



Community and Enterprise Resources

Guide for submitting a householder planning application



Householder planning application guide

Purpose of the guide

This guide provides help if you intend to submit a householder application for planning permission to alter your home. This includes work such as building an extension, shed or garage, adding dormer windows, building walls or fences, installing decking or forming a driveway. The guide aims to give you a greater understanding of the application process. It explains what information and drawings you must submit with your application form. If you follow the guidance, it is likely that your application will be dealt with more quickly.

Discussing your proposals before you submit an application

Before you finalise your proposals and submit your planning application to us, we recommend that you discuss your proposals with a planning officer. This allows us to:

- advise whether what you propose needs planning permission in the first place
- make sure that your proposals are in agreement with our planning policies
- sort out any obvious problems with your proposal before you submit your application
- let you know what information and plans we need to deal with your application when you submit it to us.

You can get in touch with Planning and Building Standards to arrange a meeting with an officer by:

- telephone: (0303 123 1015)
- email: planning@southlanarkshire.gov.uk
- calling at the Planning and Building Standards office at Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB
- or by letter (Planning and Economic Development, Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB)

Any meeting is likely to be more useful if you send us details of your proposal before we meet you.

Planning guidance

If you make an application it will be assessed against policies in the South Lanarkshire Local Development Plan. We have prepared Supplementary Guidance on 'Development Management and Placemaking' which contains guidance on various types of development, including extensions and other householder development. You should make sure that your proposals meet the policies in this guidance. You can read it online on the Council's website at www.southlanarkshire.gov.uk

https://www.southlanarkshire.gov.uk/downloads/file/7620/development_management_place_making_and_design_supplementary_guidance_may_2013

How we deal with your planning application

After your application is submitted to us, we will check that the form has been completed correctly and that you have given us all the plans and information that we need to assess your proposals. If your application has everything we need it will be registered. We will send a notice to all properties within 20 metres of your house/flat which lets the neighbours know that you have submitted an application to us. The notice gives them 21 days to make any comments to us. If the case officer thinks that they need the advice of other Council Services such as Roads & Transportation then they will ask for their comments, allowing 14 days for a reply. The planner will also visit the site within 14 days of receiving the application. You do not need to be there when they visit, unless we need you to allow us access to your property.

The decision

When deciding whether your proposal is acceptable, we will consider design, traffic, noise, overlooking, loss of light, overshadowing to neighbouring properties and gardens, materials and public safety. We will also consider any comments from the public. If we feel that changes are needed to make your proposal acceptable to us we will advise you of this.

When we are satisfied that your application has been fully assessed we will write a report on it. It can be dealt with under delegated powers if no more than five objections are made to your application. This means that it can be approved by officers and does not need to be decided by a committee. If there are more than five objections, the application will need to be decided by a committee of local councillors. In both cases, a decision notice will then be issued to you advising you of the final decision to approve or refuse your application.

The vast majority of applications are approved. If we refuse permission for your proposals, you will either have the right to ask for a review by the Council's local review body or the right to appeal to the Scottish Ministers. Details of what rights you have will be outlined in the refusal letter.

Submitting a planning application

All householder planning applications must include a completed application form and accompanying drawings which show your proposal. We encourage you to submit your planning application online using the national planning portal at <https://www.eplanning.scot/ePlanningClient/> - it lets you pay online too.

The advantages of submitting an application via <https://www.eplanning.scot/ePlanningClient/> are:

- you will save time, money and paper
- there is step-by-step guidance and information on how to submit your application
- you can save your work and break away at any time. When you return to the application your previous entries will be waiting for you
- you can upload one set of electronic drawings and supporting documents - there is no need to provide multiple paper copies to us
- no printing or postage involved
- you can buy a location plan online
- you can use the 'Fee calculator' to work out the fee for your application
- you can pay online or if you are submitting the application on behalf of someone else, you can 'share' the application with them and allow them to pay the fee online
- as the application comes directly to us, we receive it faster and begin to check it earlier
- applications are quicker and easier to validate because it ensures that all the information needed for the application is complete, is in the correct format and meets our application requirements
- it reduces your carbon footprint.

Paper forms can be downloaded from the national planning portal at <https://www.eplanning.scot/ePlanningClient/> or you can contact your local Planning and Building Standards Office. If your property is a listed building, you may also require listed building consent for alterations. Please contact your local Planning and Building Standards office for further advice.

Completing the application form

1. Applicant's Details		2. Agent's Details (if any)	
Title		Ref No.	
Forename		Forename	
Surname		Surname	
Company Name		Company Name	
Building No./Name		Building No./Name	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
Town/City		Town/City	
Postcode		Postcode	
Telephone		Telephone	
Mobile		Mobile	
Fax		Fax	
Email		Email	
3. Address or Location of Proposed Development (please include postcode)			
NB. If you do not have a full site address please identify the location of the site(s) in your accompanying documentation.			
4. Describe the Proposed Works			
Please describe accurately the work proposed:			
Have the works already been started or completed Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please state date of completion, or if not completed, the start date:			
Date started: <input type="text"/>		Date completed: <input type="text"/>	

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If you are submitting a paper form, please complete every question within the form. Alternatively submit your application electronically online via the ePlanning.scot website: <https://www.eplanning.scot/ePlanningClient/>

Certificates relating to land ownership

You do not need to own the land that your planning application relates to, and you do not need the owner's permission to make an application. However, if you do not own the land you must advise both the owner (and/or any agricultural tenant) of the land that you are making an application for planning permission.

There are four ownership certificates within the form, Certificate A, B, C and E.

Certificate A - If you are the sole owner

Complete this if you are the only owner of the land that the application relates to.

Certificate B - If you are not the owner or if you are a joint owner

If you are not the only owner of the land that the application relates to or it is owned by somebody else, you must tell the owners about your application. To do this, fill in the 'Notice to Owners and Agricultural Tenants' form, which is included in the application pack, and serve it (by hand or post) on the owners. Once you have served the notice, and as long as you can identify all owners of the land, you should fill in certificate B and provide a list of the names and addresses of the owners that you have given notice to, with the date on which you served the notice.

Certificate C - if you are not the sole owner of the land and cannot identify all the owners or agricultural tenants

If you cannot identify all or any of the owners or agricultural tenants of the application site, you should complete certificate C and list the steps that you have taken to find the names and addresses of the other owners. In such cases, we will have to put a notice in the local newspaper. We will charge you the cost of the advert

Certificate E - if you are the only owner of agricultural land

If, 21 days before the date of your application, you owned all of the land the application relates to, and the land forms part of agricultural land, you should fill in certificate E.

Plans, drawings and other information to be submitted

In order that we can deal with your application as quickly as possible, it is important that you submit the correct plans with your application. Plans must show all the information that we ask for. This will help your neighbours and others to understand what you propose to build and how it may affect them. For illustrative purposes, we have shown an example of each of the types of plan that you may need to submit. This is not a real planning application, but is simply to show you the information that each plan should include.

Our example is for a development that includes an extension, decking, garden fencing, a shed and a garage. This will help you to see what your plans should include if your proposal involves any of these types of development.

Disclaimer – these plans are intended as illustrative examples only and do not indicate compliance with any other regulatory requirements such as Building Regulations.

