



Planning Agent Validation Session

5 May 2026

Welcome to Perth & Kinross Council

wifi: pkcguest | password: mobility

Today's Agenda

- ▶ **9.30 – Welcome and introduction**
 - ❖ Andrew Rennie, Planning Improvement Officer
- ▶ **9.40 – Validation standards, process and PKC interpretation**
 - ❖ Joanne Ferguson, Local Developments Planning Officer
- ▶ **10.25 – Comfort break and table discussion**
- ▶ **10.45 – Q&A session**
- ▶ **11:50 – Keynote and close**
 - ❖ Kristian Smith, Development Management and Building Standards Service Manager



Welcome and introduction

ANDREW RENNIE

AIRENNIE@PKC.GOV.UK

Validation standards, process and PKC interpretation

JOANNE FERGUSON

JLFERGUSON@PKC.GOV.UK

Validation Technicians

Our DM Technicians

- ▶ Alison Belford
- ▶ Claire Fletcher
- ▶ Katie Morrison
- ▶ Rebecca (Bex) Inglis
- ▶ Zoe Evans

Our supporting DM Officers

- ▶ Eddie Jordan – Enforcement
- ▶ John Cooney – Planning Officer
- ▶ David Rennie – Planning Officer
- ▶ Paul Williamson – Team Leader
- ▶ Christine M^cLaren – Team Leader



The in/validation process...

- ▶ DM Technicians identify the reasons and advise the agent/applicant, giving 21 days to resolve.
- ▶ Retrospective applications remain invalid until resolved.
- ▶ We can give follow-up guidance as to what exactly we need clarified or corrected.
- ▶ Make contact with the named technician who invalidated your application rather than a Duty Planning Officer.
- ▶ Submit additional/revised information via PSAD (to the original submission) where possible. Creating a new application each time causes confusion and delays.
- ▶ Frontload information. We want the applications to be validated and passed to officers without delay.

Validation Statistics, 2025

2025 Calendar Year	Total number	Approx. % split
Invalid submissions	1094	85.7%
Valid on receipt submissions (validation rate)	182	14.2% change is needed
All submissions inc. returned prior to validation, technically invalid returns post-validation and withdrawn by officer.	1276	100%

Range of Invalid Reasons, 2025

Common themes	Approx. % split	Description
Site plans & boundaries (inc. scale bars and north points)	35%	Missing/inaccurate plans, red boundary issues
Planning fee	20%	Incorrect, missing or underpaid fees
Elevations, roof plans, sections	15%	Missing technical drawing requirements
Scale bar / scale annotation	10%	Inaccurate or missing scale bars
Red site boundary	10%	Boundary not matching, not continuous, wrong extent
Missing supporting documents / technical information	8%	Schedules, specs, statements
Land ownership certificate	7%	Certificate A/B errors, ownership conflicts
Application form errors	4%	Wrong form, missing info
Other / miscellaneous	2%	Corrupted files, unclear drawings, etc.

More than 70% of all invalidations:

- Incomplete or incorrect drawings
- Red site boundary issues
- Incorrect or unpaid fees

Plans, drawings and supporting information

Plans and drawings

- ▶ Location plans
- ▶ Rural location plans
- ▶ Site or block plans (existing and proposed)
- ▶ Elevations (existing and proposed)
- ▶ Floor plans (existing and proposed)
- ▶ Roof plan (existing and proposed)
- ▶ Schedule of works (where required)

Detailed information: [Planning application validation checklists - Perth & Kinross Council](#)

Supporting Information

- ▶ Contaminated land assessment
- ▶ Noise impact assessment
- ▶ Air quality assessment
- ▶ Private water supply
- ▶ Flood risk assessment
- ▶ Drainage impact assessment
- ▶ SUDS
- ▶ Transport assessment
- ▶ Tree survey
- ▶ Bat survey
- ▶ Wildlife/habitat survey
- ▶ Economic need/viability statement
- ▶ Street scene plan

Points to remember...

