



## The Application Form

Submit one copy of the form to the Council for each planning application. It will help speed up consideration of the application if each section is completed or crossed out if it does not apply.

## "Owners" of the site

The "owners" of the site include people who hold a lease which still has at least 10 years to run.

## Notification of Owners

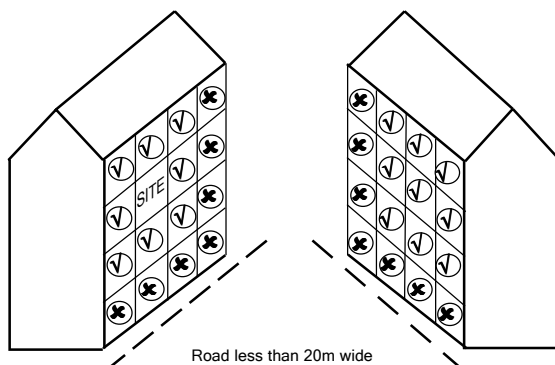
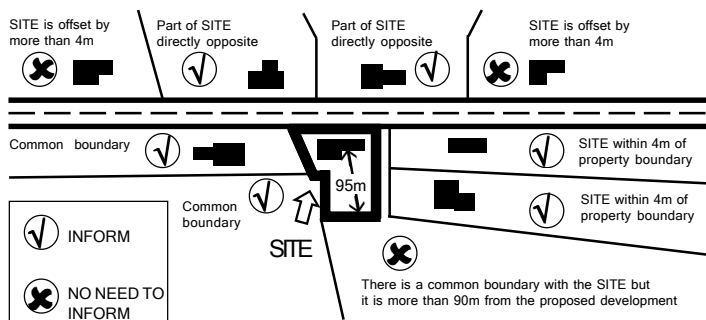
Give a completed copy of Notice A to anyone who owns or is an agricultural tenant of any part of the site.

## Notification of Neighbours

Give a completed copy of Notice B together with a plan showing the location of the development to all neighbours. If the neighbouring property is in domestic/residential use then 2 Notices and plans have to be sent - 1 addressed to "the owner" and 1 to "the occupier". If the neighbouring property is in non-domestic use then 3 Notices and plans have to be sent, addressed to named individual owners, occupiers or lessees or, alternatively, where names cannot be obtained, addressed to "the owner", "the occupier" and "the lessee". If there are no premises on neighbouring land to which Notices can be sent then the Council must advertise your application - the cost of this advertisement is given at (i) overleaf.

## Which Neighbours should be notified?

Neighbouring parties who own, lease or occupy land or buildings which adjoin the site, or are within 4 metres of the boundary of the site, on which the application is being made have a legal right to be notified. Where a road adjoins a site, unless it is 20 metres (or more) wide, persons with an interest in the property on the other side should be notified (see diagram below). However, where a proposed development is 90 metres or more away from the common boundary then a notification to the persons sharing the boundary is not required. The required BLOCK PLAN (see adjacent column) must indicate the location of the neighbours you have notified and land where no notification has been possible because there are no premises involved.



## What plans are needed?

### Location Plan

This should be based on an Ordnance Survey Map (preferably 1:2500, but 1:10,000 is acceptable in rural areas) and should show the site to be developed outlined clearly, other adjoining land owned by the applicant also outlined, and existing roads and buildings.

### Block Plan

This must be at a scale of at least 1:500 and must show all buildings in the area, trees, walls, means of access etc and the full extent of the proposed development including buildings to be erected, altered or demolished, new or altered means of access, new fences and landscaping and the Site boundary.

This must also clearly identify the location of neighbours notified and land where no notification has been possible.

### Elevations etc

For new or altered buildings please include a plan of each floor as existing and as proposed, cross-sections through the building and elevations showing the colour and external treatments proposed. Where new roads are proposed, cross-sections and longitudinal sections should be supplied, clearly indicating existing and proposed ground and floor levels and the extent of any underbuilding.

### Landscaping

Housing Developers should note that it is Council Policy to require the submission of a landscape and open space maintenance scheme for all detailed housing applications. The Scheme should include details of existing topography, drainage and vegetation and information about proposed earthworks, planting, hard landscaping, play equipment and maintenance. Detailed information about the Council's requirements are included in a separate Guidance Note on Landscaping of Development Sites which is available on request. This Guidance Note is also applicable to commercial developments and should be consulted in appropriate cases.

### Number Required

For applications relating to the extension of a dwelling house or the erection of a domestic garage, 3 COPIES of the relevant plans should be submitted. For all other applications 5 COPIES should be submitted.