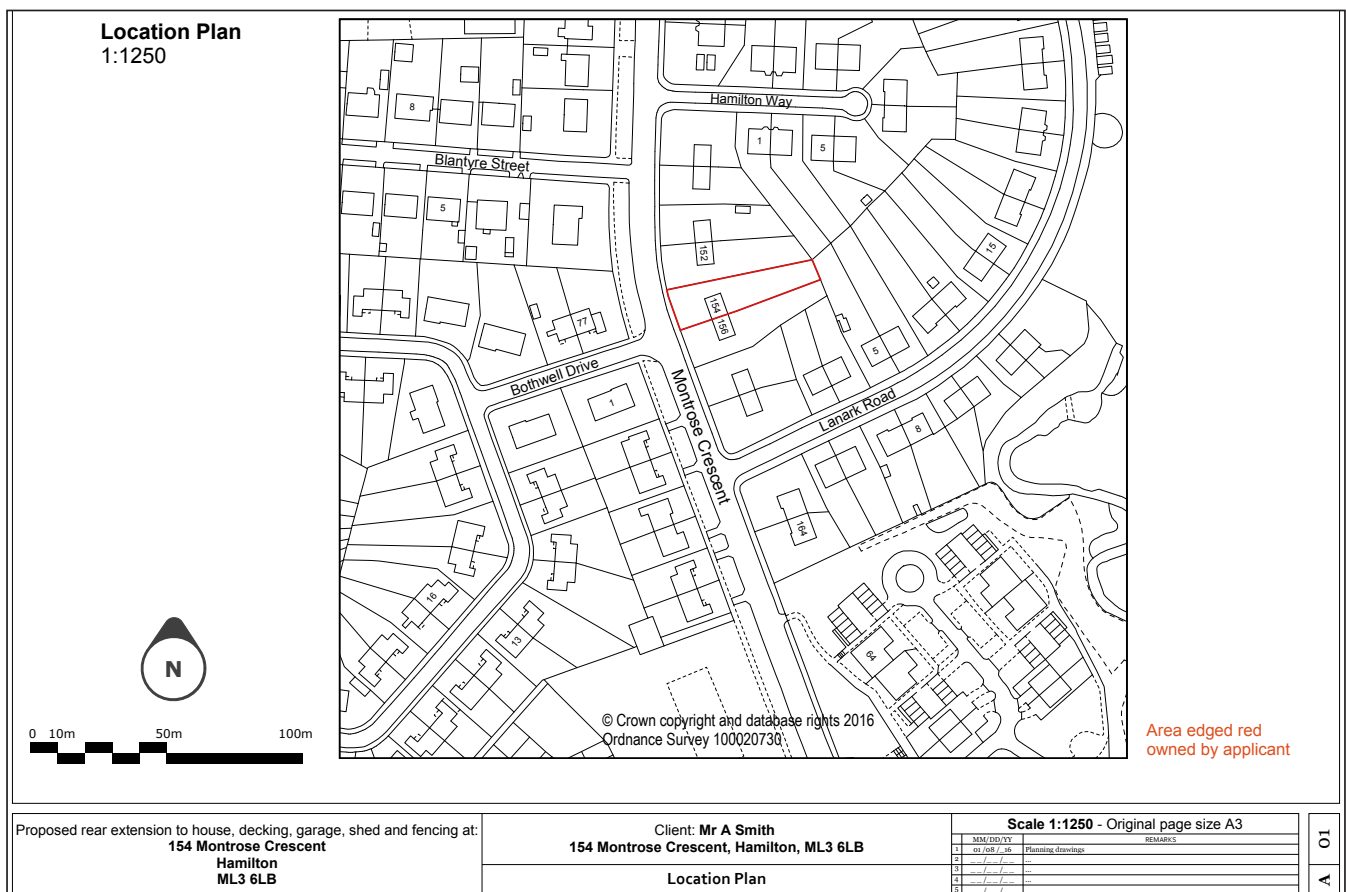
Location plan

You must include a location plan based on an up-to-date map. This should clearly show:

- the drawing title and drawing number
- the site boundaries in red. The site must include all land needed to carry out the proposed development. For example, land needed for access to the site from a public road, visibility splays, landscaping and car parking
- a blue line around any other land owned or controlled by the applicant which is close to or joined onto the application site
- the site at an identified standard metric scale of 1:1250 or 1:2500 (or at an appropriate larger scale if you live in a rural area and need to show a larger surrounding area that allows your site to be located)
- a north point
- a scale bar
- at least two named roads and surrounding buildings in order to allow the application site to be seen in relation to the local area and neighbouring land

NB: If your proposal involves creating a new access into your site, you should contact your local area Roads and Transportation Services office before you submit the application for guidance on visibility splay requirements.

If you submit your application online at <https://www.eplanning.scot/ePlanningClient/> then you can buy a location plan as part of the online process. The plan below shows a correctly labelled location plan. It shows the exact location of the property bounded by a red line, a scale of 1:1250, a scale bar, north point and drawing title.



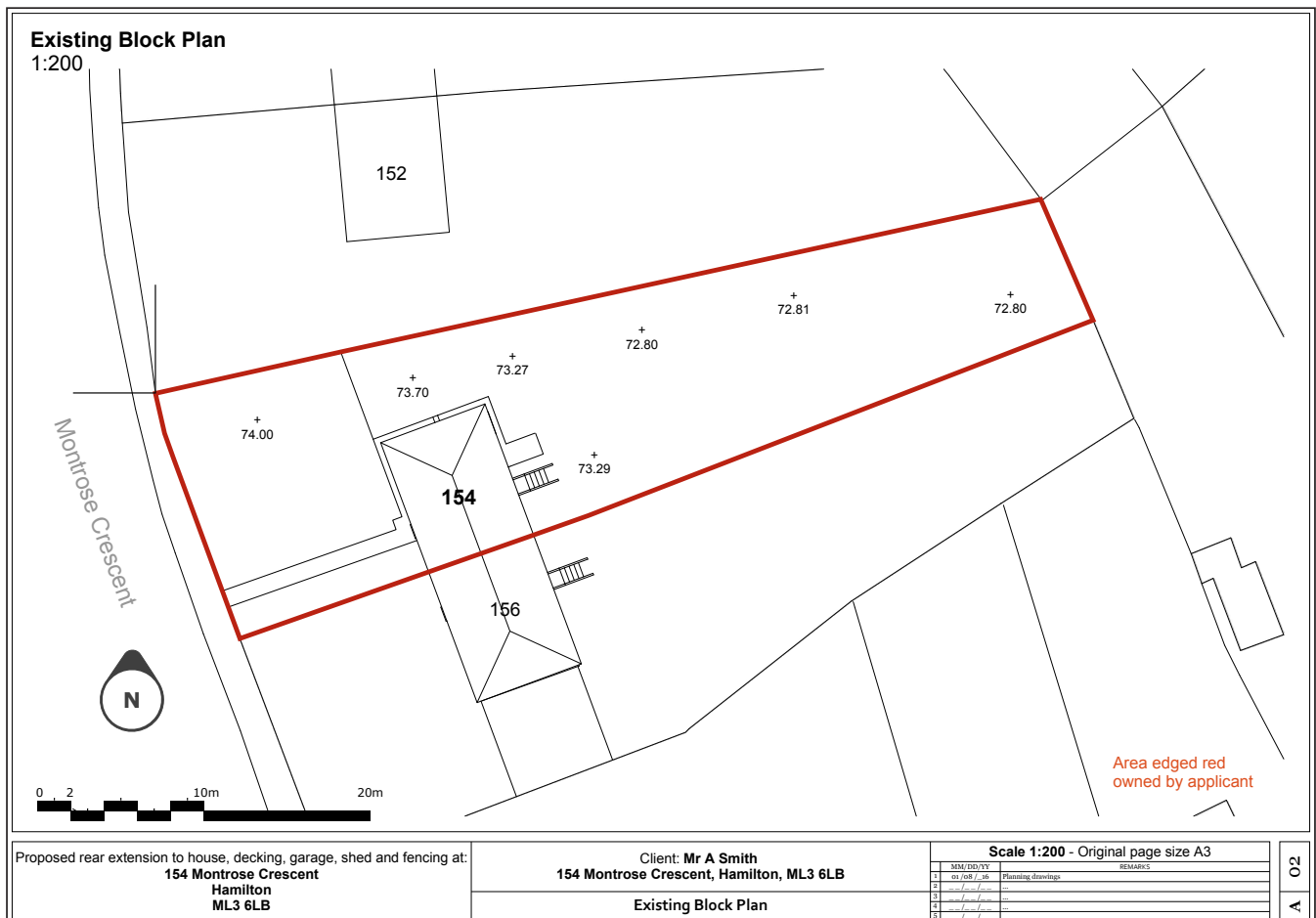
Block plan (Site plan)

