



# COMHAIRLE NAN EILEAN SIAR

## PLANNING SERVICE

### APPLICATION FOR PLANNING PERMISSION

FOR OFFICE USE ONLY

DATE:

AMOUNT:

METHOD

CHEQUE

CASH

OTHER

PLEASE STATE

#### Under the Relevant Planning Acts and Regulations in Scotland

Please refer to the accompanying Guidance Notes when completing this application. Please note that your planning application will be entered on a public register of planning applications and made available on-line at <http://planning.cne-siar.gov.uk/PublicAccess/>

#### 1 TYPE OF PLANNING APPLICATION *Please tick relevant box*

Full Planning Permission (PP) (including Changes of Use but excluding mineral working)

Planning Permission in Principle (PPP)

Approval of Matters Specified in Conditions (Following a PPP)

Modification of planning condition(s), including removal of a condition(s)

Renewal of a Temporary Permission

*For any of the above, please detail below the reference number and date of the previous decision notice*

Ref No:

Date:

#### 2 ADDRESS OR LOCATION OF PROPOSED DEVELOPMENT *(Please include a postcode)*

If you do not have a full site address please describe/identify the location of the site or sites in your accompanying documentation.

#### 3(a) DESCRIPTION OF PROPOSED DEVELOPMENT *(Please fully describe the proposal including any Change of Use, demolition, etc.)*

Is this application for a Temporary Permission? Yes  No

Have the works already been started or completed? Yes  No

If yes, please state the date of completion, or if not completed, the date development started:

#### 3(b) APPLICATIONS FOR APPROVAL OF MATTERS SPECIFIED IN CONDITIONS (ONLY) State which of the conditions are submitted for approval as part of this application:

All Conditions (please tick)  or Condition Numbers:

#### 4 APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Day Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 5 AGENT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Day Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 6 PRE-APPLICATION ADVICE

*The Comhairle's Planning Service encourages early pre-application discussions in order to assist the applicant/agent with the planning process. Obtaining advice from a Planning Officer prior to submitting your application can allow your application to progress more efficiently. Feel free to contact the Planning Service office to set up an appointment or to discuss your proposals by phone or email.*

Have you received advice from the Comhairle's Planning Service in relation to this proposal?

Yes  No

If yes, in what format was the advice given?

Meeting  Telephone  Letter  Email

Who did you receive this advice from?

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Correspondence Reference Number (if known): \_\_\_\_\_

Have you read the Comhairle's New House Design Guide?

Yes  No

#### 7 PLANNING SERVICE EMPLOYEE/ELECTED MEMBER INTEREST

Are you / the applicant / the applicant's spouse or partner a member of staff within the Planning Service or an Elected Member of the Planning Authority? Yes  No

Or

Are you / the applicant / the applicant's spouse or partner a close relative of a member of staff in the Planning Service or Elected Member of the Planning Authority? Yes  No

If you have answered yes, please provide details:

**8 PROPOSED EXTERNAL FINISHES** Please give full details of type, including colours:

Outside walls	_____
Roof covering	_____
Windows/Doors	_____
Boundary walls (fences, walls, etc)	_____
Other	_____

**9 SITE AREA** in Hectares (ha) or Square Metres (sq m):

**10 PROPOSED ACCESS ARRANGEMENTS**

Please tick the relevant box(es). Note that these details are also required for Planning Permission in Principle (PPP) applications.

Do you intend to:

Use an existing access

Improve an existing access

Form a new access

*If your access arrangements affect a public right of way, then you must show on your plans the position of any affected areas and explain the changes you propose to make, including arrangements for continuing or providing for an alternative public right of way.*

**11 PARKING**

Number of existing spaces on site: \_\_\_\_\_

Number of additional parking spaces proposed: \_\_\_\_\_

*Please show on your drawings the position of existing and proposed parking spaces and identify if these are for the use of particular types of vehicles (e.g. parking for disabled people, coaches, etc.).*

**12 WATER SUPPLY AND DRAINAGE ARRANGEMENTS**

**Foul Drainage**

Do you intend to use:

Existing connection to the public sewer  New connection to the public sewer

Existing private wastewater facility (e.g. septic tank)  New or upgraded private wastewater facility (e.g. septic tank)

*If you plan to install a septic tank please carry out a ground assessment to determine the type size and design of soakaway. If you are proposing another form of foul drainage, please provide details. The size and position of both septic tank and soakaway (or alternative system) must be shown on your site plans.*

**Surface Water Drainage**

Do your proposals make provision for sustainable drainage of surface water? Yes  No