- ▶ Remove '*do not scale*' disclaimers
- ▶ Elevation orientations (N/E/W/S)
- ▶ Red Site Boundaries (RSB) to match across all plans
- ▶ Blue (ownership) land identified
- ▶ Include scale bars *and* ratio
- ▶ Include north point
- ▶ Include site/floor levels and datum point(s)
- ▶ Include room names and site features for context
- ▶ Colour up drawings (yellow works and red downtakings)
- ▶ Don't put use figure dimensions only (we still measure plans)
- ▶ Frontload technical specification documents for plant/machinery



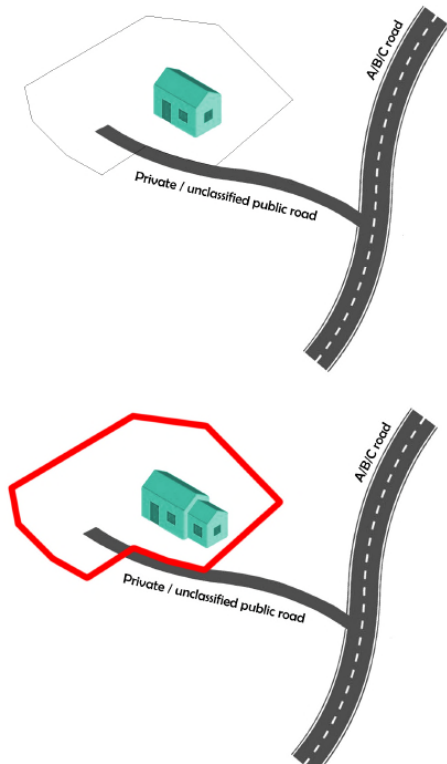
Why is the Red Site Boundary so important?

- ▶ It identifies the extent of the development proposed, and area to which the permission will relate
- ▶ It enables correct neighbour notification to be carried out
- ▶ It clarifies where conditions could be used in order to grant permissions, where appropriate
- ▶ Usually relates to the whole planning unit
- ▶ If a large planning unit, RSB can identify the development site only, but 'blue land' must be identified
- ▶ Householder applications should include full curtilage within the RSB but nothing more

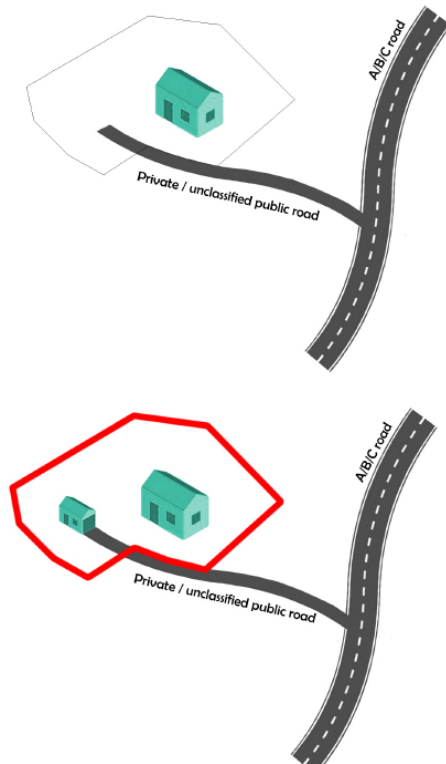
When, and why, to include an access...