A block plan (site plan) is similar to a location plan, but is drawn to a smaller metric scale to show the site and proposed development in relation to adjoining land buildings in more detail. It should clearly show:

- the drawing title and drawing number
- the site boundaries in red
- a blue line around any other land owned or controlled by the applicant which is close to or joined onto the application site
- the site at an identified standard metric scale (1:200 or 1:500)
- the dimensions of the proposal should be shown in metres and marked on the plan
- a north point
- a scale bar
- the position of the proposed development in relation to the existing house, outbuildings, trees and the whole garden
- the position of surrounding properties so that we can assess whether your proposals will affect them
- if your garden is not flat and has a significant slope, then you should show site levels
- the position and size of any new proposals should be shown by shading or crosshatching them in a different colour

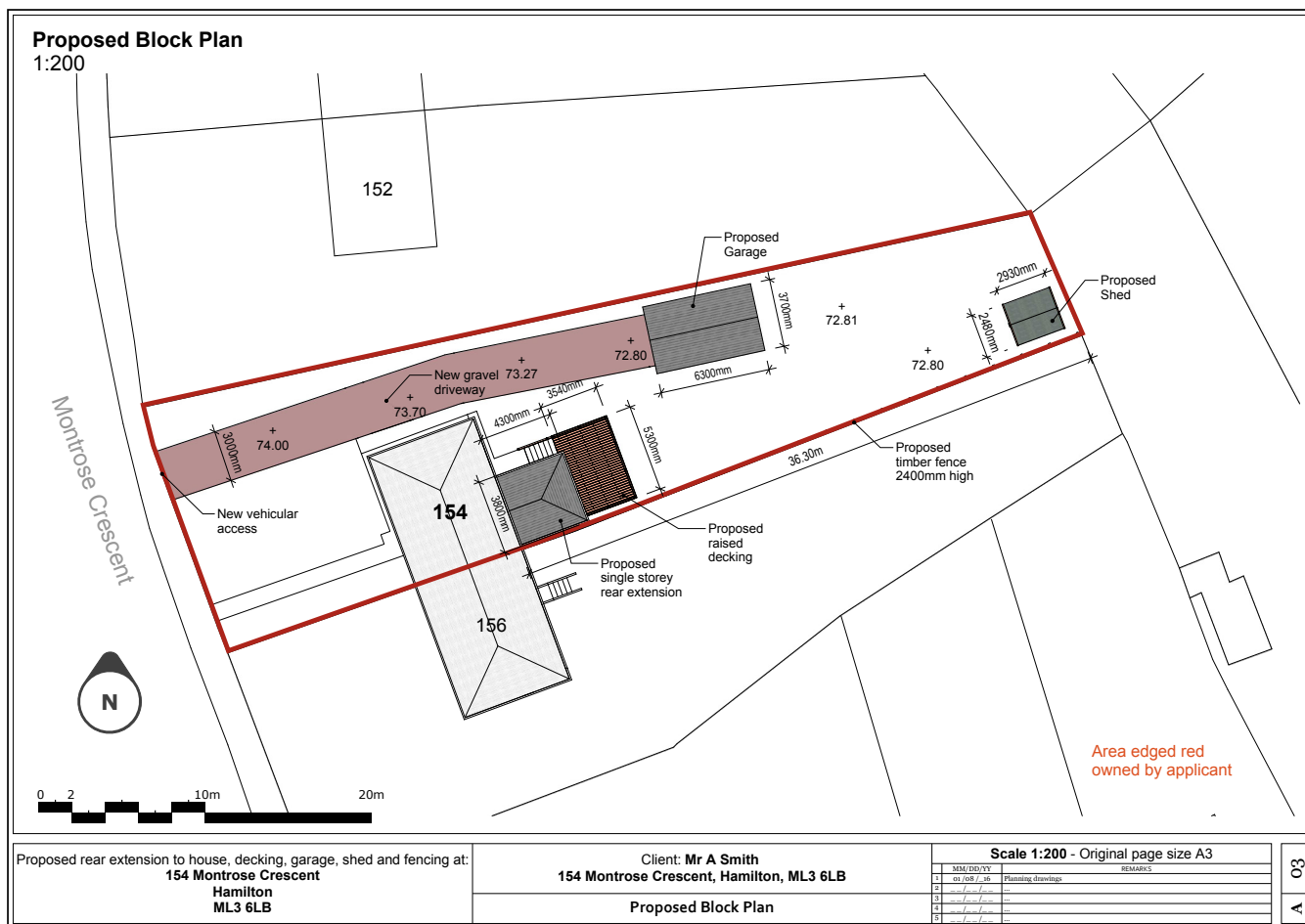
The plans below show correctly labelled block plans. They show the exact location of the property bounded red and surrounding properties, a scale of 1:200, a scale bar, north point and drawing title. As the site is not level, spot heights are shown.

Block plan – existing



Block plan – proposed

In the proposed block plan, the proposed extension, decking, shed, garage and fence are clearly coloured and have dimensions shown.

