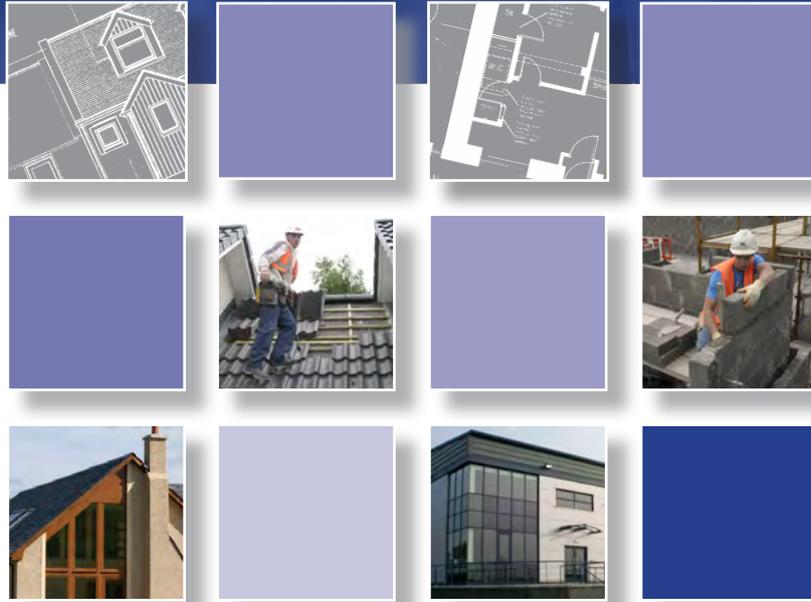
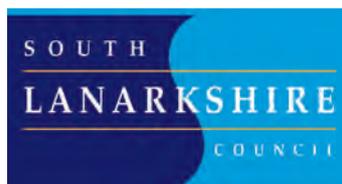


Planning and Building Standards Services Guidance



Development Management Charter

2015



Community and
Enterprise Resources

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

Contents

- 1.0 Introduction**
 - 2.0 The Planning and Building Standards Service**
 - 3.0 Information and advice**
 - 4.0 Pre-application discussions**
 - 5.0 Planning processing agreements**
 - 6.0 Submitting a planning application**
 - 7.0 Keeping you informed of planning applications**
 - 8.0 Dealing with a planning application**
 - 9.0 Making the decision**
 - 10.0 Monitoring development and enforcing planning law regulations**
 - 11.0 Making a suggestion or complaint**
 - 12.0 Planning applications and performance standards**
 - 13.0 Contact details**
 - 14.0 List of guidance documents**
- Appendix (main steps in the planning application process)**

Development Management Charter 2015

1.0 Introduction

- 1.1 Development Management is an important function of South Lanarkshire Council and is the process by which we control development and the use of land. We aim to direct development to the right places at the right time and of the right quality. National, strategic and local plan policy and guidance provide the framework against which development proposals are considered.
- 1.2 When assessing planning applications, we take account of planning policies, a proposal's potential impact upon the environment, community and social economic benefits from the development. On occasions this means balancing the benefits of the development against the effect a development might have on neighbours and others living nearby. Planning policies are described in the development plan. This includes the Strategic Development Plan (<http://www.clydeplan-sdpa.gov.uk/sdp/approved-strategic-development-plan-may-2012>) and the South Lanarkshire Local Development Plan (SLLDP) plus its associated Supplementary Guidance (SG) which was adopted 29 June 2015. The new local plan can be found at: http://www.southlanarkshire.gov.uk/info/200172/plans_and_policies/39/development_plans/6.
- 1.3 The process is not only about making decisions on planning applications – it also involves monitoring development as it takes place, taking enforcement action where breaches of planning control have occurred and providing information and advice on development proposals.
- 1.4 The Planning and Building Standards Service will:
 - provide a helpful, courteous service which treats all users fairly;
 - ensure the service is easily understood by those who use it;
 - welcome the opportunity to discuss your proposals before you submit a planning application for development;
 - give publicity to planning applications and ensure that people are given sufficient time to comment;
 - clearly explain why proposals are acceptable or not; and
 - aim to meet performance targets.
- 1.5 We aim to deliver a high quality service when dealing with planning applications and associated matters. This charter explains how the development management process operates, how planning applications are decided and the standards of service that the Council wishes to provide for our customers.
- 1.6 Whilst the charter provides information and advice on the principal elements of the development management process, it should be noted that there may be other legislative requirements specific to each application which must be complied with.