Householder Development

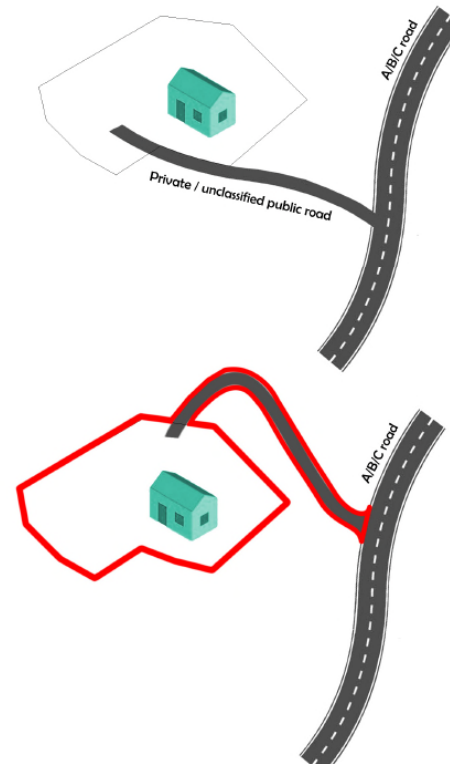
House extension and improvements



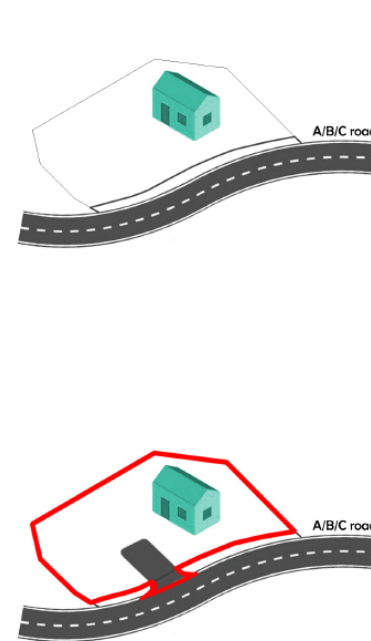
Ancillary accommodation, garages, sheds and outbuildings



Creation of new access and track

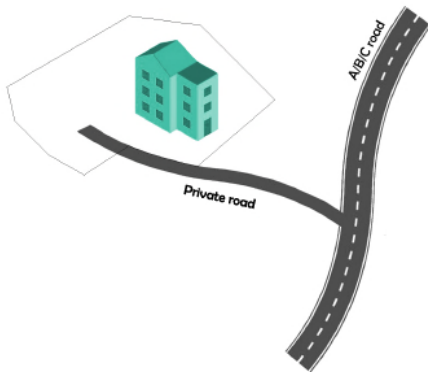


Creation of new access



Non-Householder Development

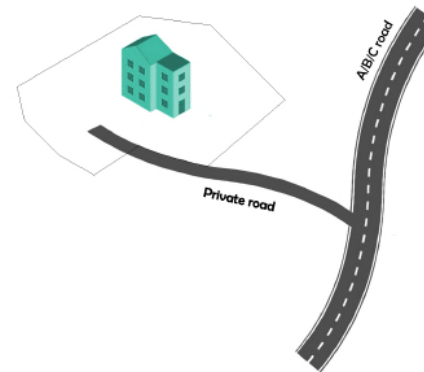
Research block (i.e.) alterations and improvements



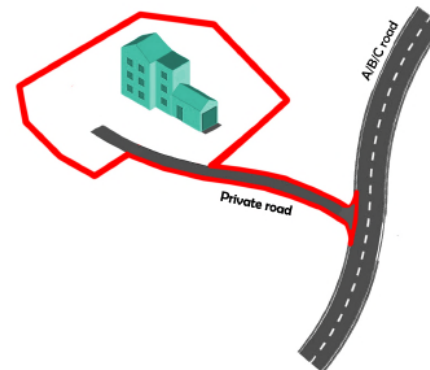
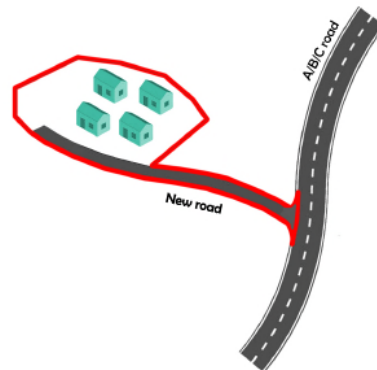
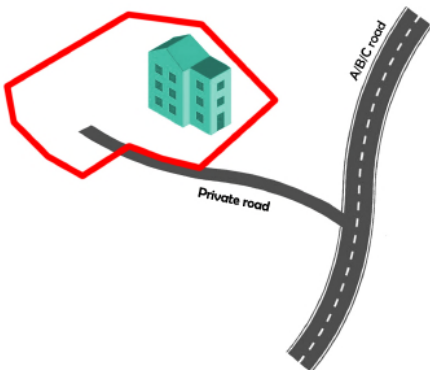
Erecting a new building, house or housing development