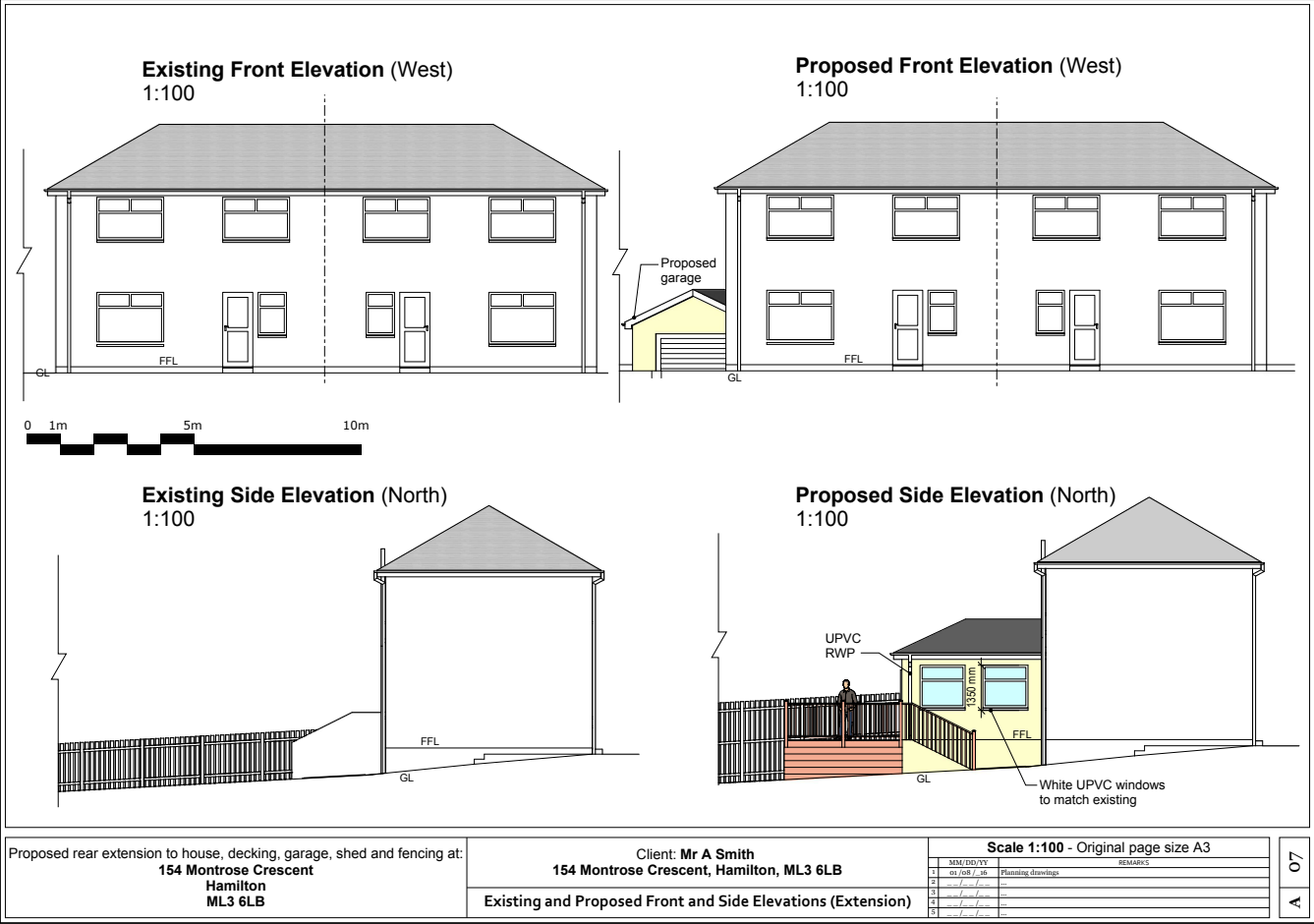


Elevations

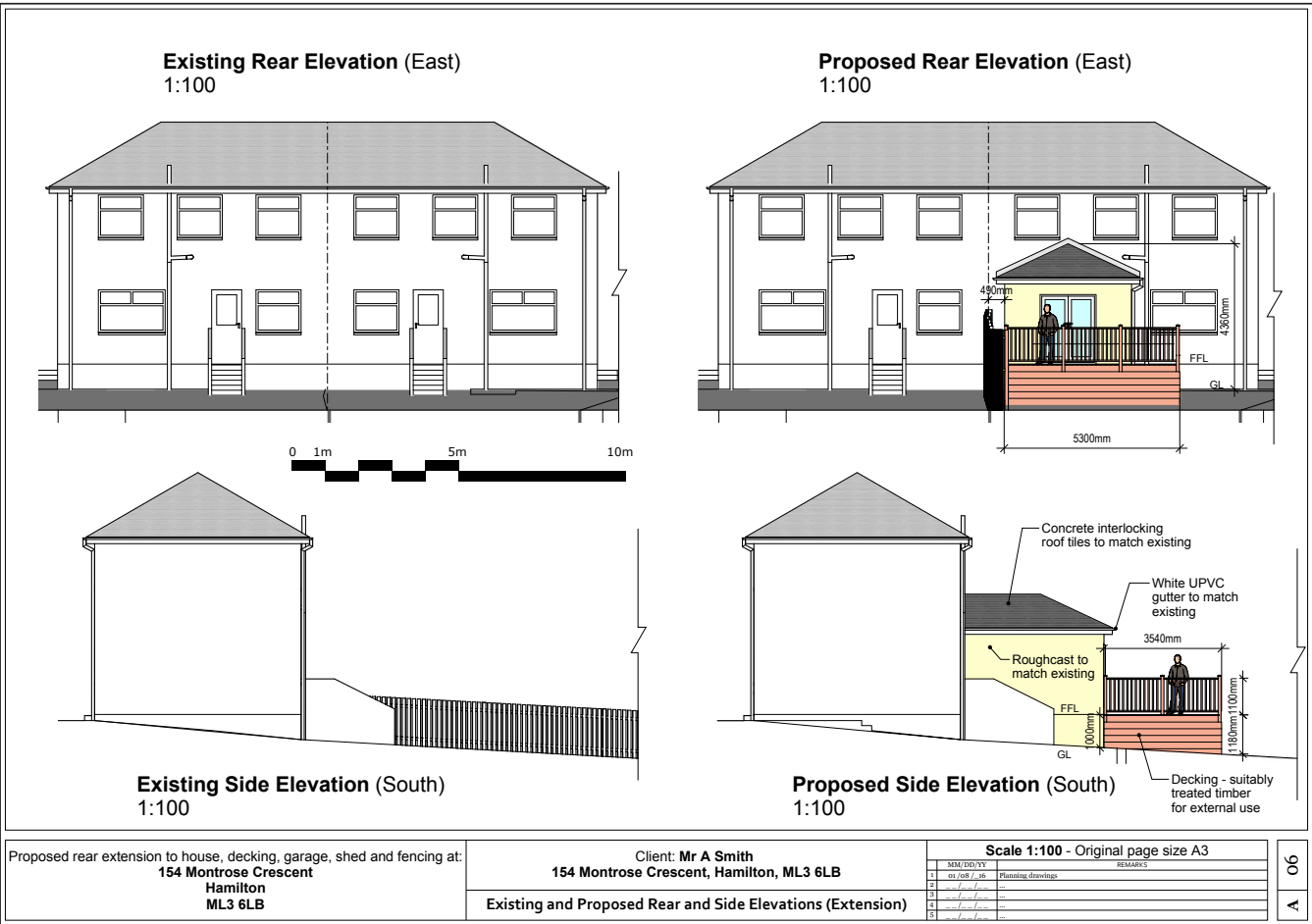
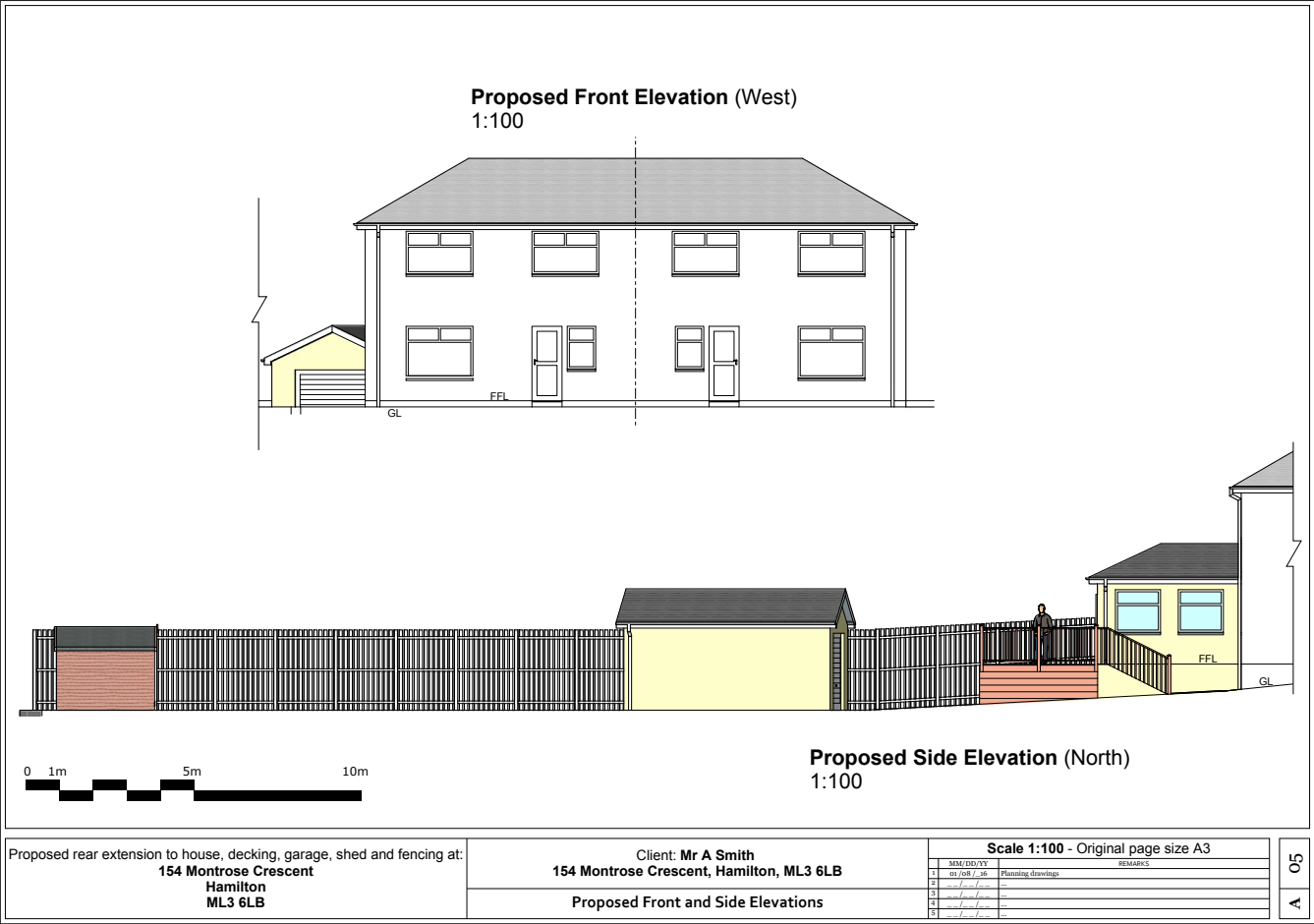
You should provide the following:

- the drawing title and drawing number
- elevation drawings at an identified standard metric scale of 1:50 or 1:100
- the dimensions of the proposal should be shown in metres and marked on the plan
- existing and proposed elevations must show the property as it looks now (existing) and how it will look upon completion of the work (proposed)
- a scale bar
- the elevations should indicate the proposed building materials (including colours) and the style, materials and finish of windows and doors
- where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and show the positions of the doors and windows on each property
- show the changes to the property from all perspectives
- drawings of the full elevations. If there are elevations that will not change or are not affected, it is good practice to provide drawings of those elevations to confirm that no changes are being proposed to that part of the property
- the position and size of the new proposals should be shown by shading or colouring them so that they can clearly be distinguished from the existing building

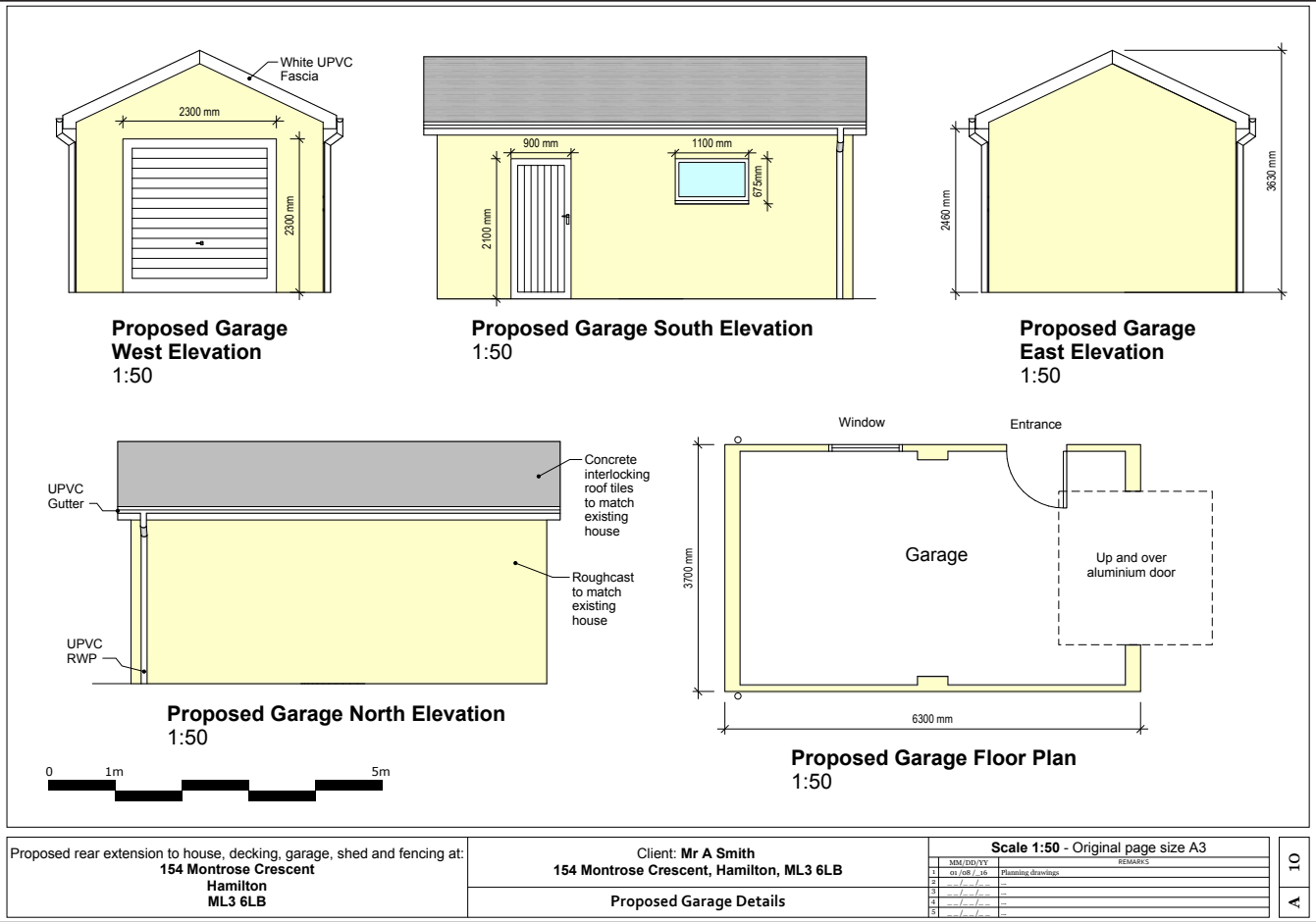
The drawings below are good examples of existing and proposed elevational drawings. They are labelled to incorporate a scale bar, drawing title, the drawing number and north, east, south or west orientations. Notice the coloured areas on the proposed elevation showing the proposal more clearly. Dimensions of length, height and width of the extension and decking are marked on the plan.