To help in the copying of drawings and plans they should be drawn with black lines, on white paper. However, one copy of the plans must be "coloured up" clearly indicating the site boundary and the extent of any proposed building works.

### The Disabled and Elderly

The disabled and elderly have special needs - have you considered them in your plans?

### Other Consents

Our staff can advise you if you need Listed Building Consent, Advertisement Consent or Building Warrant. You may also need consent from the Council's Roads Section or the Scottish Environmental Protection Agency. Underground mains, sewers and cables, or overhead lines may need protected or diverted. In the interests of safety you should consult the appropriate authorities before starting any work on site.

### Freedom of Information

Details of Planning Applications are available at Planning & Regulation for you to look at during normal office hours.

### Help

If you need help please write or ring staff at Stirling Council Planning & Regulation, Viewforth, Stirling, FK8 2ET.

Telephone: 01786 442447



# PLANNING APPLICATION

UNDER THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACTS

Date of Receipt	Application No.
Fee Paid :	
Application Type: Outline / Detailed / Reserved Matters / Other	

<b>1 IMPORTANT NOTICE TO APPLICANTS</b> Please ensure that you have notified all landowners and neighbours appropriately.	
<b>2</b> Name, address and phone number of applicant	<b>3</b> Name, address and phone number of agent (if any)
<b>4</b> Present Use of land / buildings (if vacant give last use and when it stopped)	
<b>5</b> Description of proposed development, (e.g. new house, extension, change of use, alterations). When applying for new housing development, please indicate number of units proposed.	
<b>6</b> Address or location of land / buildings concerned	
<b>7</b> What are the pedestrian and vehicle access arrangements? Give the name of any road directly affected	Existing <input type="checkbox"/> Improved <input type="checkbox"/> New <input type="checkbox"/> Road Name .....
<b>8</b> How many existing parking spaces are provided <input type="text"/>	How many new parking spaces will be provided as part of the development? <input type="text"/>
<b>9</b> What are the water supply arrangements?	Public <input type="checkbox"/> Private <input type="checkbox"/> Source (if private) .....
<b>10</b> What are the drainage arrangements?	Public Sewer <input type="checkbox"/> Private Sewer <input type="checkbox"/> Septic Tank <input type="checkbox"/> Soakaway <input type="checkbox"/>
<b>11</b> Are buildings to be demolished?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which ones? .....
<b>12</b> What type and colour of external finishes are to be used?	Roof ..... Outside Walls ..... Boundary walls and fences .....
<b>13</b> FOR ALL APPLICATIONS NOT RELATED TO THE EXTENSION OF A HOUSE OR ERECTION OF A DOMESTIC GARAGE please indicate site area or the building floor area (or both) depending on which is applicable.	Floor Area of Building(s) (m <sup>2</sup> ) <input type="text"/> Area of site in hectares <input type="text"/>
<b>14</b> For housing proposals in the countryside. Is the proposed house(s) required for someone employed or connected with agriculture, forestry or some other rural activity?	Yes <input type="checkbox"/> No <input type="checkbox"/> * IF YES, PLEASE PROVIDE APPROPRIATE DETAILS ON A SEPARATE SHEET
PLEASE FILL IN A SUPPLEMENTARY SHEET FOR MINERAL WORKING OR MAJOR INDUSTRIAL, COMMERCIAL OR RETAIL USES, AVAILABLE FROM ENVIRONMENT SERVICES VIEWFORTH, STIRLING.	

15 Giving Notice to Landowners / Agricultural Tenants (Section 35 of Town and Country Planning (Scotland) Act 1997).

I certify that 21 days before the date of this Application (cross out 3 alternatives, leaving the one that applies):

- A The applicant did own all the land involved. No part of the land formed part of an agricultural holding.
- B The applicant did own all the land involved. The applicant has given a completed copy of Notice A to the agricultural tenants of affected land.
- C The applicant did not own all the land involved, but has given a completed copy of Notice A to the owners of any part of the application site, who are listed below. No part of the land formed an agricultural holding.
- D The applicant did not own all the land involved, but has given a completed copy of Notice A to the owners of any part of the application site, who are listed below. The applicant has also given Notice A to the agricultural tenants of affected land.

Those notified are:-

Name	Address	Date Notified	Owner or Agricultural Tenant?

16 CERTIFICATES RELATING TO NEIGHBOUR NOTIFICATION

TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) (SCOTLAND) ORDER 1992

Certificate under article 9(5)(a)(i)

I certify that:-

1 \* I have / the applicant has in accordance with article 9(1), (2)(a) and (5)(a)(i)(aa) of the above Order sent the requisite notices to the persons holding a notifiable interest in neighbouring land, together with a plan showing the location of the proposed development.