Extension to (i.e.) office or storage and distribution centre



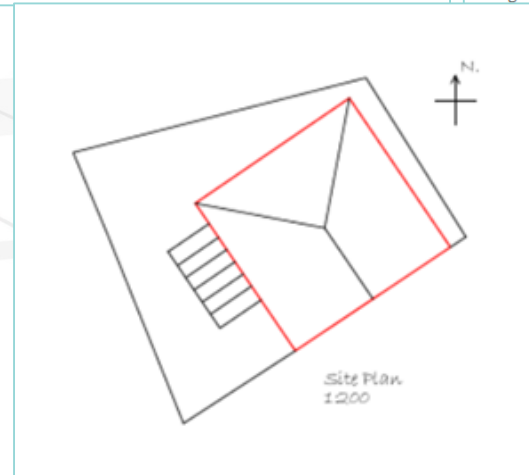
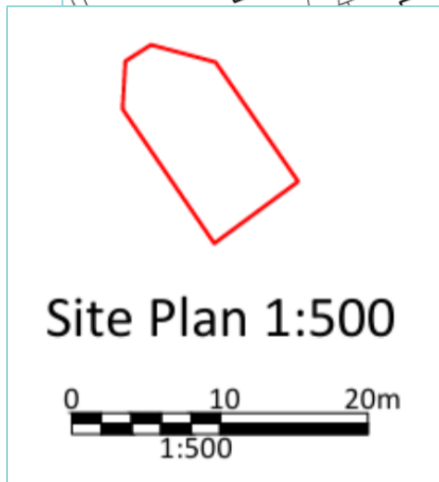
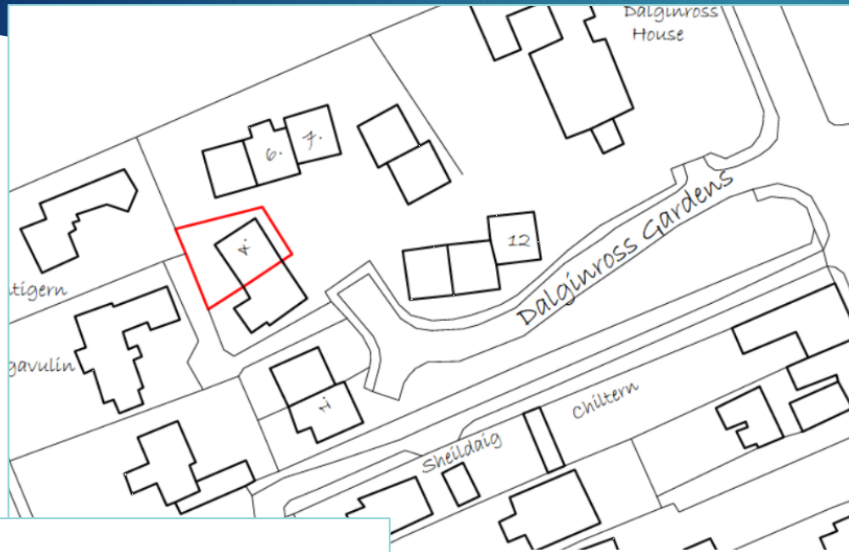
Extension to car park