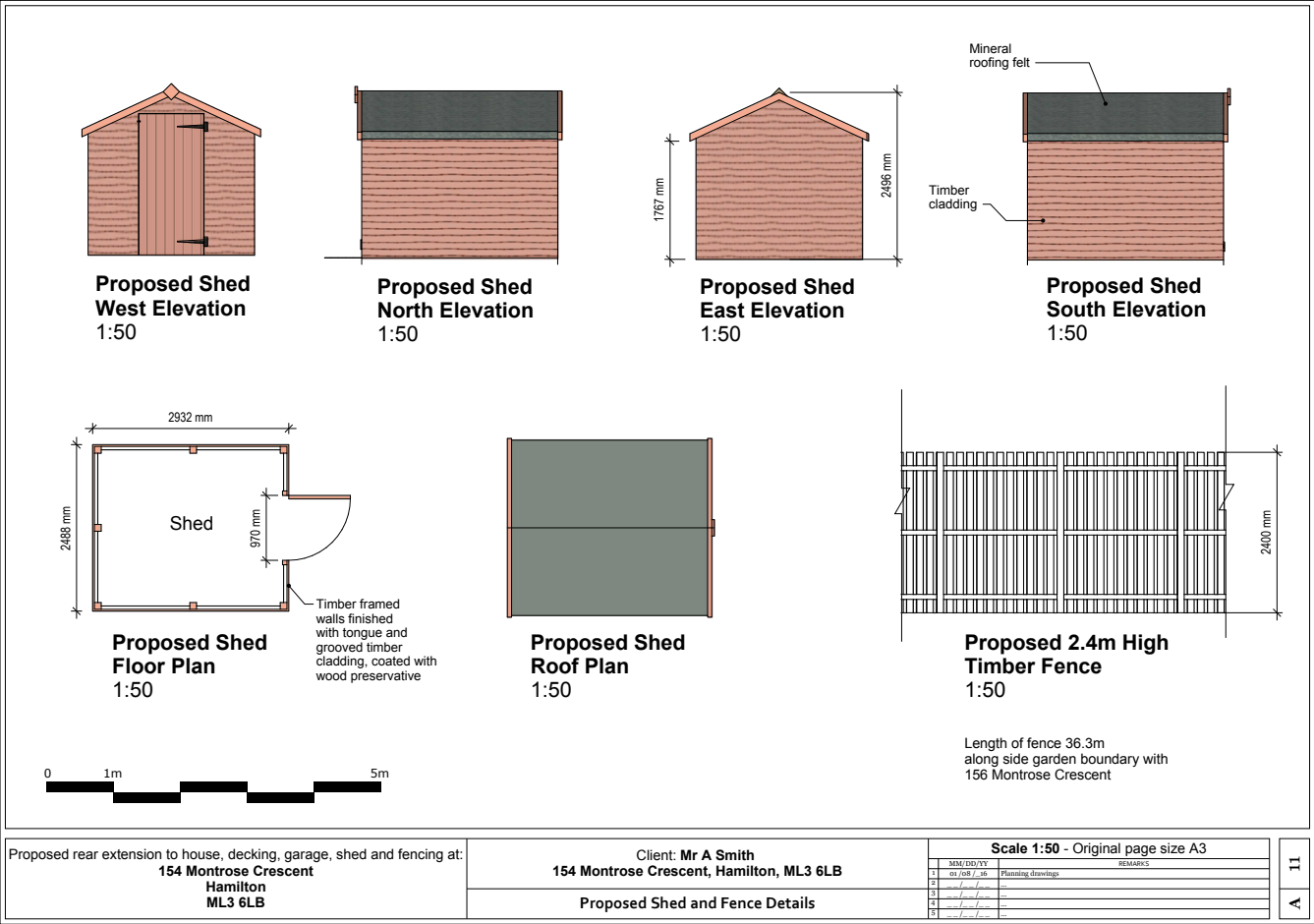
In the elevation drawings below, the position and design of the fence, shed and garage are shown. All drawings show the materials to be used to build the different developments.



If you are submitting an application for a garage, the following shows a good example of the type of drawings we need, in addition to a location and block plan.



If you are submitting an application for a shed or a fence, this shows a good example of the type of drawings we need, in addition to a location and block plan.



