



Major and National Planning Applications 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 validated.

Perth & Kinross Council's Development Management team offers a pre-validation service on all Major, National and EIA applications. See our webpages for further information on the service.

Note:

- **If the proposal involves alterations to existing buildings, then existing and proposed versions will be required**
- **Ensure that plans are titled, include the site address, have a drawing number and revision number where applicable.**
- **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'**

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

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/ePlanningClient .	✓
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. If you are applying via the e-planning website then your land ownership certificate will be included within your application rather than as a separate document.	✓
Fee	The current scale of fees for applications can be found on our website www.pkc.gov.uk .	✓

Location Plan	<p>At a scale of 1:1250 or 1:2500 (or larger). This must show;</p> <ul 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 boundary edged clearly with a red line and any adjoining land in the ownership or control of the applicant should be outlined in blue. Your red site boundaries should include any proposed or existing access to the site as far as its junction with the public road and proposed drainage arrangements, d) Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear, e) At least 2 named roads should be identified. You may need to amend the plan to clearly show road names, and f) Should be based on an up-to-date Ordnance Survey map and (in most cases) ideally extend to a full A4 paper size. g) In rural situations, a 1:10 000 scale location plan (or other suitable equivalent scale) must be submitted to show the site in the context of the wider area. This particularly applies if the site is to be located out with settlement boundaries. 	✓
Site Plan / Block Plan Existing and proposed versions	<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) 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 g) The location of all proposed drainage should be clearly shown and be within the red site boundaries 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 i) The extent and materials of any hard surfacing (e.g. gravel, slabs, tarmac) j) Where the site is large, you may need to supply 	P

	inset site plans. These should be cross referenced with the location plan.	
Elevations Existing and proposed versions	<p>At a scale of 1:50 or 1:100 showing;</p> <ul style="list-style-type: none"> a) All elevations. These should be submitted in colours that resemble the proposed materials or black and white b) The proposed buildings materials, and the style, materials and finish of the windows and doors c) 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. 	✓
Floor Plans Existing and proposed versions	<p>At a scale of 1:50 or 1:100 showing;</p> <ul style="list-style-type: none"> a) The layout and use of the floor area for the existing and proposed development. 	✓
Cross Sections, Site Sections, Finished Floor and Site Levels Existing and proposed versions	<p>At a scale of 1:50 or 1:100 showing;</p> <ul style="list-style-type: none"> a) A cross section through the proposed building(s) b) Existing 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 through the site should be taken across the full extent of the site and the location of the cross section identified on a layout plan. 	✓
Roof Plans Existing and proposed versions	<p>At a scale of 1:50 or 1:100 showing;</p> <ul style="list-style-type: none"> a) The shape of the roof and specifying details such as the roofing material, vents or windows and their location. 	✓
Design and Access Statements	<p>A Design and Access Statement must accompany certain applications. The statement should explain the design principles and concepts applied, and how issues relating to access to the development for disabled people have been dealt with. Further guidance on the need and preparation of statements can be found in PAN 68 Design Statements document</p> <p>Design and Access Statements are required for all National and Major applications. (please see link for information of major and national application criteria http://www.scotland.gov.uk/Resource/Doc/278390/0083657.pdf)</p>	✓

Pre-Application Consultation (PAC) Report	Pre-application consultation must be carried out at the pre-application stage and a report submitted, along with the planning application, setting out how the applicant has complied with the requirements. It must also demonstrate that the views of the local community have been sought and taken into account. The scope and content of the report should be in accordance with the regulations. Further guidance on PAC can be obtained from the Council's website.	✓
Noise Impact Assessment	<p>A Noise Impact Assessment (NIA) could be required to support your application depending on either the noise generated by your development or noise generated by nearby existing sources that may affect your development. Example developments include:</p> <ul style="list-style-type: none"> • Public Houses/Restaurants/Nightclubs • Industrial Developments • Supermarkets • Windfarms and Hydro Schemes • Proposed developments near existing busy roads and railways. <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 a development where the neighbouring properties fall into any of the above categories, is located near existing businesses such as a farm or workshop or 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 contact Perth and Kinross Council's Environmental Health team for advice.</p>	If criteria met or need identified by Environmental Health
Air Quality Assessment	<p>Both Perth and Crieff are Air Quality Management Areas (see appendixes). This means that proposals that could potentially impact the air quality within the identified area will require an Air Quality Assessment. Such developments include:</p> <ul style="list-style-type: none"> • Biomass Boilers producing over 50kw of power (required in or out of the AQMA) • Large Supermarkets or Industrial Developments • Large Housing Developments <p>Not all developments falling into these categories will require an Air Quality Assessment but contact should be made with Environmental Health to discuss.</p>	If criteria met or need identified by Environmental Health