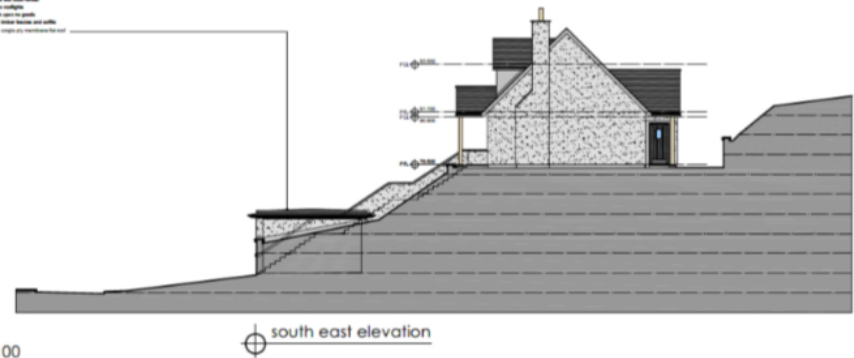
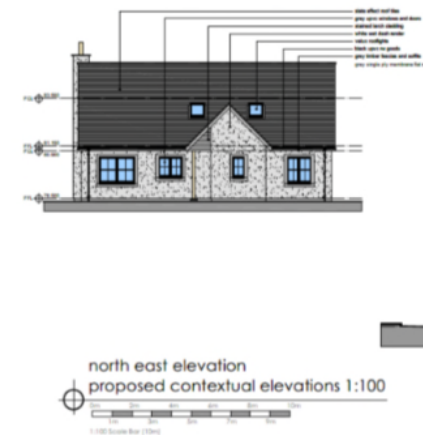
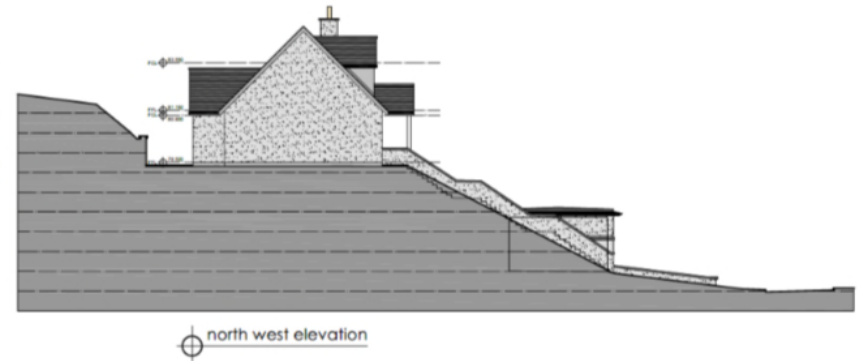
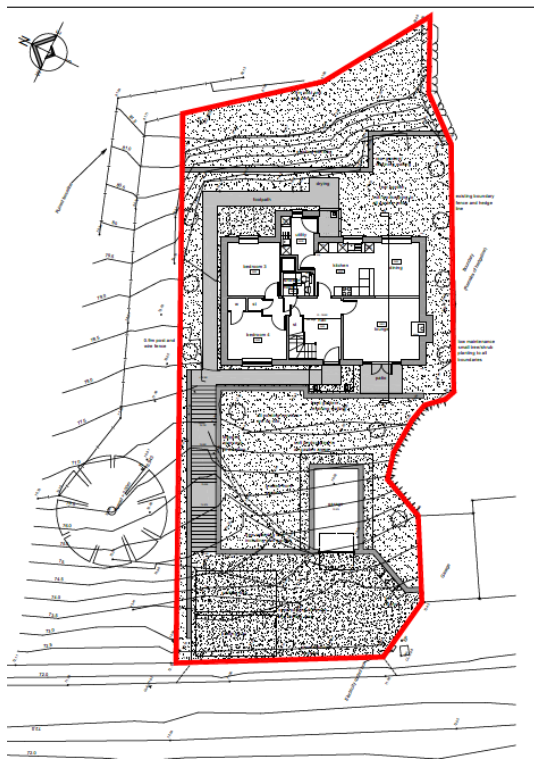
Things we will query...



Red Site Boundaries not matching, unclear or lacking context



Cases when site section details are required (and important)



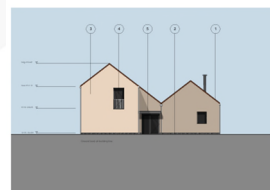
When elevational information does not match topography (on plan vs reality)



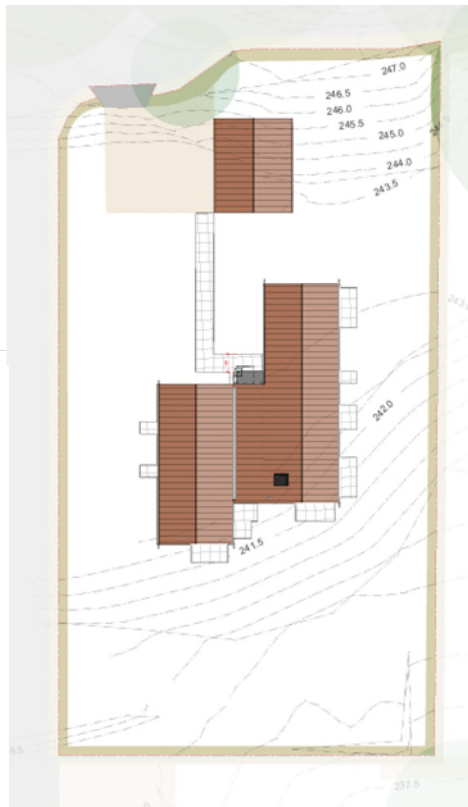
© 2014/15



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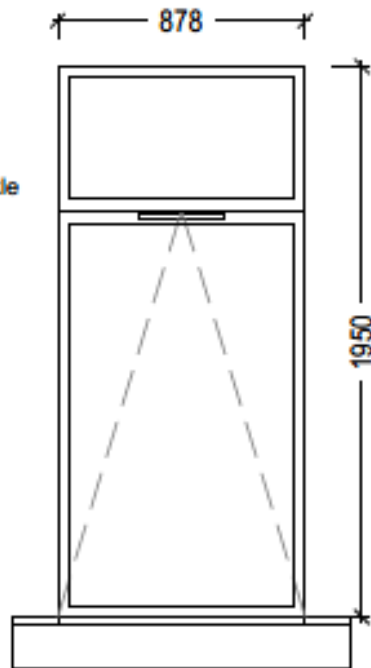
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When details don't tie up

W1-3

Replacement uPVC grey (RAL 7016) window with **top opener**, astragal configuration to match existing. New Incorporated trickle vent as shown.