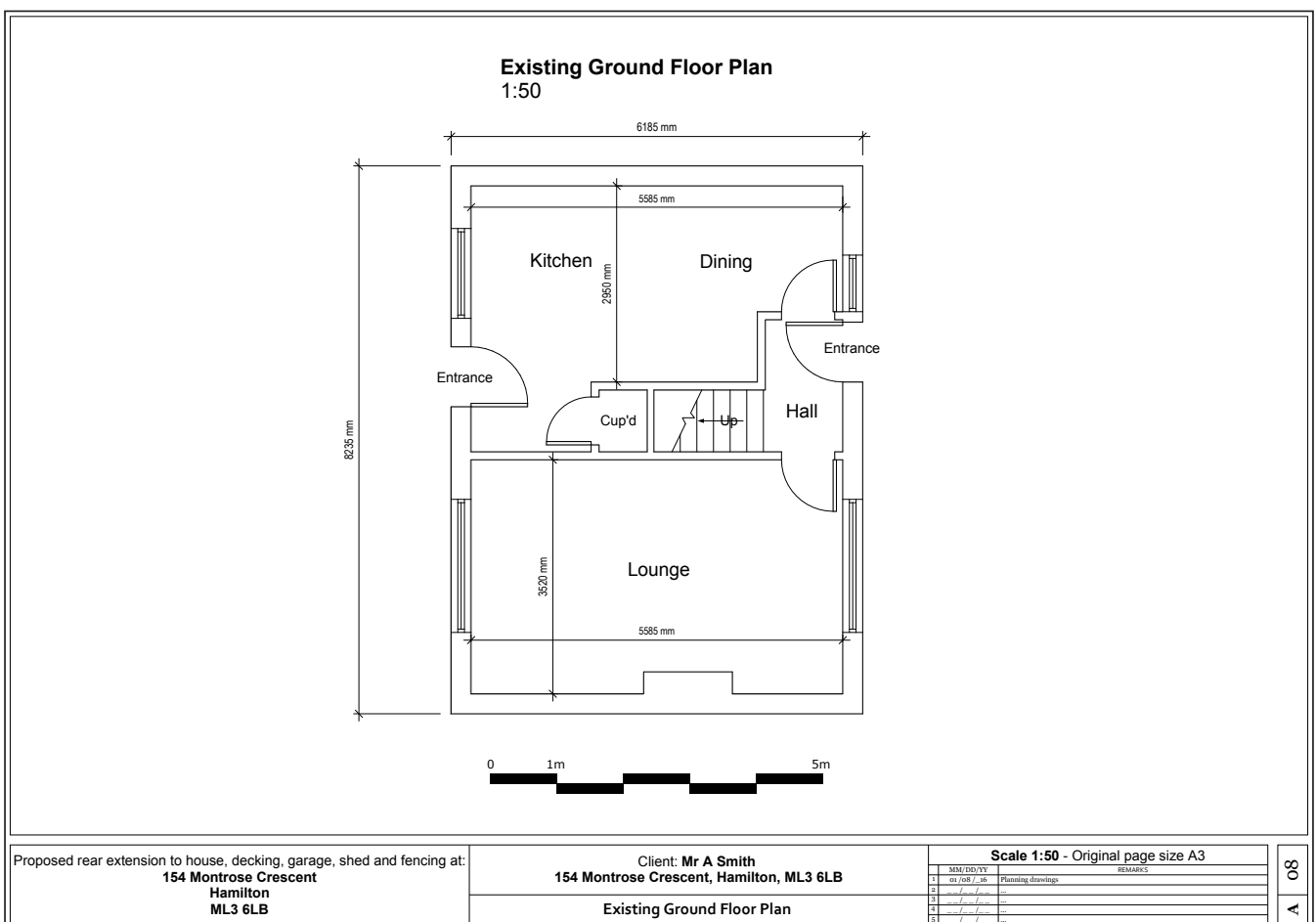
Floor plans

Floor plans need to be submitted if you are creating new floorspace, for example, extensions or conservatories. The drawings should:

- include the drawing title and drawing number
- be at an identified standard metric scale of 1:50 or 1:100
- have a scale bar
- show details of how the floor plan of the building looks currently (existing) and how it will look when the proposed development is built (proposed)
- clearly mark the dimensions of length, height and width of the proposal on the plans
- show the position and size of any new proposals by shading or crosshatching them in a different colour to the floor area of the existing building
- clearly show any existing building, parts of buildings or walls that are to be demolished
- show the location and size of all windows and doors in the property

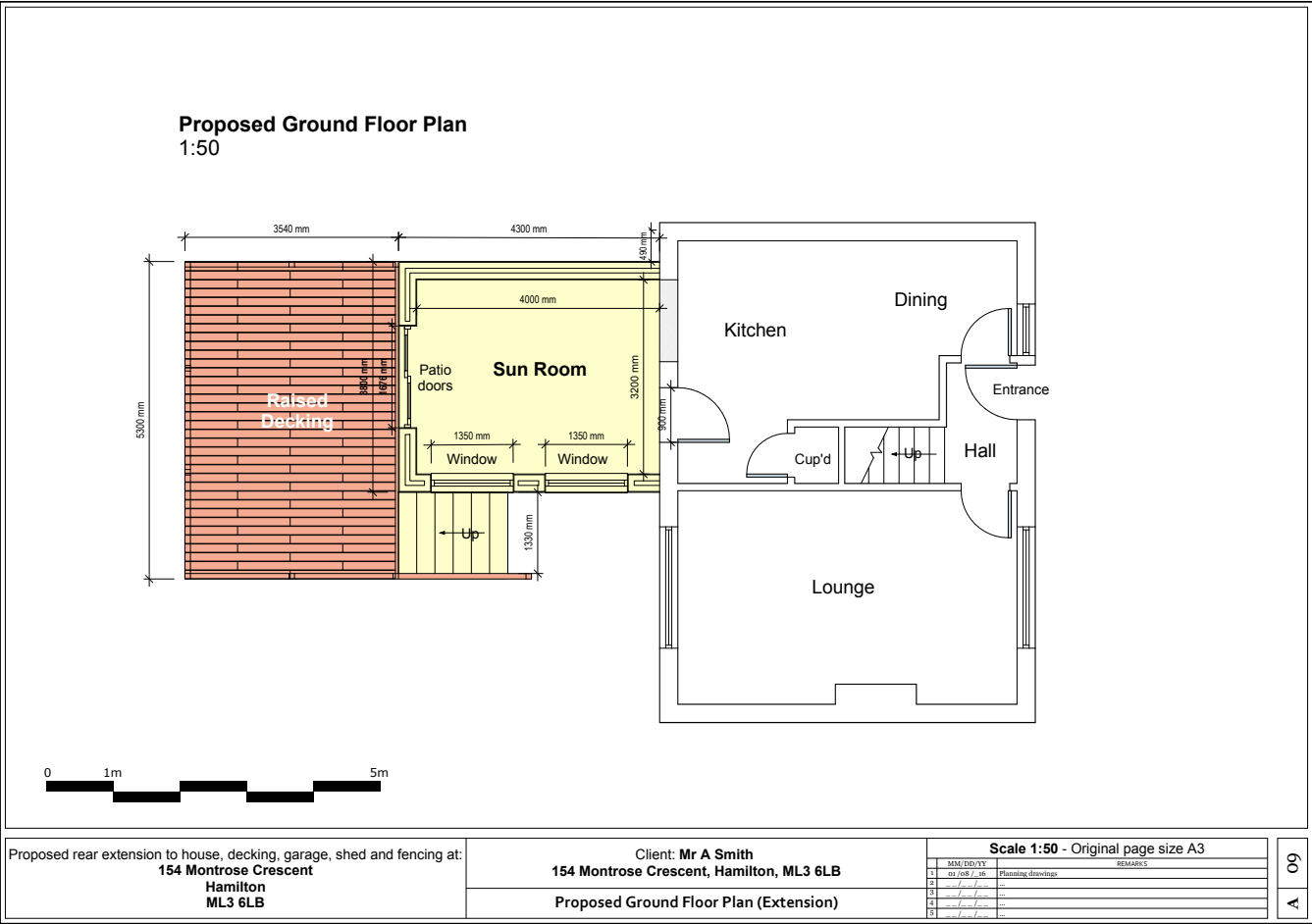
The following drawings are good examples of existing and proposed floor plans. They are labelled to incorporate a scale bar, drawing title, drawing number and dimensions of the length, height and width of the proposal.

Existing floor plan



Proposed floor plan

The proposed floor plan clearly shows the new floorspace coloured in.