If yes, drainage of surface water will go to: to a watercourse/soakaway  other (please state)

*Please include details of all surface water drainage (soakaways) on your site plan. Scottish Water does not generally allow surface water into the public sewer. If your proposal involves surface water drainage into the public sewer, please provide us with details and a justification.*

**Water Supply**

Do you intend to connect to the public water supply network? Yes  No

*If no, you must show private water supply details on your location and/or site plan and provide any supporting information to prove the sufficiency and wholesomeness of the private water supply in terms of current Environmental Health standards. Note: A private water supply will require a Private Water Supply Licence.*

### 13 ASSESSMENT OF FLOOD RISK

Is the site within an area of known risk of flooding? Yes  No  Don't Know

*If the site is within an area of known risk of flooding you may need to submit a Flood Risk Assessment before your application can be determined. You may wish to contact the Planning Service or SEPA for advice on the level of information required. This will vary according to your proposal.*

*If you are unsure if the site area is within an area of flood risk, please contact the Comhairle's Planning Service to arrange a pre-application discussion.*

### 14 RESIDENTIAL UNITS INCLUDING CONVERSION

Does your proposal include new or additional houses and/or flats? Yes  No

How many units do you propose in total? \_\_\_\_\_

### 15 COMMERCIAL/INDUSTRIAL DEVELOPMENT

Does your proposal alter or create commercial/industrial floor space? Yes  No

Please provide commercial/industrial details below:

	Existing	Proposed	Total
Site area (sq. metres)			
Manufacturing/production area (sq. metres)			
Storage area (sq. metres)			
Office/ancillary area (sq. metres)			
Retail (sq. metres)			
Restaurant floor/dining area (sq. metres)			
Number of employees			
Intended hours of operation			
Number of vehicle movements to/from site daily			
• Less than 3 tonnes			
• More than 3 tonnes			

### 16 HAZARDOUS MATERIALS AND CONTAMINATED GROUND

Does your proposal involve the use, storage, or manufacture of hazardous materials? Yes  No

Is your site area within an area of contaminated ground? Yes  No

*If the proposal involves the use, storage, or manufacture of any 'hazardous materials' (such as liquefied Petroleum Gas, Hydrogen, Liquid Oxygen, or any explosive), please contact the Comhairle's Planning Service with further information.*

*If your proposal involves development of contaminated ground, please contact the Comhairle's Planning Service with further information.*

### 17 OVERHEAD LINES

Do electricity lines run through any portion of the site area (outlined in red)? Yes  No

### 18 EXISTING USE *Please describe the current or most recent use:*

**19 SUPPORTING INFORMATION** (Please continue on a separate sheet if necessary).

Please detail here any attachments which are not covered in the Checklist at Section 22:

**NEXT STEPS**

- **Complete and serve the 'Notice' on Land Owners & Agricultural Tenants**
- **Complete the Land Ownership Certificate (Section 20)**
- **Sign the declarations at 21 (a) and 21 (b)**
- **Review and complete the checklist at Section 22**

**20 LAND OWNERSHIP CERTIFICATE**

IF YOU **DO NOT** OWN ALL OF THE LAND OR PROPERTY TO WHICH THIS APPLICATION RELATES, YOU **MUST** NOTIFY ALL THOSE WHO ARE OWNERS AND/OR AGRICULTURAL TENANTS AT THE SAME TIME AS SUBMITTING THIS FORM.

*Please read the Guidance Notes carefully before completing this Certificate.*

**Please tick box in Part A**

**PART A** I hereby certify that:

1 21 days before the date of this planning application, the applicant owned **all** the land to which this application relates   
**OR**

2 The applicant has given notice to all persons other than the applicant who, 21 days before the date of this planning application, owned any part of the land to which it relates.

**These persons are:**

NAME OF OWNER(S)	ADDRESS	DATE NOTIFIED

**Please tick one box in Part B**

**PART B** I further certify that:

1 21 days before the date of this planning application, **none** of the land to which this application relates formed part of an agricultural land.

**OR**

2 The applicant is the tenant of the agricultural land, to which this application relates.

**OR**

3 The applicant has given notice of this planning application to every person other than the applicant who, 21 days before the date of this application, was a tenant of an agricultural land, any part of which formed part of the land to which the application relates.

**These persons are:**

NAME OF TENANT(S)	ADDRESS	DATE NOTIFIED

**Part C – For completion only when unable to identify an owner or agricultural tenant**

**PART C** I hereby certify that:

The applicant has been unable to ascertain the names and addresses of those persons who 21 days before the date of this application, were either an owner or agricultural tenant of land to which this application relates. The applicant has been unable to serve notice and has taken all reasonable steps as detailed below to identify the parties. The applicant acknowledges that the application requires to be advertised in the local press at the applicant's expense.