- 1.7 In July 2014, the Planning Service was awarded a national Customer Service Excellence (CSE) standard. The award is a Government initiative that aims to deliver excellent customer focused services and keep the customer at the heart of public service. It looks at areas including service delivery, timeliness and quality of service, information and access, customer insight and the culture of the service. The award is reviewed annually which means we will continue to consider and change our processes, standards and the way we provide information to meet the needs of our customers. Details of performance can be found at the following link: http://www.southlanarkshire.gov.uk/info/200173/council_performance/1488/other_performance_information/5.

2.0 The Planning and Building Standards Service

2.1 Most people become involved with planning applications and the Planning and Building Standards Service either as an applicant for planning permission or as a person affected by a development which is proposed or which has taken place. South Lanarkshire Council's Development Management Charter explains:

- what we do; and
- details the standard of service which you can expect when dealing with us, whether as an applicant, a person seeking advice on a particular proposal, or as an individual or community group seeking to object to or support a specific application.

2.2 A key objective of South Lanarkshire Council is to improve the quality of service to the public. By publishing our standards, we aim to improve our service and make it responsive to the needs of our customers. Each of the items detailed in the charter shall be regularly monitored to ensure that the standards and targets are met.

2.3 The Planning and Building Standards Service deals with all planning applications and related matters by means of three planning teams covering East Kilbride and Cambuslang/Rutherglen, Clydesdale and Hamilton areas. Each planning team has a dedicated Area Manager and Team Leader and a number of planning officers. There is also a separate HQ team based at Montrose House in Hamilton that deals with Development Plan preparation as well as handling mineral, waste and large scale renewable applications. The Service also covers Building Standards which deals with the regulation and control of the construction of buildings and their completion to specific standards. Together, the Planning and Building Standards Service forms part of Community and Enterprise Resources which also includes Roads and Transportation Services and Waste and Environmental Services. You may require to contact all of our Services when submitting a planning application in order to check if you need any other consents i.e. a building warrant or roads construction consent. Certain types of development may also require a licence from the Council's Licensing Service and they can be contacted directly.*

2.4 If you want to discuss a planning application or proposal, you should contact Planning at the appropriate office:

- East Kilbride and Cambuslang/Rutherglen Area - Council Offices, Andrew Street, East Kilbride;
- Clydesdale Area - Council Offices, South Vennel, Lanark;
- Hamilton Area - Montrose House, Montrose Crescent, Hamilton; or
- HQ - Montrose House, Montrose Crescent, Hamilton.

* A list of contact numbers can be found on the Council's web site www.southlanarkshire.gov.uk and within section 13 of this charter.

3.0 Information and advice

- 3.1 Customers can access information about how to submit a planning application through the Council's web site at www.southlanarkshire.gov.uk and via email to planning@southlanarkshire.gov.uk. The Planning Service also provides the opportunity to meet with a planning officer or discuss proposals by telephone. Section 4 of this document explains pre-application discussions in more detail.

We shall:

- Provide advice on whether a proposal requires planning permission or not. To establish that a proposed or existing use of land or activity is lawful and does not need planning permission, you may apply for a Certificate of Lawfulness. This provides a planning determination that has a legal status providing certainty to the land owner and any prospective developers or purchasers of land or buildings;
- Discuss your planning proposals before you submit an application - through these discussions it is hoped to resolve any obvious problems, to encourage high quality applications and to ensure that the application is effectively dealt with when submitted;
- Make available advice notes on topics such as how to make a planning application and on the Council's planning policies for particular types of development. Printed leaflets/literature are available to provide general guidance on the planning system, Council procedures, Committee dates and membership, all free of charge. This information is also available at www.southlanarkshire.gov.uk;
- Provide general planning information at QandA drop in points at all times during office hours. Staff at reception and the duty planning officers can assist in providing basic information and answering general queries. Should you wish to speak to a specific planner or have a more complex enquiry, you should make an appointment by contacting the relevant office;
- Help explain any proposals or plans which have been submitted as part of a planning application and which you may wish to discuss or see, having been notified as a neighbour or having seen the application advertised in the local press;
- Make special arrangements to provide information and advice, or to assist in the completion of planning applications or the viewing of plans, to those less able members of the public unable to access a local planning office;
- Maintain a statutory register of all current planning applications and past decisions. This will be available online at the Council's web site and also available for public inspection during office hours. Copies of valid applications received and decisions made will be available online within five working days of receipt or of the date of the decision; and

- Publish a Weekly List of applications registered and decided in the previous week. The lists are available online at the Council's web site and are also available electronically for inspection at the Area Planning and Building Standards offices, local libraries and QandAs.

3.2 When a planning application is submitted, it is the Council's statutory responsibility to notify all neighbours within 20 metres of the application site. For non-householder applications, where there are no buildings or premises on land adjoining an application site, the planning application will require to be advertised in the local press with the advert fee payable by the applicant. In addition, some specific types of application will also have to be advertised in the local newspaper which will require the payment of a fee. They are referred to as 'bad neighbour' uses and include hot food shops, mineral applications, and licensed premises. The scale of fees can be found at the following link: http://www.southlanarkshire.gov.uk/downloads/file/9164/scale_of_fees_november_2014.

Finally, there are proposals that are advertised that do not require the payment of a fee. An advertisement fee is not required for proposals for alterations to a listed building or applications for Conservation Area Consent. If an application has to be advertised, it will be in one of the following local newspapers:

- Cambuslang/Rutherglen - **Rutherglen Reformer**
- East Kilbride Area - **East Kilbride News**
- Clydesdale Area - **Lanark Gazette**
- Hamilton Area - **Hamilton Advertiser**

4.0 Pre-application discussions

- 4.1 As well as providing information and advice on how to submit a planning application on the Council's web site, the Planning Service encourages all applicants and their agents to discuss their proposals before the submission of a planning application. By doing so we aim to achieve the following;

We aim to:

- encourage high quality proposals that comply with our planning policies and supplementary guidance;
- identify and try to sort out any obvious problems with your proposal before you submit your application;
- advise on all relevant planning matters such as design, parking, effect on neighbouring properties etc;
- make sure that your application has all the information and plans that we need to deal with it when it is submitted;
- reduce the need to have more discussions with you after the application is submitted and as a result, reach a decision more quickly; and
- advise on the need for any other permissions that you may need such as a building warrant or roads construction consent.

- 4.2 It is possible to provide general advice over the telephone or by calling in to one of our local offices. However, if you require more detailed guidance or if it involves a large or more complex enquiry, we would prefer you to write to us with details of your proposal including accompanying sketches/draft drawings and other relevant information. This can be sent to us by letter to the address in Section 13 or by email to planning@southlanarkshire.gov.uk
- 4.3 Once it is received, your enquiry will be allocated to a planning officer. In most cases we will provide a written response setting out the main issues that your proposal raises. We will tell you of any changes or amendments that should be made to your proposals before you submit your application, or we will advise you if your proposal is likely to be unacceptable and why. We will also ask other Services (for example, Roads and Transportation, Environmental Services) for any comments they may have. We will also let you know of any additional details and information that you will need to provide to help us assess the application.

We shall:

- Provide a detailed written response to your enquiry within 20 working days which will address all of the issues listed above. In some cases it will be beneficial to meet the planning officer to discuss your proposal face to face. The case officer will contact you to arrange an appointment either in the office or on site. They will also decide whether it is appropriate to invite other Services to the meeting to give their comments on your proposal. You can of course request a meeting with an officer in all cases. After the meeting we will write to you with a summary of the discussions. In such cases we shall:
- Arrange an appointment with you within 5 working days of receiving your enquiry.
- The meeting will normally take place no more than 10 working days from the receipt of the proposal. This period may be longer when other Services are required to attend.
- Invite other Services to the meeting as appropriate.
- Provide a detailed written response to your enquiry within 10 working days of the meeting, which will address all of the issues listed above.