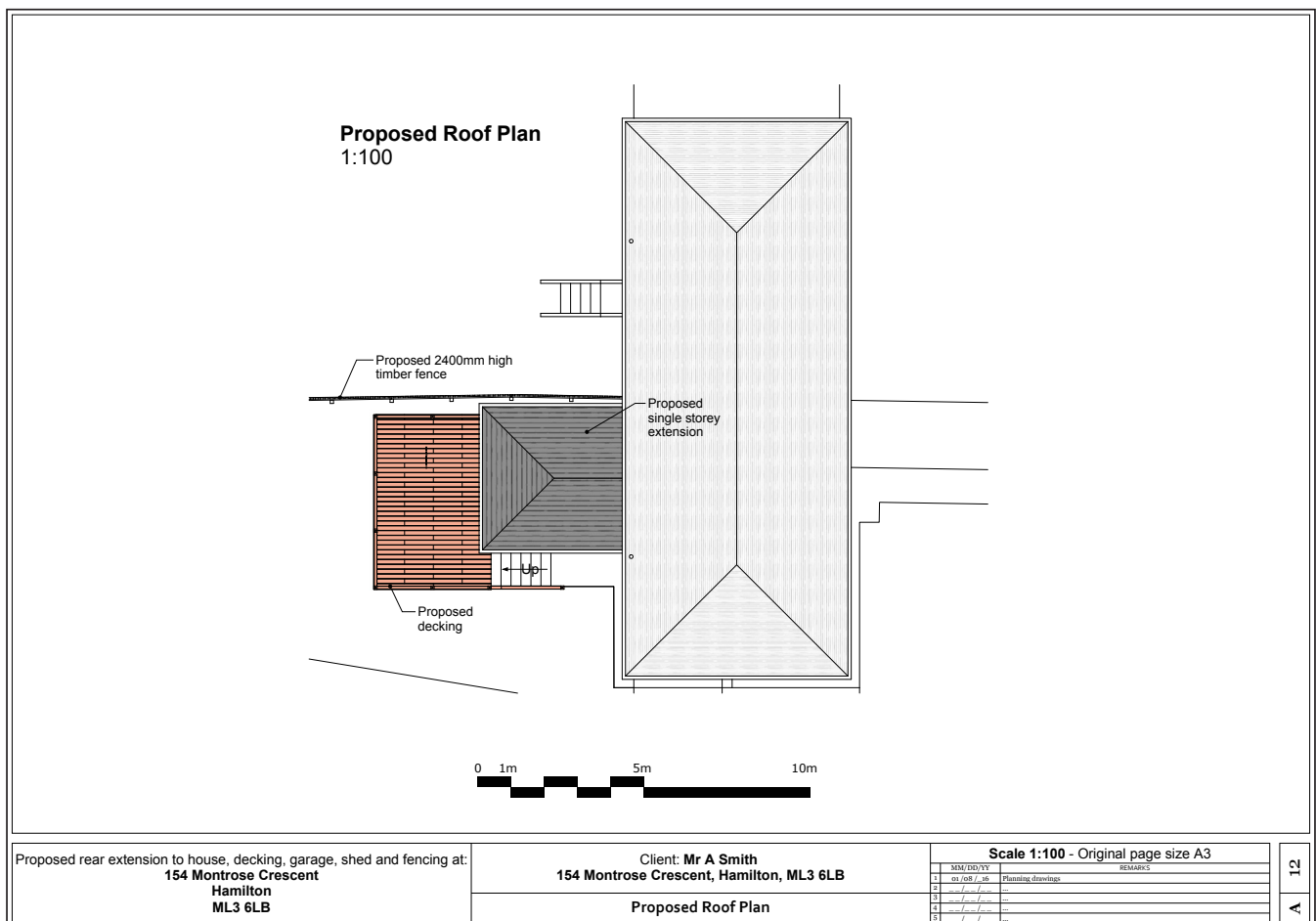
If the application is for example, to build a garden wall, no floor plans are needed as this development does not affect the floor layout of the property.

Roof plans

Existing and proposed roof plans should be submitted for any roof that would be created or altered by the proposed development. These drawings should show:

- drawing title and the drawing number
- a scale bar
- the information at an acceptable metric scale of 1:50 or 1:100
- clearly mark the dimensions of length, height and width of the proposal on the plans
- the shape of the roof, its location, and specifying the roofing material to be used
- all roof planes and any additions to the existing roof such as the position of dormers, rooflights or how an extension fits in with the existing roof.

This example shows the roof plan example of the existing house and the proposed rear extension.



Site sections, finished floor levels and site levels

Where the site is other than level, drawings should:

- include the drawing title and drawing number
- be at an identified standard metric scale of 1:50 or 1:100
- have a scale bar
- show both existing and finished ground and floor levels in relation to the level of adjoining land
- on sloping sites, full information is required regarding alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings
- include details of any required retention

Supporting information

We welcome extra information or a full explanation and justification for your proposals. You can provide this in either a design statement or a supporting statement. Explaining clearly the design objectives of your proposals can help us to understand the design that you are proposing.

Replacement and alterations to windows and doors in conservation areas

Planning permission is required to alter or replace windows and doors in conservation areas if, for example, you want to change from single to double glazed units, go from a sash and case opening to another type of window, use alternative materials or enlarge the window openings. Detailed guidance on what is likely to be acceptable is found in our guide, 'Windows and doors for listed buildings and conservation areas' which is on the Council website at: http://www.southlanarkshire.gov.uk/downloads/file/7633/windows_and_doors_for_listed_buildings_and_conservation_areas

You can check whether your property is in a conservation area by contacting your local Planning and Building Standards office or see the following online http://www.southlanarkshire.gov.uk/info/200216/conservation_areas/35/conservation_areas

Further detailed guidance on historic windows and their repair/replacement is provided by Historic Environment Scotland at:

<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=3425bb51-8a55-4f99-b7aa-a60b009fbca2>

If you are making an application for these types of alterations the following detailed drawings will be needed

- An elevation of the property to demonstrate which windows/doors will be replaced or altered. Photographs may be useful.
- An elevation of the existing window(s)/doors at a scale of 1:20, Photographs may be useful.
- An elevation of the proposed window(s)/doors at a scale of 1:20, including astragals, any detailing on the window, type of material and method of opening.
- Cross sections of the proposed window(s) at a scale of 1:10

Wildlife and protected species

Your proposals may have an effect on wildlife. For instance, your proposals may affect trees on your site and a tree survey may be needed in some cases. They may also affect bats. If you only find out that bats are affected after submitting your planning application, then this can lead to delays. Bats and their resting places are protected by law and it is an offence to damage or destroy them. If you think your proposed work could affect a protected species or their habitat, contact us to find out what information you need to provide with your application. You may need a licence from Scottish Natural Heritage (SNH) to carry out a survey of the wildlife in the area you want to carry out work in.

Fees

There is an online fee calculator on the ePlanning.scot website: <https://www.eplanning.scot/ePlanningClient/custompages/feecalculator.aspx>

Cases where no fee required

There are some cases where a fee is not needed:

- **Removal of permitted development rights**

Some minor developments can be carried out without planning permission. This is known as permitted development. Householder permitted development includes works such as

small scale alterations, minor extensions and small garden buildings. We can give advice on whether this might be the case.

However sometimes when we approve a new housing development, we might remove some or all of the normal permitted development rights through a condition placed on the planning approval for the new houses. This is done to make sure that minor developments not usually needing permission do not gradually harm the character and appearance of the area over time. You should check with your local Area Planning and Building Standards Office to see if your permitted development rights have been removed. In such cases planning permission will be needed no matter the size or position of the proposals but no fee is required.

- **Article 4 direction**

In some areas of South Lanarkshire such as within conservation areas, permitted development rights have been taken away by the Council under what is called an Article 4 Direction. Again, this is done to protect the character of an area from small scale proposals that do not need normally planning permission. If you only need to submit a planning application because an Article 4 direction is in force, then again there is no fee. Please check with your local Area Planning and Building Standards Office.

- **Applications for people with a disability**

Applications for planning permission to alter or extend an existing house, or to carry out works within the garden of an existing house, do not need a fee if they are for a registered disabled person and, the proposed development will improve the access, safety, health or comfort of the disabled person who is living in the property.

- **Revised planning application**

There is no fee if the planning application is the first amendment of an application for development of the same character or description, on the same site, by the same applicant within 12 months of making the earlier application if it was withdrawn, or within 12 months of the date of the granting or refusal of the previous application.

Contact

Address	Planning and Building Standards HQ and area offices Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB
Phone	0303 123 1015
Planning email	planning@southlanarkshire.gov.uk
Building Standards email	buildingstandards@southlanarkshire.gov.uk
Opening times	Monday to Thursday 8.45am – 4.45pm; Friday 8.45am – 4.15pm
Disabled access	Parking bays for disabled users to front of building. Ramped access to automatic door. Lift and toilet facilities for disabled users

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email: equalities@southlanarkshire.gov.uk