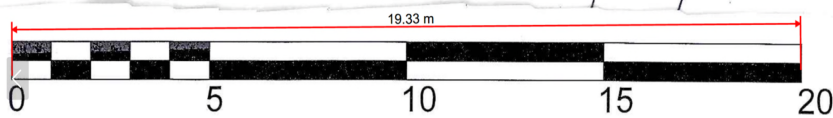
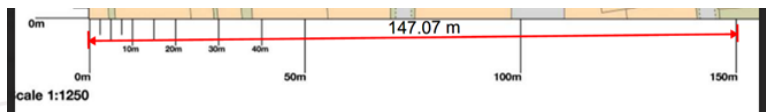
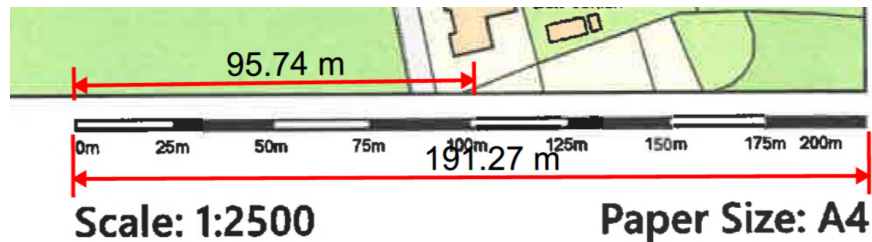


W1 - 3

Some more examples:

- ▶ 'Like for like' replacement windows are often not 'like for like' – additional details required.
- ▶ Vehicular access alteration/creation not included within RSB.
- ▶ Trees adjacent or within the site but not marked on plans.
- ▶ Pre-app response requesting specific information but not included as part of application.

Scale bar / scale annotations



SCALE BAR 1:100

- ▶ We use Tungsten (formerly Kofax) to measure plans
- ▶ We need a scale bar to measure accurately in a range of scenarios.
- ▶ Dimensions on plans are not the only measurements we need.
- ▶ Ensure that drawing are printed to the intended paper size.
- ▶ Check your scale ratio

Application form content

Some common errors:

- ▶ Correct form? For example further application (revised design) is not the same as Matters Specified by Condition
- ▶ Applicant details cannot be C/O (care of)
- ▶ Trees and Water supply/Drainage ticked correctly on form no details on plans.
- ▶ Landownership certificate errors (e.g. cases with jointly owned private access roads and in flatted developments with communal land)

LAND OWNERSHIP CERTIFICATES

Town and Country Planning (Scotland) Act 1997
Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

CERTIFICATE A, B, C, D OR CERTIFICATE E MUST BE COMPLETED BY ALL APPLICANTS

CERTIFICATE A

Certificate A is for use where the applicant is the only owner of the land to which the application relates and none of the land is agricultural land.

CERTIFICATE B

Certificate B is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where all owners/agricultural tenants have been identified.

CERTIFICATE C

Certificate C is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where it has not been possible to identify ALL or ANY owners/agricultural tenants.

CERTIFICATE D

Certificate D is for use where the application is for mineral development.

CERTIFICATE E

Certificate E is required where the applicant is the sole owner of all the land and the land to which the application relates is agricultural land and there are or are not agricultural tenants.

NOTICE TO OWNERS AND AGRICULTURAL TENANTS

Town and Country Planning (Scotland) Act 1997
Regulation 15 (1) of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Incorrect planning fees

- ▶ Planning fees often depend on accurate RSBs, site area and floor space calculations.
- ▶ When submitting for pre-application advice, request an expected planning fee based on the proposal.
- ▶ Floorspace is calculated by including covered canopies and external wall measurements.
- ▶ You can calculate a fee by using the [Fee Wizard](#) on ePlanning but we are aware of issues in relation to mixed development types.
- ▶ We have a dedicated [webpage](#) for planning fees.
- ▶ **Note:** Planning fees aren't set by individual authorities they are set nationally by the Scottish Government.