- 4.4 The purpose of the pre-application discussion is to provide you with enough certainty on whether the proposal is likely to be acceptable and to submit a planning application with confidence. However a full assessment can only be carried out once an application is submitted.
- 4.5 If you submit an application, please remember to tick the box on the planning application form that asks if you have had any pre-application discussions on the proposal and add the name of the officer involved. This will, in most cases, then result in the planning application being allocated to the officer who dealt with your enquiry to achieve consistency.
- 4.6 The provision of supporting information to support planning applications, such as flood risk assessments or traffic assessments was identified by Scottish Government as an area where more could be done to improve consistency and aid the efficiency of the planning service. Together with key agencies and consultants, South Lanarkshire Council and South Ayrshire Council were chosen by Scottish Government, as the two local authorities, to pilot a fit for purpose template and guiding principles, to inform the submission of information to support planning applications that required additional information.
- 4.7 The submission of **all** the supporting information needed by the planner and/or consultee in the assessment of a proposal, in a clear and accessible format, **at the same time** as the planning application is lodged, will prevent unnecessary delays and objections in the assessment of a planning application. It is the intention that through the application of this planning advice that the planning process can be streamlined and a better service provided for all. Further information on this project can be found on the Scottish Government's website, <http://www.scotland.gov.uk/Topics/Built-Environment/planning/Roles/Scottish-Government/Reform-Project>.

5.0 Planning processing agreements

5.1 The Planning Service offers the opportunity to enter into a planning processing agreement (PPA) with us. A PPA is a project management tool. By setting out the key processes involved in determining a planning application, identifying what information is required from all stakeholders involved, and setting timescales for the delivery of various stages of the process; we aim to achieve the following:

- greater transparency in decision-making for everyone involved in the process;
- greater predictability and certainty over the timing of key stages;
- faster decision-making;
- clearer lines of communication between the Council and the applicant; and
- more effective and earlier engagement of key stakeholders such as consultees.

5.2 Although we welcome pre-application discussions on all types of application, a formal processing agreement is most appropriate for major applications or for local developments that are complex or likely to be contentious. They can be used for detailed applications, planning permission in principle or for approval of matters specified in conditions.

5.3 The main purpose of the agreement is to provide clarity to all parties involved in the determination of the application of their responsibilities and to establish realistic timescales for processing the application.

As such, the processing agreement will cover the following:

- Key contacts in the process
- Pre-application stage
- Information required to determine the application
- Application processing timetable
- Consultees and other stakeholders
- Legal agreements and financial contributions (where required)
- Issue of decision
- Discharge of conditions
- more effective and earlier engagement of key stakeholders such as consultees

5.4 The Scottish Government has prepared a processing agreement template which will be used as the basis for any agreement (<http://www.gov.scot/Topics/Built-Environment/planning/Development-Management/Processing-Agreements>). It is not intended to be a lengthy document and will clearly set out the key stages in the process and realistic timescales for meeting these.

5.5 Pre-application discussion between developers and ourselves is always welcomed. The appropriateness of using a processing agreement should be raised with us at any initial meeting to discuss your proposal.

6.0 Submitting a planning application

6.1 Applications for planning permission can be submitted electronically through the Scottish Government's Planning Portal at www.eplanning.scotland.gov.uk. Planning application forms can also be downloaded from the site. Paper copies of forms are available directly from the Council's QandA offices and can also be sent out by mail from the Planning Service (contact details are available in Section 13). The benefits of an electronic submission would include:

- 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 return to it at any time and 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 therefore 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;
- as the application comes directly to us, we receive it faster and begin to check it earlier; and
- 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.

6.2 When filling in the planning application form, you should carefully follow the advice in the associated notes of guidance which accompany the application. These clearly describe the types of drawings required and the procedures which need to be carried out. When you submit a planning application.