STEPS TAKEN TO IDENTIFY OWNER(S) AND/OR AGRICULTURAL TENANT(S)

## 21 (a) DECLARATION 1 - PLANNING APPLICATION

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS PLANNING APPLICATION FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent:

Date:

.....

.....

## 21 (b) DECLARATION 2 - LAND OWNERSHIP CERTIFICATES

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THE LAND OWNERSHIP CERTIFICATE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent:

Date:

.....

.....

**Important:** A person knowingly or recklessly making a false declaration is liable, on conviction, to a fine of currently up to £2,000 (this figure may have been increased since the preparation of these forms).

## 22 CHECKLIST

*The planning application cannot be registered unless it comprises all the information required by Part 3 of the Development Management Procedure (Scotland) Regulations 2008.*

### ALL APPLICATIONS

This Application form is fully completed.

**Location plan** (4 copies) showing the full extent of the application site outlined in **red** (normally a parcel of land, e.g. a feu or plot), the relationship of the application site to neighbouring land and buildings, the extent of other land in your control outlined in **blue**, the map scale, and the direction North. If improvement or creation of an access is part of the application, the access is part of the application site and should be outlined in **red**.

**Land ownership certificate**, correctly completed.

**Declarations 21(a) and 21(b)** are signed and dated.

**Prescribed Planning fee** of £ \_\_\_\_\_.

**Neighbour Advert fee** of £50.00 (Barra applications £20.00).

*(The cheque for the total amount should be made payable to Comhairle nan Eilean Siar).*

### REQUIREMENT TO SUBMIT THE FOLLOWING WHEN NECESSARY (See Guidance Notes)

**Site Plan:** (3 copies) showing the application site outlined in **red**, northing point, map scale, and—as applicable—access, parking/turning provision, position and details of all surface and foul water drainage systems, and ideally site levels (external ground levels and finished floor levels).

**Elevations, Floorplans and Cross Sections:** (3 copies) adequate to describe the development, including how the development will appear in relation to existing and/or proposed ground levels.

**Design Statement:** required for certain development proposals in a Conservation Area, the South Lewis, Harris, and North Uist National Scenic Area, the South Uist Machair National Scenic Area, St Kilda National Scenic Area or within the boundary of a Listed Building (see Guidance Notes for further information).

**Design and Access Statement:** for Developments classed as “Major” by the Planning Hierarchy of development.

**Pre-Application Consultation Report:** for Developments classed as “Major” by the Planning Hierarchy of development.

**ICNIRP Certificate:** for Telecommunications Applications only.

# **DRAINAGE ARRANGEMENTS**

## **SURFACE WATER**

**&**

## **PRIVATE FOUL DRAINAGE (SEPTIC TANKS)**

**DETAILS REQUIRED BY THE COMHAIRLE'S PLANNING SERVICE**

In order to meet modern pollution control requirements we cannot accept and determine your planning application unless it is accompanied by sufficient information to show that your proposed means of dealing with surface and waste water will be acceptable.

### **THIS INFORMATION SHOULD INCLUDE:-**

1. **Details of the type and size of the proposed installation, including details of the construction of any soakaway and any secondary treatment system.**
2. **A clear indication on the plans submitted for approval of where the installation (including any soakaway system) would be.**

The site for your proposed development, which you require to outline in red on your location or site plan, **must include the area where the septic tank and foul and surface water installations will be positioned. If it is outwith land that you own or propose to purchase (e.g. a feu),** you must clearly show the septic tank/outfall siting, as this is land on which development work will take place. You are also required to serve notice on owner(s)/tenant(s) of this land.

3. **A Preliminary Site and Ground Assessment including percolation tests**

Please seek professional guidance if you are unsure about what information is required regarding assessment of septic tank siting/outfall and surface water drainage arrangements. General advice can be obtained from the Scottish Environment Protection Agency (SEPA) (01851 706477) or from the Building Standards service (Stornoway, 01851 822692; Balivanich, 01870 604990) within the Development Department, Comhairle nan Eilean Siar.

