



NOTES FOR GUIDANCE

Applications for Planning Permission

These notes have been prepared to help you fill in the planning application form. If you need any more help or are unsure if planning permission is required, please contact the Council's Development Management staff. Please note that you require a separate application form for building warrants, listed building consent, conservation area consent and advertisement consent. Photocopies of completed forms are acceptable to the Council.

Development and Regeneration Services, 229 George Street, Glasgow, G1 1QU
 Telephone 0141 287 8555.
 Office Hours 9.00am to 5.00pm Monday to Thursday, 9.00am to 4.00pm Friday.

1 **TYPE OF APPLICATION** - If unsure which type is appropriate then please contact Development Management.

- ☆ **Full** - needed for change in the use of land or buildings, or to carry out building, engineering or other works.
- ☆ **Planning Permission in Principle** - to establish if the proposed development is acceptable in principle before preparing detailed drawings, you should provide as much detailed information as possible. Usually only used for substantial developments and not applicable for change of use applications, listed building applications, conservation area consent or applications within conservation areas.
- ☆ **Approval of Matters Specified in Condition(s)*** - submission of the details following consent for planning permission in principle.
- ☆ **Renewal*** - to renew/extend a previous consent before it expires.
- ☆ **Modification*** - where unwilling/unable to comply with a condition attached to a previous consent.

*As this application relates to a previous planning consent, it is important to state the date and reference number.

2 **APPLICANT: NAME**
 Please give your name. This part of the form will be available on the internet.

3 **AGENT: NAME AND ADDRESS**
 You may decide to employ an agent, such as an architect, surveyor, builder who drew the plans, or a planning consultant, to complete these forms for you. If this is the case, all correspondence from Development Management will be sent to the agent.
 Please give the name and address of the firm or company, or the individual dealing with this application for you.
 This part of the form will be available on the internet.

4 **ADDRESS OR LOCATION OF PROPOSED DEVELOPMENT**
 You should clearly state the full address of the application site, including the postcode if possible. If the site has no address, please give a written description which will allow people to identify it.
 You should also clearly outline the site to which the application relates in **RED** on a location plan (preferably Ordnance Survey based) and outline any adjoining land you own or control in **BLUE**. A scale of 1:1250 is required.

5 **EXISTING USE OF LAND AND/OR BUILDINGS**
 Describe the existing use of the buildings or land. If used for more than one purpose, please give details. If unused, please say so and state the last known use and, if known, the date on which this use ceased.

6 **DETAILED DESCRIPTION OF PROPOSED DEVELOPMENT**
 You should clearly state the proposed use(s) and/or work to be carried out: "see plans" is not sufficient. Where a change of use is involved, the present and proposed use(s) must be included in the description. The description should fully and accurately reflect the nature of the development and failure to do so may result in your application being delayed. Where applicable, give the site area and, if possible, the overall cost of the development. If you are in doubt as to how to describe your proposal, please contact Development Management (phone 0141 287 8555)

7**RESIDENTIAL DEVELOPMENT**

A detailed site survey with spot heights and contours which is certified as accurate will be required for full applications for new build. The site survey must be at the same scale as the proposed layout drawing (minimum scale 1:500). The proposed layout must include ground levels and finished floor levels. Existing and proposed site cross-sections will be required for sloping sites and sites where levels are being altered. Details of the number and type of units proposed must be stated.

8**COMMERCIAL/INDUSTRIAL DEVELOPMENT**

You should calculate the floorspace based on the external dimensions of the building. Please give all measurements in hectares or square metres as appropriate.

It is essential that you state the intended days and hours of operation, particularly in the case of licensed premises and hot food operations, or where opening hours are outwith 8am to 8pm. In the case of licensed premises, you should state the type of licence you intend to operate under.

9**PROPOSED ACCESS ARRANGEMENTS**

One or more of these boxes must be ticked. Where you intend to alter or form a new pedestrian/vehicular access to the site, details should be included with the submission.

10**PARKING**

Please indicate the existing number of parking spaces on site (if any), the number of additional spaces proposed for the development and the total number of spaces to be provided.

11**PROPOSED EXTERNAL BUILDING MATERIALS**

If you are constructing a building or other structure, it is important that you describe, as fully as possible, which materials you intend to use on the external surfaces. For example, colour and type of material. Please note that "see plans" is not sufficient.

12**HAZARDOUS MATERIALS**

If the proposal involves the use, storage or manufacture of any "hazardous materials" (such as liquified Petroleum Gas, Hydrogen, Liquid Oxygen, or any explosive) please give details and the quantities in a covering letter. If you are in any doubt, please contact Development Management (phone 0141 287 8555). You may also need to apply for a separate Hazardous Substances Consent.