The names and addresses of those persons who have been notified with a note of their interest (being that of owner, lessee, or occupier) are as follows:-

Name(s)	Address(es)	Interest (as owner lessee or occupier)
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2 \* I have / the applicant has in accordance with article 9(1), (2)(a) and (5)(a)(i)(bb) of the above Order sent the requisite notices to the addresses set out below, being addressed to the owner, the lessee or the occupier or any or all of them as the case may be, together with a plan showing the location of the proposed development.

(a)

\*Owner

\*Lessee ..... (Address)

\*Occupier

\*Owner

\*Lessee ..... (Address)

\*Occupier

\*Owner

\*Lessee ..... (Address)

\*Occupier

\*Owner

\*Lessee ..... (Address)

\*Occupier

\*Owner

\*Lessee ..... (Address)

\*Occupier

\*delete where inappropriate

(a) All the addresses in respect of which the requisite notices have been sent out with details as to the owner, lessee and occupier set out opposite should be detailed.

PLEASE REMEMBER TO SHOW NOTIFIED NEIGHBOURS ON YOUR BLOCK PLAN

17 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 plans and fees are enclosed and that the required notice has been given to affected land owners, agricultural tenants and neighbours.

Signed (applicant or Agent) ..... Date .....

The notices on this form are substantially to the same effect as those set out in the General Development Order.

# Notice A : to Property Owner

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## Application for Planning Permission

As **property owner** you are advised to contact Stirling Council, Environment Services Reception at Viewforth, Stirling FK8 2ET phone (01786) 443252 to make sure that the application has been received and registered valid before calling to inspect the documents and plans.

**This Notice is to let you know that Application is being made to Stirling Council for**

**Planning permission to** *(insert description of development)* : . . . . .  
. . . . .

The address or location of the proposed development is: . . . . .  
. . . . .  
. . . . . Post Code . . . . .

The application is being made by *(insert name and address of applicant)* : . . . . .  
. . . . .  
. . . . . Post Code . . . . .

**A copy of a plan showing the location of the proposed development is attached**

The application, plans and other documents may be inspected during office hours in the register of planning applications kept by Stirling Council, Environment Services Reception, Viewforth, Stirling, and also at:  
. . . . .  
(for example local library or Council Office)

Any comments, which will be open to public view, should be made in writing to Stirling Council, Planning & Regulation, Viewforth, Stirling FK8 2ET :

**within the 21 day period** beginning . . . . . ending . . . . .

Planning permission does not affect an owner's right to retain or dispose of their property but it may affect an agricultural tenant's security of tenure.

Date Notice served . . . . . Signed . . . . . Applicant/Agent

Name (BLOCK CAPITALS) . . . . .

Notice under Section 35 of the Town and Country Planning (Scotland) Act 1997  
(This Notice is to the same effect as that set out in the General Development Procedure Order)

# Notice B : to Neighbour

**This notice has been sent to you by a person who has made an application for planning permission because you are a neighbour of the development site. It HAS NOT been sent by Stirling Council.**

## Application for Planning Permission

As a **neighbour** you are advised to contact Stirling Council, Environment Services Reception at Viewforth, Stirling FK8 2ET phone (01786) 443252 to make sure that the application has been received and registered valid before calling to inspect the documents and plans.

**This Notice is to let you know that Application is being made to Stirling Council for**

**Planning permission to** *(insert description of development)* :  
.....  
.....

The address or location of the proposed development is: ..  
.....  
..... Post Code ..

The application is being made by *(insert name and address of applicant)* :  
.....  
..... Post Code ..

### A copy of a plan showing the location of the proposed development is attached

The application, plans and other documents may be inspected during office hours in the register of planning applications kept by Stirling Council, Environment Services Reception, Viewforth, Stirling, and also at:  
.....  
(for example local library or Council Office)

Any comments, which will be open to public view, should be made in writing to Stirling Council, Planning & Regulation, Viewforth, Stirling FK8 2ET :

**within the 14 day period** beginning ..... ending ..

Planning permission does not affect an owner's right to retain or dispose of their property but it may affect an agricultural tenant's security of tenure.

Date Notice served ..... Signed ..... Applicant/Agent

Name (BLOCK CAPITALS) .....

Town and Country Planning (General Development Procedure) (Scotland) Order 1992 Notice under Article 9(1)  
(This Notice is to the same effect as that set out in the General Development Procedure Order)