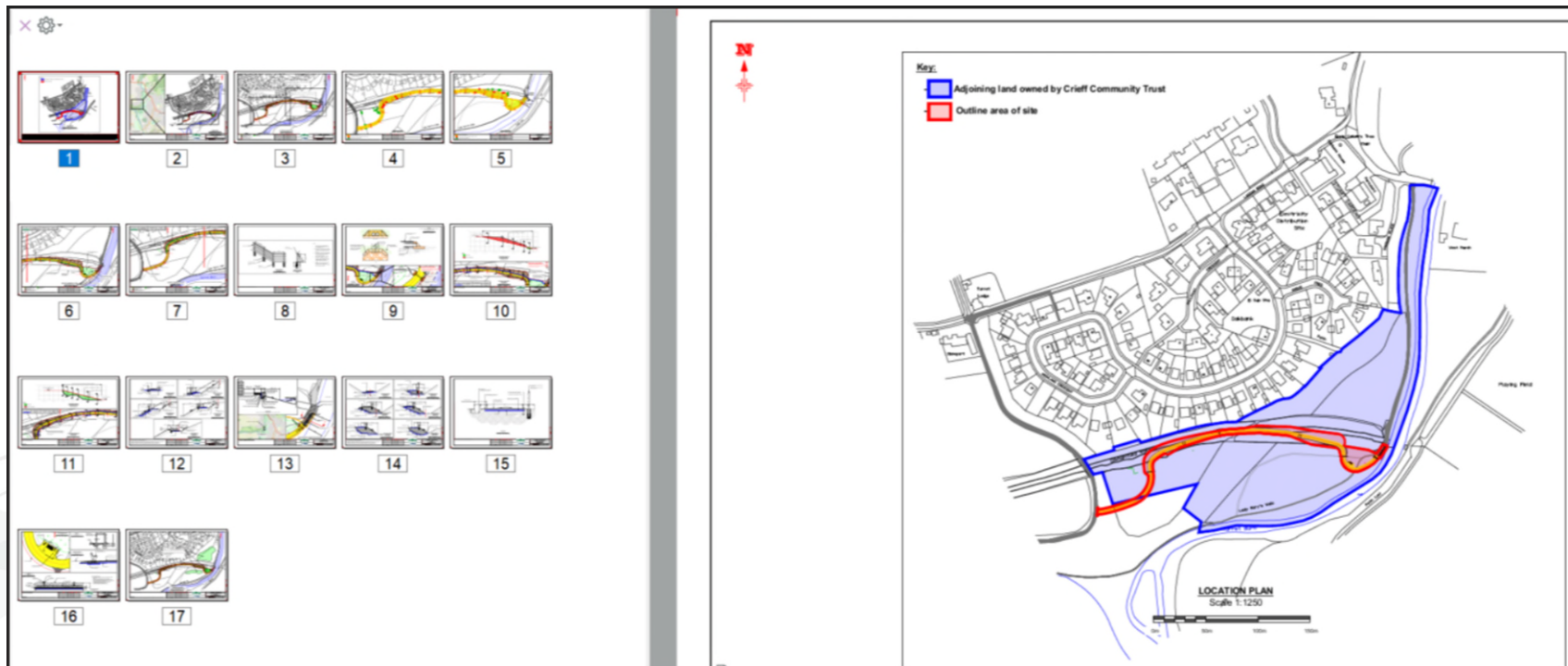


Things you can help us with...

General standards

- ▶ Compress files where you can
- ▶ Respond to all invalid points at one time
- ▶ Include everything on one drawing for simple applications, e.g. location plan; all existing; all proposed – 3 plans in total
- ▶ Remove signatures and sensitive information from reports
- ▶ Orientate correctly to avoid need to rotate when opened
- ▶ Encourage your clients to pay the fee when you submit
- ▶ Please pay your advert fee promptly as we will hold decisions until receipt

Upload plans as individual pages



















The image displays a software interface for uploading plans. On the left, there is a grid of 17 numbered thumbnails (1-17) representing individual map pages. On the right, a large map titled 'LOCATION PLAN' is shown at a scale of 1:1250. The map includes a key with the following items:

- Adjoining land owned by Crieff Community Trust (indicated by a blue square)
- Outline area of site (indicated by a red square)

The map also features a north arrow and a scale bar. The map shows a residential area with a blue-shaded area representing adjoining land and a red-shaded area representing the site outline. The map is titled 'LOCATION PLAN' and 'Scale 1:1250'.