## NOTICE FOR SERVICE ON OWNERS AND TENANTS OF AGRICULTURAL LAND

TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2008. NOTICE UNDER REGULATION 15(1) OF APPLICATION FOR PLANNING PERMISSION

NAME AND ADDRESS OF PERSON(S) ON WHOM THIS NOTICE IS SERVED:

This Notice is to advise that a planning application is being made by:

NAME AND ADDRESS OF APPLICANT

to Comhairle nan Eilean Siar for a proposed development comprising:

DETAILS OF PROPOSED DEVELOPMENT

at the following address:

ADDRESS OF PROPOSED DEVELOPMENT

### REASON FOR NOTIFICATION

You are being notified under S35 of the Town & Country Planning (Scotland) Act 1997 as either the owner (or tenant under a lease with at least seven years to run) of, or the tenant of any agricultural land, any part of which is within any of the land to which this planning application relates. The grant of planning permission does not affect owners' rights to retain or dispose of their property unless there is some provision to the contrary in an agreement or lease. The grant of planning permission for non-agricultural development may under certain forms of tenure affect agricultural tenants' security of tenure.

### INSPECTING THE APPLICATION

Following registration by the Comhairle of a competent planning application for the proposed development, you can **for a minimum period of 21 days** inspect the application form, plans and other documents submitted, between 9.00am to 5.00pm Monday to Friday at the Comhairle Offices, Stornoway, or Balivanich or view the planning application on-line at <http://planning.cne-siar.gov.uk/PublicAccess/>

You may receive this notice before the Comhairle receives the planning application. You are therefore advised to keep a check on-line or telephone the Planning Service and check that the application has been received and is available for viewing. Telephone Stornoway: 01851 822690 or Balivanich: 01870 604990 email [planning@cne-siar.gov.uk](mailto:planning@cne-siar.gov.uk)

### REPRESENTATIONS

If you wish to obtain further information on the application or make representations or comments on the application, you should make them in writing to the Head of Development Services at the Comhairle. You may also submit representations or comments on-line. Please note that comments or representations submitted will form part of the planning case file and will comprise part of the public record which, in compliance with Data Protection legislation, can be made available for viewing by the applicant and third parties.

Signed:

Date:

## WHAT IS THIS NOTICE FOR:

This notice and the information attached to it has been served on you by the person making an application to the Comhairle for planning permission. This is because you are either:

- an owner (or tenant under a lease which has at least seven years to run); or
- an agricultural tenant;

of the land they wish to develop. They are legally required to inform you of their proposals.

As an owner, or tenant under a lease which has at least seven years to run, the grant of planning permission will not affect your rights to retain or dispose of your property unless there is some provision otherwise, for example in a lease or other agreement.

As an agricultural tenant, you may wish to contact your solicitor to find out how a grant of planning permission may affect your security of tenure.

## WHAT SHOULD I DO NOW?

Firstly, you will want to find out how the proposal may affect you. It is advisable therefore that you see the plans. These will be available from the Comhairle's Planning Service. If you wish to discuss them with a planning officer, it would be advisable to make an appointment.

You may have received this notice before the Comhairle actually receives the application. It is therefore advisable that you telephone the Planning Service (Stornoway 01851 822690 or Balivanich 01870 604990) before coming in to see the plans. You can also keep a check on-line.

## HOW DO I MAKE REPRESENTATIONS?

If there is something about the proposal to which you object, then you should make your representations in writing to the Director of Development, Council Offices, Stornoway, Isle of Lewis HS1 2BW; or Council Offices, Balivanich, Benbecula, HS7 5LA; or at [planning@cne-siar.gov.uk](mailto:planning@cne-siar.gov.uk)

The Comhairle can only consider representations made on valid planning grounds. These are called *material considerations* and some examples are listed below (but this list is not exhaustive):

- Contrary to the Development Plan
- Appearance (design, materials etc.)
- Traffic, parking or access problems
- Residential amenity e.g. noise, overshadowing
- Drainage/infrastructure problems
- Impact on natural or built environment

## WHAT HAPPENS IF I MAKE REPRESENTATIONS?

The terms of your objection will be assessed for their validity, in conjunction with the Comhairle Scheme of Delegation and all other relevant planning matters, at the assessment stage of the application. You will be advised in writing of the Comhairle's decision. You **do not** have a right of appeal against the decision.

Please note that comments or objections submitted will form part of the planning case file and will comprise part of the public record which, in compliance with Data Protection legislation, can be made available for viewing by the applicant and third parties. All planning applications are made available for public viewing on-line via the Comhairle Public Access Planning Portal: <http://planning.cne-siar.gov.uk/publicaccess/>. Full details of the planning information which will be made available for viewing on-line can be found on the Comhairle's Planning Service website: <http://www.cne-siar.gov.uk/planningservice/>.