13**CHECKLIST**

3 copies of the application form and 1 equality questionnaire.

PLANS CERTIFICATES AND FEES**Plans**

For all applications, at least 4 copies of a location/site plan must be submitted. They should preferably be Ordnance Survey based on scale 1:1250, and include a NORTH point. The site to which the application relates must be outlined in RED and any other adjoining land you own in BLUE.

For **full** planning applications and **matters specified in conditions** you also require at least 4 sets of detailed building/construction drawings drawn accurately, preferably to the scale of 1:50 or 1:100, and including a NORTH point. Where appropriate cross sectional drawings should also be submitted. All plans and documents should clearly state who has prepared them.

Larger applications should include a copy of the full submission on a disk in pdf format. It would be helpful if no single document was larger than 10mb.

All plans must have differing drawing numbers. Each plan should be folded, if necessary, to A4 size. The plans should be made up into sets, each set consisting of one of each drawing. Applications which are submitted where this has not been done may be delayed and you may be contacted to carry out the above responsibilities.

Certificates

Details of how to complete land ownership certificates are on the opposite page.

Fees

You will usually be required to pay a fee when submitting your application. The fee varies according to the type and size of the application. In certain circumstances, your application will require to be advertised, for which a fee will also be payable.

A separate fee scale sheet is available and additional assistance can be obtained from Development Management.

To assist in the preparation of your proposals at Committee, a set of A4 drawings or a CD-Rom should be submitted.

ETHNIC ORIGIN

Glasgow City Council operates a policy of equality in all its areas of responsibility. To assist the monitoring of this policy and for that purpose only, please provide the details requested in the accompanying sheet "Equality Questionnaire".

You are legally required to complete parts [a] and [b] of the Land Ownership Certificate as part of your application for planning permission. If you do not, your application will not be processed.

a You do not need to have any legal interest in the land to which the application relates when you apply for planning permission, nor do you require the consent of the owner. **But, if you do not own the land to which this application relates, you are legally required to give notice of the making of the planning application to the owner and to any agricultural tenant of the land. The consent of any other party with an ownership interest in the site will be required to carry out the development.**

For the purposes of making a planning application, a person is regarded as the owner if, **21 days before the date of the planning application**, he/she is an owner or is the tenant under a Lease which still has at least 7 years to run.

If you do own all the land to which this application relates, then you should tick box 1.

If you are not the owner of the land to which the application relates, you are legally required to notify the owner(s) by serving:

- ☆ a completed copy of the NOTICE TO OWNERS OF PART/ALL OF APPLICATION SITE OR TO TENANTS OF AGRICULTURAL HOLDINGS form provided in this application pack

Once you have served this notice, you should tick box 2 and list the names and addresses of the owners notified, together with the date on which the notice was served [continue on a separate sheet if necessary].

b Part (b) relates to agricultural holdings. If none of the land to which this application relates forms part of an agricultural holding, then you should tick box 1.

If, 21 days before the date of the application, all or part of the land to which this application relates forms part of an agricultural holding, then you are required to notify any agricultural tenants of that land. You should notify them by serving:

- ☆ a completed copy of the NOTICE TO OWNERS OF PART/ALL OF APPLICATION SITE OR TO TENANTS OF AGRICULTURAL HOLDINGS form provided in this application pack.

Once you have served this notice, you should tick box 2 and list the names and addresses of the tenant(s) notified, together with the date on which the notice was served [continue on a separate sheet if necessary].

If you do not know who owns the land or who the tenant(s) are, you will be required to place a notice in a local newspaper. Please contact Development Management (0141 287 8555) for further information on this.

Recorded Delivery is the preferred method of sending out notices since the receipt provides proof of delivery in the event of a dispute. Registered post or hand delivery are also acceptable.

Please complete the full contact details in this section. They have to be submitted under planning legislation. These details have deliberately been kept off the main form to minimise identity theft, as this part of the form will not be made available on the internet.

You must answer the two questions about relationships to elected members or planning staff as this affects how the application will be dealt with.

Lack of contact details may delay the processing your application.

You should check that you have completed questions 1-13 and the Land Ownership Certificates correctly and then sign and date the declaration in 16a.

You should then sign and date the application form in 16b and send or deliver it, together with all the necessary plans, drawings and fee to Development & Regeneration Services, Development Management, 229 George Street, Glasgow, G1 1QU

IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE AS SHOWN ON THE APPLICATION FORMS.