

LOCAL (NON-HOUSEHOLDER) DEVELOPMENT ENQUIRY

This map shows the service areas of Aberdeenshire



Any questions about the completion of this form, please contact the planning team:

Telephone enquiries – 01467 534333

Email enquiries – planning@aberdeenshire.gov.uk

Send your completed form to

The E-Planning Team

Aberdeenshire Council

Viewmount, Arduathie Road,

Stonehaven, AB39 2DQ

(or email to planningonline@aberdeenshire.gov.uk)

This form is intended to be used if you are unsure whether your local, non-householder proposal requires planning permission.

This form should not be used if the proposed development involves:

- Major Development as defined under The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.
- Environmental Impact Assessment (EIA) development as defined under The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.
- Householder Development¹.

There are separate forms and processes for providing pre-application engagement on such developments, details of which can be found on the Councils website

<https://www.aberdeenshire.gov.uk/planning>

¹ Householder development is development to alter or extend a dwellinghouse or residential flat, or to carry out any works (including buildings/structures/driveways etc.) within the garden curtilage of that dwelling.

Note: The information held with your submission will be managed by the Council in accordance with the principles set out in the General Data Protection Regulations 2018. For further information on how we use your information, who we share this information with and how long we keep information is detailed in our [Privacy Notice](#).

We aim to reply to enquiries of this nature within 5 working days.

Standard responses to enquiries will be by electronic communication to a valid email address unless advised otherwise.

Assessments are made on the information you supply, and we will not usually make a site visit to your property. Therefore, the advice given is our informal opinion. If you wish legal certification that a proposed (or existing) development does not require planning permission, then you should make an application for a Certificate of Lawfulness.

THINGS TO CHECK

Planning History: The original permission granted may have a condition restricting or prohibiting the kind of work proposed. If in doubt, check with the planning authority.

Listed Buildings and Conservation Areas: Listed Building Consent may be needed if the proposal will involve or potentially affect a listed building. If the development is in a conservation area you may need to apply for planning permission. If in doubt, check with the planning authority.

Historic Monuments: Work proposed in or near any archaeological site or historic monument may need special permission, or certain precautions may be advisable. If in doubt, check with the planning authority.

Building Standards: The purpose of the building standards system is to protect the public interest. You may therefore need a building warrant before you start work.

Legal Position: Check the legal position and if necessary, consult a solicitor to ensure that there are no restrictions on the land or the type of work (including legal title, Article 4 directions and rights of way).

Other Consents: Check that the proposed work does not require a Road or Advert Consent or is causing an obstruction.

For all proposals, please answer the following general questions.

1 Your Details/Agent Details

Name:	
Address:	
Postcode:	
Tel No:	
Email:	

2 Site Address

Please provide details of the site including a description if no address available, i.e. site to the NE of Oak Cottage, East Wood, Anytown and supply a Postcode for the area. If you do not have a site address, please identify the site in question on your plans.

Address:	
Postcode:	
Grid Reference (12 figure if known)	

3 What is proposed?

Please provide a detailed description of the proposed development including any buildings, works or changes to the use of the site.

4 Current use of land/buildings

Please describe the current use of the building or land to which the development relates (please mark all relevant boxes):

<input type="checkbox"/>	Residential <i>Please describe:</i>	
<input type="checkbox"/>	Commercial <i>Please describe:</i>	
<input type="checkbox"/>	Industrial <i>Please describe:</i>	
<input type="checkbox"/>	Agriculture <i>Please describe:</i>	
<input type="checkbox"/>	Other <i>Please describe:</i>	

5 General Site Information

Please complete the following to provide us with more information about the site/property and your proposal:

Does the site have an existing access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are you proposing a new access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are you proposing any new boundary treatment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the development involve demolition including full or partial demolition of any existing buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the proposal involve works being undertaken to any trees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the proposal include any areas of hard standing being constructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Will the proposal involve the creation or modification of any private foul or surface drainage systems, including Sustainable Urban Drainage Systems (SUDS)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Will the proposal involve or potentially affect a Listed Building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the proposal in a Conservation Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the proposal include new/amended signage or adverts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

6 Additional Site Information

Please provide details of building and development works if they are known. Please use metres(m), metres squared(m2) and hectares(ha) for measurements:

a)	New or increased floorspace of building (estimated footprint at ground level in m2)	
b)	Total gross floor space (in m2 if known)	
c)	Total number of new units (if residential)	
d)	Extent/area of works (ha/m2)	
e)	Height of building (in m if known)	
f)	Number of storeys (if involving a building)	
g)	Details of hard standing (porous or non-porous)	
h)	Number of parking spaces intended	
i)	If you are altering a building, does it involve alterations to the roof, structure or external walls or works affecting a separating wall?	
j)	Will alterations include changes to the method of wastewater discharge?	

7 Supporting Documentation

Please submit the following information with your enquiry, which will enable us to provide the appropriate advice regarding your proposal. It is not essential for the information to be drawn to scale, but this is strongly encouraged if you require more detailed advice. Please mark the boxes to let us know what information you have submitted. At a minimum, the plans must clearly demonstrate where the development is proposed and if possible, should identify any relevant details, particularly for proposed new buildings.

You must supply:

- Location plan (pdf, jpg or equivalent) identifying the location of the site and neighbouring properties/land.
- Site plan showing the property/land, the position of the proposed development within the site and the position of any item which you have answered yes to in part 5.

Where possible, it would benefit the enquiry if you supply:

- Drawings showing existing property.
- Drawings showing the proposed development including dimensions.

If you wish to provide further details that you think may be of assistance, such as annotated photographs, or any other item of information please feel free to do so. The quality and extent of your information will largely determine the detail and accuracy we are able to give you. The Planning Service may request further information from you as part of your enquiry in order to provide a comprehensive response.

Declaration

I confirm that all the information contained in this form is, to the best of my knowledge, correct and acknowledge that the response I received will be based purely on the information submitted.

Your details will not be made public unless subject to and in accordance with legislation (Freedom of Information (Scotland) Act 2002).

Please tick to confirm you agree with the declaration.

Name:

Date: