) may be acceptable for householder developments where all relevant areas of the building can be accessed, there is no evidence of bats and the built structure, building or affected trees provide no suitable locations for roosting bats. If evidence of usage by bats is found, or there is bat roost potential, and it cannot be ascertained with certainty how bats are using the building during a Preliminary Roost Assessment, further survey work (i.e. an activity (emergent) survey) would be required to be carried out in the summer months. Surveyors should make their clients aware of the limitations of Preliminary Roost Assessments prior to undertaking them and the possible need for further survey work. Please note that Bat Surveys cannot be required by a condition on a planning permission and any application requiring a full survey should be withdrawn and resubmitted when the appropriate bat survey has been carried out.</p> <p>Further advice on bat survey requirements can be found online at <a href="http://www.bats.org.uk">www.bats.org.uk</a> or in our <a href="#">bat survey guidance</a> on our <a href="#">Planning &amp; Biodiversity</a> webpage. <b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>

<p><b>Economic Statement/Economic Need</b></p>	<p>Depending on the type of development you are proposing, you may be asked to provide an Economic Statement or Economic Need justification.</p> <p>This will usually be required if the development or redevelopment benefits from your proposal, including details of any new jobs to be created or supported, any community benefits and reference to any development or regeneration strategies that lies behind or may be supported by the proposals.</p> <p><b>Contact</b> PKC Business Development team for further information at <a href="mailto:BusinessDevelopment@pkc.gov.uk">BusinessDevelopment@pkc.gov.uk</a>.</p>
<p><b>Drainage Impact Assessment</b></p>	<p>A Drainage Impact Assessment (DIA) requires to be submitted for most applications falling within the categories below. The scope and detail required in the DIA will depend on the scale and type of development and the sensitivity of the area. It is site specific and provides information on the existing site drainage, how it will be affected by the development and the proposed drainage system required to dispose of waste and surface water.</p> <p>For developments intended to be constructed in two or more phases, a DIA will be required for the whole site at the initial masterplan stage. A more detailed DIA for each phase may be subsequently required.</p> <p>A DIA may be required for the following applications:</p> <ul style="list-style-type: none"> <li>• Development of more than 5 houses</li> <li>• Development of less than 5 houses that lie within a sensitive area</li> <li>• Non-householder extension over 100m<sup>2</sup></li> <li>• Changes of use involving new buildings and hard standing areas and</li> <li>• Where the application forms part of a larger development where a DIA has not already been accepted for the development</li> </ul> <p>Further information on DIAs is available in Flood Risk and Flood Risk Assessments (Developers Guidance Note On Flooding &amp; Drainage) (published June 2014) which is available as a download on our web page <a href="http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments">http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments</a>.</p> <p><b>Contact</b> PKC Structures and Flooding team for further information via <a href="mailto:enquiries@pkc.gov.uk">enquiries@pkc.gov.uk</a> .</p>

<p><b>Surface water disposal arrangements including Sustainable Drainage Systems (SUDS)</b></p>	<p>Applications should incorporate Sustainable Drainage Systems (SUDS) as the preferred method of surface water disposal. Full details of all SUDS should be provided, including a report and supporting calculations to confirm that the proposed drainage system will be effective in all weather conditions, and not exacerbate flooding from watercourses or existing piped drainage systems. The report must be certified by a Chartered Civil Engineer, or similarly qualified person who is indemnified against professional risk. Infiltration test certificates will be required where surface water soakaways are proposed.</p> <p>For developments intended to be constructed in two or more phases, an outline SUDS design will be required for the whole site at the initial masterplan stage. Detailed information for the SUDS design for each phase will then be required.</p> <p>Further information on Perth &amp; Kinross Council SUDS specific design criteria is available in Flood Risk and Flood Risk Assessments (Developers Guidance Note On Flooding &amp; Drainage) (published June 2014) which is available as a download on our web page <a href="http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments">http://www.pkc.gov.uk/article/15061/Supplementary-guidance-Flood-risk-and-flood-risk-assessments</a> .</p> <p>Please note that information on SUDS is normally not required for householder applications.</p> <p><b>Contact</b> PKC Structures and Flooding team for further information at <a href="mailto:floodingdevelopmentcontrol@pkc.gov.uk">floodingdevelopmentcontrol@pkc.gov.uk</a> .</p>
<p><b>Structural Engineers Report – Demolition of a Listed Building or Other Building</b></p>	<p>An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer) will be required in support of applications for the demolition of Listed Buildings, buildings in Conservation Areas and other significant buildings. The report should attest to the stability of the building and its capability for retention and re-use. The report should describe the extent to which the existing walls are capable of being retained as existing, or not, and explain where significant rebuilding or underpinning would be required.</p> <p>The written survey must be supported by annotated drawings of the existing structure (floor plans, sections showing ground levels and elevations), to show the extent of any structural problems identified. A labelled photographic survey should be submitted with the application showing all external elevations.</p> <p><b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>
<p><b>Essential Workers House (agricultural, forestry and horticulture)</b></p>	<p>Where a new house is being proposed for a worker on a particular site in connection with a countryside business, justification will need to be provided. This should demonstrate the <b>essential</b> need for the worker/</p>