Upload plan names with the plan type (i.e. location plan, site plan, etc.)

Case Number 23/01634/PNT

<input type="checkbox"/>		Document Type ⇅	Date ⇅	Drawing Number ⇅	Document Description ⇅
<input type="checkbox"/>		Application Form	28 Sep 2023		APPLICATION FOR PRIOR NOTIFICATION TELEC...
<input type="checkbox"/>		Drawing	28 Sep 2023		A LOCATION PLAN
<input type="checkbox"/>		Drawing	28 Sep 2023		AS ABOVE
<input type="checkbox"/>		Checklist	28 Sep 2023		CHECKLIST
<input type="checkbox"/>		Other	28 Sep 2023		APPLICATION SUMMARY PDF
<input type="checkbox"/>		Other	28 Sep 2023		AS ABOVE
<input type="checkbox"/>		Other	28 Sep 2023		AS ABOVE
<input type="checkbox"/>		Other	28 Sep 2023		AS ABOVE
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<input type="checkbox"/>		Other	28 Sep 2023		AS ABOVE

Validation Streamlining

Some changes we have made...

- ▶ We convert planning applications to CLUDs and issue certificates when 'permitted development'
- ▶ We accept elevational photos of minor development in Conservation Areas (e.g. ASHPs, EV points, plaques)
- ▶ We no longer require two public road names on a location plan
- ▶ We request black cross-hatching to show 'no development' to assist calculation of fee



...and **more** to come

Queries from invite responses

- ▶ The development and management of eplanning portal – this is not managed by PKC. A new ‘Apply’ service is being developed by eDevelopment Scotland.
- ▶ Paper submissions queries and if help is available. The eplanning website has paper forms which can be printed and hard copies of plans can be submitted (there is a £27 admin fee for processing)
- ▶ Location plan requirement has been queried, This is something we will review for example is a 1:2500 location plan for replacement windows?
- ▶ Fees and refunds. Financial auditing means we can’t transfer or retain fees and move over to a different reference.

Comfort break



Questions for the floor and Audience Q&A





How often do you visit the Validation Checklists pages on our website?

ⁱ The Slido app must be installed on every
computer you're presenting from



How often do you use our digital maps (e.g. Heritage Map and Local Development Plan 2) to check site constraints and policy considerations?

i The Slido app must be installed on every computer you're presenting from



We keep our Planning & Development News webpage updated with key planning information, to help you stay informed. Have you subscribed to receive email updates?

i The Slido app must be installed on every computer you're presenting from



Audience Q&A

ⁱ The Slido app must be installed on every computer you're presenting from

Keynote and close

KRISTIAN SMITH

KRISTIANSMITH@PKC.GOV.UK

Thank you.

All feedback, suggestions and enquiries welcomed:

JLFERGUSON@PKC.GOV.UK – Planning Officer (Local Developments)

AIRENNIE@PKC.GOV.UK – Planning Improvement Officer

Validation Legislation and Guidance

- ▶ **The Town and Country Planning (Scotland) Act 1997:** [Section 32](#)
- ▶ **The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013**
 - [Regulation 9 for planning permission](#)
 - [Regulation 10 for planning permission in principle](#)
 - [Regulation 11 for further applications](#)
 - [Regulation 12 for approval of matters specified in conditions](#)
- ▶ **[Planning Circular 3 2022: Development Management Procedures](#)**
- ▶ **[HOPS Validation and Determination Guidance for Planning Applications](#)**
- ▶ **[Planning application validation checklists - Perth & Kinross Council](#)**
- ▶ **ePlanning.scot portal:**
 - [Which Form? Wizard](#)
 - [Fee Calculator](#)
 - [Getting Started on ePlanning Scotland: Application form and guidance notes](#)
- ▶ **[The Town and Country Planning \(Fees for Applications\) \(Scotland\) Regulations 2022 \(as amended\)](#)**
- ▶ **[Planning application fees - Perth & Kinross Council](#)**
- ▶ **[Planning circular 1/2026: planning fees for applications, local reviews and appeals - gov.scot](#)**

Get involved in the development of the new service!

You can join our upcoming research sessions to help improve this service and help us to development our new service (nicknamed Apply).

[Just sign up on our survey](#)



eDevelopment.scot