

SUBMITTING A PRIOR NOTIFICATION OF AGRICULTURAL AND FORESTRY BUILDINGS AND OPERATIONS



Planning & Regulation, Environment Services, Stirling Council, Viewforth, Stirling FK8 2ET

Tel: (01786) 442447

Fax : (01786) 443003

Office Hours 9am - 5pm Monday to Friday (excluding Public Holidays)

USE OF THE PRIOR NOTIFICATION FORM:

The Prior Notification Form can only be used to notify us of the proposed developments which *DO NOT* require planning permission.

PRIOR NOTIFICATION

Prior Notification is required where it is proposed to:-

(a) build or significantly alter/extend a farm or forestry building which would result in:

- (i) the cubic content of the original building being increased by more than 10%
- or
- (ii) the height of the building exceeding the height of the original building.

(b) carry out engineering or excavation operations.

Anyone intending to carry out such development is required to notify us. This Notification includes development for which planning permission is **NOT** required.

PLANNING PERMISSION

Planning Permission is required, using a separate form, if the proposed works fall within any of the following categories :-

- a) development on farm holdings of less than 0.4 hectares;
- b) the construction, alteration or extension of a dwellinghouse;
- c) any building or works not designed for agriculture;
- d) the construction, extension or alteration of any building over:
 - (i) 465 square metres
 - (ii) 12 metres in height or 3 metres in height where the building is within 3km of an aerodrome
- (e) development which is within 25 metres of a metalled trunk or classified road;
- (f) the construction or carrying out of any works to a building used, or to be used, for intensive livestock accommodation or storage of slurry or sewage sludge where that building is within 400 metres of a "protected building". A "protected building" is a building normally occupied by people but does not include buildings forming part of a working farm or certain special industrial buildings.

HOW TO FILL IN THE FORM

USING AN AGENT

If an agent is being used, all correspondence about the notification will be sent to them.

DESCRIPTION OF THE PROPOSED BUILDING AND/OR OPERATIONS

Use of building/purpose of operations:

Please provide details of the development even if it is a road or track. The Notification must be accompanied by elevation drawings and a map showing the location of the proposed building or operations.

Colour and type of materials

Details of the colour and type of all external materials must be clearly noted on the form and drawings. The building materials manufacturers should be able to provide you with reference codes or product names that will help us understand the colour and type of materials and finishes that you intend to use. Remember that the surface finish of roads and tracks is important, particularly if located in a highly visible setting.

NOTIFICATION FEE

No fee is required.

DRAWINGS REQUIRED

Location Map - (based on Ordnance Survey) (1 copy)

This map should be to a scale of 1:1250 or 1:2500 showing sufficient detail to identify the site which should be *outlined red*. It would be helpful if you could include details of the extent of your land ownership.

Elevations (1 copy)

These drawings should include information specifying the colour and external treatment proposed.

Copies of Ordnance Survey maps can be purchased from Planning & Regulation, Viewforth, Stirling FK8 2ET.

OTHER APPROVALS OR CONSENTS

Building Warrant

If your proposal involves a new or altered building, you are likely to need a Building Warrant. You must make sure that all drawings submitted for Notification and Building Warrant are identical and that they include any changes or modifications required by the two different types of legislation.

When Notification clearance and Building Warrant approval are needed, work *must not* start on site until both types of approval have been obtained.

Advice and assistance can be obtained from the Council's Building Control staff Municipal Buildings, Corn Exchange Road, Stirling Phone 0845 277 7000.

Scottish Environment Protection Agency

Separate consent may also be required from the Scottish Environment Protection Agency if you intend to discharge drainage to a watercourse or from a septic tank.

If your site is in a rural area, we recommend that you contact the Scottish Environment Protection Agency as soon as possible to find out if soil porosity tests need to be carried out to make sure the land drainage is capable of meeting the Scottish Environment Protection Agency's requirements. Early action by you will help us to process your application more quickly. The relevant phone numbers are:

River Forth (01786) 451741

River Clyde (013552) 38181

River Tay (01738) 27989

CRIME PREVENTION

Security measures can be included in the layout and design of a project in a cost effective way. These could help to avoid future costly repairs or alterations due to criminal activity.