Flood Risk Assessment	<p>A Flood Risk Assessment (FRA) will be required where a proposed development falls within 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 risk of flooding on property and life at the proposed development site and to sites up and downstream. The FRA is site specific and the scope will depend on the nature of the watercourse and the proposed development.</p> <p>A coastal FRA will require consideration of the risk of flooding from high tide levels and also through wave action at the site.</p> <p>Further information on FRA's can be obtained from the Council's Flood Prevention Team and SEPA.</p>	If criteria met or need identified by Flood Prevention Team
Tree Survey	<p>If trees in or adjacent the site could be affected by the proposed development a tree survey is required. Information should include species, size, age, health and condition, trees to be retained with measures for their protection and details of proposed new and replacement planting.</p> <p>If the site is located within a Conservation Area or affected trees are subject to a Tree Preservation Order, a tree survey always be required. You can check if the site is located within a Conservation Area and where Tree Preservation Orders are in place on our interactive conservation map on our website.</p>	If criteria met
Wildlife or Habitat Surveys	<p>Proposals should show any significant wildlife habitats or features that may be affected by the development. A wildlife/habitat assessment is required 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"> • Bats (see specific note below) • Badgers; • Otter and Water Vole (where there is a watercourse on or adjacent to the site); • Breeding and over-wintering birds; • Raptors; • Red squirrels; • Vegetation <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 mitigations will require to be submitted.</p>	If criteria met

Bat Survey	<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). 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 require 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 our website (www.pkc.gov.uk). 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, and there is no evidence of bats, and the built structure, or building, provides 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 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 provided as a condition to a planning consent. Further advice on bat survey requirements can be found online (www.bats.org.uk)</p>	If criteria met
Economic Statement or Economic Need	<p>Depending on the type of development proposed, 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>	If criteria met or need identified by Development Management
Drainage Impact Assessment	<p>A Drainage Impact Assessment (DIA) requires to be submitted for most major and EIA applications (see 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, and how this is 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>	If criteria met or need identified by Flood Prevention Team

	<p>A DIA may be required for schemes such as:</p> <ul style="list-style-type: none"> • Development of more than 5 houses; • Development of less than 5 houses that lie within a sensitive area; • Non-householder extension over 100m² • Changes of use involving new buildings and hard standing areas; and • Where the application forms part of a larger development where a DIA has not already been accepted for the development. 	
Surface water disposal arrangements including Sustainable Drainage Systems	<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 is available from Perth & Kinross Council or SEPA.</p>	If criteria met
Structural Engineer's Report – Demolition of a Listed Building or Other Build	<p>An up to date written structural survey by an appropriately qualified professional person (a chartered structural engineer) will be required in some circumstances. 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 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.</p> <p>A labelled photographic survey should be submitted with the application showing all external elevations.</p>	If criteria met
Street Scene Plan	<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>	If criteria met or need identified by Development Management

<p>Transport Assessment</p>	<p>A Transport Assessment (TA) will be required as part of any planning application where the development or redevelopment is likely to have significant transport implications, no matter the size. The coverage and detail of the Transport Assessment should reflect the scale and the likely extent of transport impacts of the proposed scheme. The planning authority and developer and, in the case of developments that affect trunk roads, TRNMD and their operators should discuss the content and level of detail of the Transport Assessment required as part of the planning application.</p> <p>Applicants are required to complete a Transport Assessment Form (available on the Council's website and refer to Scottish Government Guidance - Transport Assessment and Implementation: A Guide) and submit this with the application.</p> <p>If any of the thresholds (outlined below) are exceeded, a TA will be required. In such circumstances, the applicants are advised to contact the Council's Transportation and Infrastructure Service (Transportation Unit) as early as possible to discuss matters.</p> <p>TA thresholds:</p> <ul style="list-style-type: none"> • Food Retail Use >1000m² GFA • Non-Food Use >1000m² GFA • Cinemas + Conference facilities >1000m² GFA • Leisure facilities >1000m² GFA • Business Use >2500m² GFA • Industry >5000m² GFA • Distribution + warehousing >10,000m² GFA • Hospitals >2500m² • Higher + further education >2500m² GFA • Stadia >1500m² • Housing >100 dwellings • 100 or more vehicle movements per day • 10 or more freight movements per day <p>If the development proposal does not exceed any of the above thresholds, it is still important to understand what transport changes, if any, are likely to occur. Further details may be required where the local authority consider the proposals raise significant transport implications, such as where the development is likely to:</p> <ul style="list-style-type: none"> • Generate traffic at peak times in a congested area or the nearest trunk road junction • Generate traffic, particularly lorries, late at night in a residential area • Raise significant concerns over road safety. <p>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</p>	<p>If criteria met</p>
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	<p>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. In the event of a Transport Assessment being required the following should be provided.</p> <ul style="list-style-type: none"> • A Transport Assessment required. <p>For policy compliant proposals (i.e. those in accordance with an up to date Development Plan), the level of detail required for the Transport Assessment may be reduced.</p>	
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If pre-application discussions are held with any internal or external bodies regarding your proposal, copies of the correspondence and guidance provided should be included in your application submission.

Due to the amount of information that is submitted it can take up to a week to upload the documents to our planning portal. To reduce this time scale we ask that all plans and documents are submitted in PDF format, are flattened and each file does not exceed 10MB. This may mean that your documents need to be split into sections such as 'Volume 1 (part 1)' and 'Volume 1 (part 2)' etc. If you require to split any documents please ensure that the naming and content follows a logical order to ensure that when they are uploaded the information can be easily located on the planning portal.

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