	<p>worker to be on the identified site permanently. In such cases justification is required to demonstrate that the worker is required to be on the identified site permanently to operate the enterprise, that all alternative locations and solutions have been considered, and that the enterprise is appropriate to the countryside. The enterprise should already be established. “Security” is unlikely to be sufficient justification for an essential worker as this service can be provided without the need for a residence.</p> <p>In addition, a ‘business case’ should be provided to demonstrate that a countryside business exists and that there is a prospect of economic viability to sustain a full time worker(s) on site. The business case should be in two parts. The first part should be the detailed business justification and financial profile and the second part will be an executive summary. The submitted business case may be the subject of consultation with the Council’s Business Development team.</p> <p><b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>
<p><b>Street Scene Plan</b></p>	<p>A Streetscape drawing may be required if the proposal is to be located within a prominent area or within a Conservation Area. This will normally only be required for the erection of new buildings but may cover extensions depending on the scale.</p> <p><b>Contact</b> PKC Development Management for further information at <a href="mailto:developmentmanagement@pkc.gov.uk">developmentmanagement@pkc.gov.uk</a>.</p>
<p><b>Transport Assessment/ Transport Statement</b></p>	<p>A Transport Assessment (TA) is required for most large developments where there is the potential for a major traffic impact on the surrounding transport network. These developments will typically include the following;</p> <ul style="list-style-type: none"> <li>•Food and non-food retail stores of over 1,000sq.m gfa</li> <li>•Hotels with more than 50 beds</li> <li>•Residential developments with 100 dwellings or more</li> </ul> <p>Transportation Statements, which are a slimmed down version of a full TA, are usually required in the following circumstances:</p> <ul style="list-style-type: none"> <li>•Hotels with less than 50 beds</li> <li>•Residential developments with between 50 and 99 dwellings</li> </ul> <p>Please note however that these are only guidelines and that a full TA can be asked for if and when the Council considers that the traffic impact of a proposed development merits such an investigation.</p> <p>A TA should examine the potential impact of a development on the surrounding transport network. This includes all transport modes such as walking, cycling, public transport and private car. It should aim to show that the site is sustainable in terms of transport usage and/</p>

and that private car usage can be minimised. For developments intended to be constructed in two or more phases, a TA will be required for the whole site at the initial masterplan stage. This is needed to ensure the transport requirements are properly assessed at an early stage as retrofitting schemes is seldom the most effective solution.

Although further information can be found on our website <http://www.pkc.gov.uk/article/17629/Transport-assessment-guidance>, it is strongly recommended that consultants actively engage in discussions with Council officers at the outset to agree the parameters for the study.

Minor developments can generate additional person trips that may not require a full Transport Assessment. The completion of transport related questions on the Transport Assessment Form will assist in these considerations. If more detail is necessary a transport statement identifying the characteristics and mode for the additional trips should accompany the planning application before it is determined.

**Contact** PKC Transport Planning for further information at [transportplanning@pkc.gov.uk](mailto:transportplanning@pkc.gov.uk).

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**If pre-application discussions are held with any of our internal departments or any external bodies about your proposal, copies of the correspondence and guidance provided should be included in your application submission. If you would like to seek advice from any of our internal departments regarding your application, you can email directly or via [enquiries@pkc.gov.uk](mailto:enquiries@pkc.gov.uk) and include the full details of your proposal and any drawings or plans that you have available. The name of the department that you seek advice from should also be given.**

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



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01738 442573