



From mountain to sea

Validation Guidance Note (Applicants and Agents)

VG-AG V2.00

Version Number	Date
VG-AG V 1.00	04/10/2021
VG-AG V 2.00	01/11/2022

Validation Guidance - Purpose

The purpose of this note is to present Applicants and Agents with Aberdeenshire Councils' interpretation on the [Heads of Planning Scotland Validation criteria](#) and guidance. This guidance should be read alongside the HOPS Guidance however additional information has been provided in respect of certain validation criteria.

Research has shown that in the previous years a significant majority of planning applications were valid when initially submitted to Aberdeenshire Council. Whilst there are numerous reasons why applications are invalid on receipt the main reasons are set out below:

- Lack of or incorrect fee
- Issues with scale or depiction of red lines/blue lines for site boundaries and ownership boundaries related to the Site and/or Location Plan
- Issues with scale and/or lack of detail on elevation and section drawings such as lack of scale bar/dimensions.

The Planning Authority recognises that due to some client/agent arrangements, fee payments may not always be paid immediately at the time of submission however a number of applications were invalid for multiple reasons and the Planning Authority are keen to reduce the amount of applications which are invalid on submission. This not only means that the overall amount of time taken between submission and determination of an application increases but it may divert staff time from other work such as the consideration and determination of timescales.

It is with this in mind that this guidance has been developed. It is hoped that adherence to this guidance will result in quicker validation of your application and ultimately a quicker decision.

Validation Guidance

- The application site boundary must be outlined clearly with a continuous solid red line on the Location and Site Plans. We will not accept a red dashed line. There must be no other red lines which could make the extent of the site boundary ambiguous.
- For remote or countryside sites where the location is not obvious the provision of an additional supplementary map at a larger scale (e.g. 1:5000, 1:10000 or 1:25000) to indicate the general position of the site in relation to the nearest town or main road may be necessary and beneficial.
- For larger scale supplementary location plans, if the site cannot be accurately outlined by a red line then it should be marked by way of an arrow or use of a red circle. If there is a scaled Location Plan with a red line to match the Site Plan, then we will not invalidate for a red circle at 1:5000 or greater.
- For Householder applications, the whole residential curtilage should be within the red line. Please ensure that this is the lawful curtilage or any associated change of use of land that may require planning permission. If a change of use of land is required/proposed this cannot be made using a Householder form.
- Applications must include all new, altered or existing vehicular access from the entry point(s) of the development site to the bell-mouth of the public road. An exemption from the above requirement in relation to existing vehicular access applies to householder applications and applications for forestry and agricultural buildings and structures. Failure to do this may result in the Council being unable to attach planning conditions required in terms of access or visibility splays and may result in an application being recommended for refusal. The Service are keen to avoid these scenarios. Although not a validation requirement we would remind applicants and agents that in order to ensure visibility splays required as part of a development can be retained in perpetuity, we recommend that these are clearly shown within either the blue line defining land ownership or if out with the direct landownership of an applicant that further information has been provided to demonstrate the applicant has control over areas required for visibility splays. Where development is required as part of the formation of a visibility splay this should be included within the red line site boundary.
- If connection to an existing private water supply or private drainage system is proposed, then the connection point to the supply or system should be clearly annotated and included within the application site. If further development is required to connect to this system, then details of this will be required.
- Where a new private water supply is proposed the source of the supply should be shown within the application site. This is also the case for alterations / upgrading works to such supplies.
- Where a new private drainage system and SUDS is proposed the infrastructure should be shown within the application site. This is also the case for alterations / upgrading works to such systems.

- We will not invalidate if the correct licence is not attached to OS maps. However, there may be civil implications of incorrectly using OS maps.
- We will accept eastings and northings for a postal address where no address is stated on the application form.
- It is not necessary for plans to be shaded in colour to highlight proposed development.
- Plans must be numbered, and any amended plans should have a revision reference or number. We would strongly encourage applicants to submit a drawing or plan register/schedule for larger applications.
- Elevations and Floor Plans must include a scale and written dimensions of height to eaves and roof ridge as well as overall length and width. All other plans must contain a scale and scale bar.
- Where a supporting document or information is submitted such as drainage impact assessment or tree survey this does not require to be to a scale for validation purposes. However, it is advised to have these to a recognised scale to aid the consultation process. If not to a scale the Case Officer may request this information during the assessment stage of the application.
- In all instances existing and proposed materials should be shown on plans. We will not accept 'to match existing'.
- Existing internal room divisions and note of current use on Floor Plans are not necessary for validation of most applications. However, we may require these to assess an application. Where the application involves a change of use of a building then existing and proposed Floor Plans are required. This is required to calculate the fee and whether aspects of the proposal are ancillary.
- Sections and Levels are required and need to be to a fixed datum point. This will allow us to fully assess the proposal. Applicants should confirm by utilising a note on any relevant drawings if there is no change in levels proposed as part of the development. For extensions to existing buildings, we will validate where an existing fixed datum point has been set and identified, for instance an existing floor level.
- For extensions to curtilage along with other works, the whole curtilage should be outlined in red and the area which requires the change of use should be highlighted in some way to confirm the area that requires the change of use. Alternatively, only the area that requires a change of use should be shown in the red line if no other works are proposed.
- The position of rooflights to a room must be shown on a Floor Plan. These are not required for loftspaces.

- Design and Access Statements - All national and major classes of development must be accompanied by a Design and Access Statement. For certain local developments a Design Statement is required - within a World Heritage Site, a conservation area, the curtilage of a category A listed building, a National Scenic Areas e.g. Cairngorms National Park, a historic garden or designed landscape, the site of a scheduled monument. Full details are found here. [Circular 3/2022 Development management procedures Part 3. Making a Planning Application](#)
Note: These documents are not required for a Section 42 application, FPP for engineering or mining operations, householder development or a material change in use of the land or buildings and for any PPP applications.
- Section 42 applications for the modification or discharge of planning conditions on a previous planning permission we do not necessarily require the submissions of plans for the purposes of validation however we would request that unless the modification or discharge of a condition requires a new or altered plan, any plans submitted are those previously stamped approved for the previous permission as noted on the decision notice.
- Prior Notifications – different requirements exist for the validation of different types of prior notifications. Please refer to the [Prior Notification Validation Checklist](#) for further information. Due to the additional requirements for the conversion of agricultural and forestry buildings to residential and commercial uses, please refer to the published detailed [Prior Notification Guidance](#) for applicants and agents covering these types of notification.
- All development requiring planning permission requires to be to a scale or dimensioned ie, if works are in, on, over or underground.