Police Crime Prevention Officers have extensive knowledge of criminal behaviour, and can provide free advice to architects, planners and developers involved in new building and refurbishment projects.

This free advice is available from the Community Safety department of Central Scotland Police, phone (01786) 812222, no matter how small the development or alterations proposed.

WHAT HAPPENS NEXT

When you have completed the Notification Form you should send it to:

Planning & Regulation, Viewforth, Stirling FK8 2ET. Office hours are 9am - 5pm Monday to Friday (excluding Public holidays).

When we receive your notification it will be checked to make sure you have completed the form correctly, enclosed the correct fee, and that the drawings adequately explain your proposals. Receipt of notifications considered *valid* will be acknowledged within 5 working days and you will be informed of the name and phone number of the officer allocated to deal with it. If your notification is deficient you will be notified within 5 working days with an explanation of what information requires to be provided.

The Council has 2 months from the date your *valid* notification has been received to formally respond to your proposals. Work cannot begin within this 2 month period unless the Council indicate in writing that they find the proposals acceptable. If you do not receive a formal response from the Council within this 2 month period, then the development can proceed exactly as notified.

If informal discussions take place with the Council and the original proposal is modified by agreement, there is no requirement to renotify the Council. The Council will give written approval to the agreed modification to make it clear that it must be included in the proposals so that they can proceed.

If the Council indicate within the 2 month period, that they require the formal submission of details for planning permission, work *CANNOT* begin until these have been approved by the Council.

Prior Notification of Agricultural and Forestry Buildings and Operations



1	APPLICANT'S	AGENT'S (if any)
	NAME	NAME
	ADDRESS	ADDRESS
	POST CODE	POST CODE
	PHONE	PHONE
	FAX	FAX

2	ADDRESS/LOCATION OF APPLICATION SITE OR BUILDING	
	<i>Please complete the address details even if same as applicant</i>	
	Number/Name of property	
	Street	
	Town/Village	(e.g. St Ninians, Cambusbarron)
	Locality	
	Postcode	

3	NAME AND ADDRESS OF OCCUPIER OF LAND <i>(if different from Applicant)</i>
	Name
	Address
	Tel

4	DESCRIPTION OF THE PROPOSEDBUILDING AND/OR OPERATIONS							
	(please enclose elevation drawings and a location map)							
	USE OF BUILDINGS/PURPOSE OF OPERATIONS							
	TYPE OF CONSTRUCTION							
	DIMENSIONS (in metres)							
	Length	m	Breadth	m	Height to eaves	m	Height to ridge	m
	COLOUR AND TYPE OF MATERIALS/FINISHES							
		Colour	Materials/Finish					
	Walls							
	Roof							
Road/Track								

For office use only

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CHECKLIST/DECLARATION *(please tick boxes)*

I enclose:

- 1 copy of this application form completed;
- 1 copy of the location map;
- 1 copy of the elevation drawings

Certification

Information on this application will be recorded in a register that is accessible to the public. Information may also be published on the Council web site www.stirling.gov.uk

I confirm that the information on this form is correct, that the necessary plan are enclosed and that the required notice has been given to affected landowners and agricultural tenants.

Signed _____ Applicant/Agent Date _____

Name _____ (BLOCK CAPITALS)

Please do not start work until you have received a formal response from the Council or until 28 days after the Council have received this form.

Don't forget to check with the Council's Building Control staff at Municipal Buildings, Corn Exchange Road, Stirling, Tel 0845 277 7000 to see if you will also need a Building Warrant for the proposed work.

When clearance from both the Planning Authority and Building Control Authority is required, work should not start on site until this has been obtained.

We will deal with your Prior Notification as quickly as possible. To avoid delays, please try to answer all the questions and if you have any queries, check with our Development Control staff at Viewforth, Stirling before sending it in. To make sure that you will see somebody who can help you with your enquiry, or if you wish to see a particular officer, please telephone first to arrange an appointment (01786) 442447.

HELP?

If you need more help, write, ring or e mail staff at Stirling Council, Planning & Regulation, Viewforth, Stirling FK8 2ET (Tel: 01786 442447), planning@stirling.gov.uk