

# Planning Application Submission Checklist

Change of use to  
**SHORT TERM LET**



**PERTH &  
KINROSS  
COUNCIL**

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

This checklist should be used if you are applying for planning permission for a change of use of an existing building to form a [short term let accommodation unit](#) or holiday accommodation unit.

If you require any additional information on what needs to be submitted for a valid application please contact our Customer Service Centre on 01738 475300 or email [planningvalidupdates@pkc.gov.uk](mailto:planningvalidupdates@pkc.gov.uk)

Document or Drawing	Description
Application Form and Land Ownership Certificate	<p>A planning permission application should be completed online on the <a href="#">e-planning website</a>.</p> <p>You should ensure that, if you (the applicant) do not solely own any of the land that forms part of the application site, you declare the name and address of all interested parties and serve them with a land owner notification.</p>
Fee	<p>As your application is for the change of use of a building to a use as a short term let unit, please refer to Table 1, Category 21 of the <a href="#">Fees Charter</a>. The fee is based on the gross floor area of the affected building. This is calculated by measuring the footprint of the building including the outside wall or the mid-line of a party wall, multiplied by the floors of the building.</p> <p>If your application is for the change of use of <u>part</u> of a building, you will need to submit floorplans for the affected area (including different levels where appropriate). If your application is for the change of use of a <u>whole</u> building, you will need to submit floorplans of the whole building (including different levels where appropriate) or an accurate block plan.</p>
Rural Location Plan	<p>If the building or site is located outwith a settlement boundary or in a rural location, a 1:10,000 scale (or other suitable equivalent) location plan should be submitted. The plan should clearly show the nearest settlement and the location of the site should be marked or circled in red. The plan is not required to be Ordnance Survey based however you should clearly show where the plan has been obtained from and check the supplier's copyright policies before use.</p>

Location Plan	<p>At a scale of 1:1250 or 1:2500 (or larger). This must show;</p> <ul style="list-style-type: none"> <li>a) An accurate and appropriate scale bar</li> <li>b) A north point</li> <li>c) The entire site and everything within at least 20m of the boundary</li> <li>d) At least 2 named roads which are clearly identified</li> <li>e) The boundaries of the site outlined in red. The site boundary should be around the land and/or building that you are applying for, including any garden ground and/or parking areas. Also include the access as far as the public road and be surrounded by one continuous red line.</li> <li>f) Any adjoining land in the ownership or control of the applicant can be outlined in blue, for example, agricultural land or other dwellings/buildings if these will not be used by paying guests.</li> <li>g) All surrounding buildings shown accurately and numbered or named to ensure that the exact location of the site is clear.</li> <li>h) The Ordnance Survey licence number to clearly show you have permission to use the plan</li> </ul>
Site Plan	<p>At a scale of 1:200 or 1:500. This must show;</p> <ul style="list-style-type: none"> <li>a) An accurate and appropriate scale bar</li> <li>b) A north point</li> <li>c) The site boundary clearly outlined in red to match that of the location plan submitted.</li> <li>d) All buildings, roads and footpaths in the site and on land adjoining the site including the access arrangements</li> <li>e) All existing and proposed access arrangements and car parking.</li> <li>f) All existing landscaping and/or open space within the site.</li> <li>g) The Ordnance Survey licence number to clearly show you have permission to use the plan</li> </ul>
<p>Floor Plans</p> <p>(If there are no proposed alterations only an existing version should be submitted)</p>	<p>At a scale of 1:50 or 1:100. These must show;</p> <ul style="list-style-type: none"> <li>a) An accurate and appropriate scale bar</li> <li>b) The layout and use of the floor area</li> </ul>

All plans should be titled, include the site address, have a drawing number and revision number where applicable.

Please ensure that all 'Do Not Scale' disclaimers that may be on your plans or drawings are removed or reworded e.g. 'scale for planning purposes only' or 'do not scale for construction purposes'. You should be aware that we may need to scale from your drawings if the accuracy of the development is questioned after completion. We will expect the development to be carried out in accordance with the approved planning drawings.

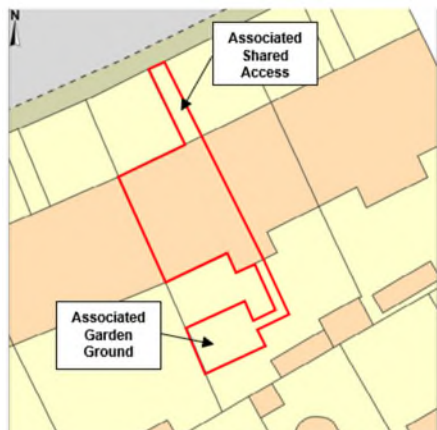
Due to copyright laws, if the drawings or plans you plan to submit have been drawn by an agent who is not going to act on your behalf as part of the planning application process, you should provide written confirmation from them confirming that you have permission to use the drawings for this application.

Please note that you may also require [listed building consent](#), [conservation area consent](#), a [building warrant](#) and/or [vehicular access consent \(VA1\)](#). Your development may also be subject to [developer contributions](#).

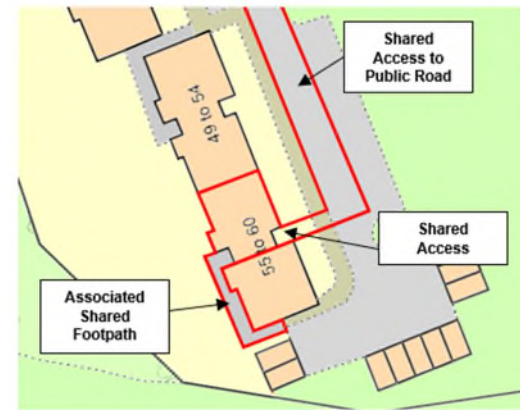
## Examples of red site boundaries shown on location and site plans

Please note each circumstance is different and these are only examples.

### Example 1



### Example 2



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