We shall:

- Provide help and advice in completing the application form. This can be provided via telephone, email or at a QandA office;
- Advise you of the appropriate fee and advert fee if required. Details of fees can be found at the following link:
(http://www.southlanarkshire.gov.uk/downloads/file/9164/scale_of_fees_november_2014). Fees can be paid by cheque or by credit/debit card via the Council's call centre: 0303 123 1015;

- Notify you within five working days that your application has been registered. When we are in receipt of all the relevant information you will be notified that your planning application has been registered and the planning case officer will then continue with the assessment of your application. The letter will include important information such as the application reference number, the name of the case officer and contact details, and the timescales for making a decision; and
- Notify you within five working days if your application is incomplete and advise you what additional information is required before it can be dealt with. You should respond quickly to our request for information since we cannot begin to process your application until it is complete. Please note that your application may be returned to you if we do not receive a response within 21 working days.

7.0 Keeping you informed of planning applications

7.1 To keep you informed of planning applications which have been submitted:

We shall:

- Allow up to 21 days for anyone to make representations on an application. If someone applies for planning permission within 20 metres of a property which you occupy, the Council has a duty to notify you of the proposal. The Council will send you a location plan identifying the property or site which the planning application relates to, together with a notice which tells you what the proposal is and at which local area office the plans showing the proposal can be inspected. All planning applications can also be inspected online at www.southlanarkshire.gov.uk. Certain types of application must also be advertised in the local press. In respect of non-householder applications, where no premises exist on land within 20 metres of the site, the application will be advertised in the local press as non-notification of neighbours.
- Consult Community Councils and statutory bodies on applications in which they may have an interest.

7.2 If you want to comment on a planning application, then you should write or email the Head of Planning and Building Standards as soon as possible. The relevant postal and email addresses can be found with the contact details section of this document. For minerals and large scale renewable applications, which are dealt with by the planning headquarters team, you can make comments by email to planning@southlanarkshire.gov.uk. A time limit of 21 days is given for you to make comment. Any representations will be acknowledged within three days. Representations will also be published on the Planning Portal on the Council's website:

We shall:

- Re-notify neighbours and re-advertise where we consider there to be significant changes made to an application and allow a further 21 days for comment;
- Take all representations into consideration (excluding anonymous representations) when assessing a planning application and include a summary of your concerns in the planning application report which will be prepared;
- Make available online or in hard copy a Guide to the Planning Application Decision Making Process which details the Council's scheme of delegation in relation to planning applications;
- Notify those people who have made representation to an application of the decision on the application within five working days of issuing a decision and advise them of how to view the associated papers on

the Council website. Where applications require to be referred, for example, to Historic Scotland, there may be a delay in issuing planning permission. In the event a legal agreement or the payment of financial contributions are required, we will write to the applicant and anyone who has made representation to advise of this;

- Notify representees when a planning application is appealed by the applicant and the means of determining the appeal. The appeal may be considered by the Council's Planning Local Review Body if the decision on the application was dealt with under delegated powers (i.e. not decided by the Planning Committee or Area Committee). If the decision was made by the Planning or Area Committees, then any appeal would be to the Scottish Ministers, Directorate of Planning and Environmental Appeals.

8.0 Dealing with a planning application

8.1 Once your planning application has been registered:

We shall:

- Arrange for a planning officer to visit the site within 14 days (you do not need to be there at the time, but if access is required, a suitable appointment will be made where necessary);
- Carry out consultations with relevant bodies (e.g. Roads and Transportation Services, Environmental Services, SEPA) in order that they can comment on your proposals;
- Advise you of the need for additional information. If, while dealing with the application, it becomes apparent that further information is required to fully assess your proposal, you will be advised of the need and the reason for it. Please respond quickly to such requests as we will not be able to make a decision on the application until this information is received. Your application could also be refused if this information is not submitted in good time;
- Advise you if the proposal is unacceptable within 21 days and if it could be amended to overcome any issues that have been raised or if it should be withdrawn. In such cases, the planning officer will fully explain what the problems are and what changes could be made to make the proposal acceptable. Some applicants may prefer to use their own professional adviser or agent. In these cases, discussions and negotiations about any issues raised will take place directly with the agent. If the issues cannot be addressed, the officer may suggest withdrawal of the application;
- Advise you if your application has to be determined by Committee and if so, advise you of the Committee dates and procedures; and
- Aim to deal with approximately 90% of straightforward householder applications within two months of validation. If there is a delay we will advise you of the reason for this and seek to establish a revised time scale/new target date.
- Provide an up-to-date record of all relevant application documentation via the Council's Planning Portal:

<http://pbsportal.southlanarkshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

8.2 The Council has a statutory two month period in which to deal with a planning application for a local development and four months for a major or national development. We aim to deal with the majority of straightforward applications which do not attract objections, within two months of receipt. If there is a delay with any application, we will advise the applicant of the reason for this and ask for permission to extend the two or four month period allowed to make a decision.

9.0 Making the decision

9.1 Once a decision has been made on your planning application:

We shall:

- Issue the decision notice for applications on the day following a decision being taken by the Committee which makes a final decision on an application or which ratifies the decision of an earlier Committee. If an application does not need to be determined by Committee, decision notices will be issued on a daily basis as soon as the application has been fully assessed by a planning officer and the proposal is acceptable;
- On request, set out and clearly explain or give further advice on conditions or reasons for refusal attached to a decision notice;
- Explain your right of appeal to the Scottish Government or the Council's Planning Local Review Body against a decision to refuse planning permission or against conditions attached to a permission; and
- Inform those who have made representations on the application of the decision within five days.

10.0 Monitoring development and enforcing planning law regulations

10.1 Once planning permission has been granted, the applicant will usually have to submit for approval by the Council, details of the development which have not been agreed beforehand - these details will be described in the conditions attached to the permission and must be submitted within the required timescales; and

10.2 When these details are submitted:

We shall:

- Aim to issue discharge of condition letters within 10 days of receipt on straightforward matters detailed in conditions attached to planning permission (i.e. materials to be used, types of fences/walls to be erected). If we cannot for any reason we will advise of the expected timescales;
- Aim to issue discharge of condition letters within 28 days of receipt of details on more complex matters (i.e. landscaping schemes). If we cannot, for any reason, discharge the conditions within 28 days we will let you know.

(Development must be carried out in accordance with the approved planning permission and any attached conditions. If you want to make any changes to what has been approved, you must contact the Planning Service to determine whether a further planning application is needed or whether the change can be dealt with as a non-material variation through the submission of a variation form: (http://www.southlanarkshire.gov.uk/info/200218/planning_for_householders/994/how_to_vary_planning_permission)

- Following submission of an appropriate form and revised plans we will deal with non-material variations within 21 days.
- Monitor development, in particular more complex development to ensure that they are being built and operating in accordance with the planning permission.

10.3 If you think a development is not being built in accordance with planning permission, or does not have planning permission, contact us and:

We shall:

Act in accordance with our approved Enforcement Charter, found at http://www.southlanarkshire.gov.uk/downloads/file/57/planningenforcement_charter, as follows:

- Acknowledge your complaint within five working days and visit the site or premises of the alleged breach of planning control;
- Advise the person responsible for a breach of planning control of what is wrong, what action should be taken to correct it and what the consequences of not taking the appropriate action will be;
- Advise the complainant of how the Council intends to pursue the breach of control and notify the complainant of any decision taken by the Council within 10 working days of that decision being made; and
- Give priority to significant incidents where planning control has been breached.

11.0 Making a suggestion or complaint

- 11.1 We hope you will be satisfied with the development management service, however if you have any suggestions, compliments, concerns or difficulties we want to hear from you. We are committed to improving our service and dealing promptly with any perceived failures. The Council has produced a Complaints Procedure Leaflet which is available online at www.southlanarkshire.gov.uk and at any of the area planning offices/QandA offices. The leaflet details exactly how to make your complaint and how it will be dealt with. http://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure

12.0 Planning applications and performance standards

12.1 Our statutory timescales for dealing with planning applications are as follows:

| National Headline Indicators (NHIs) - Key outcomes | 2014-2015 | 2013-2014 |
|--|---------------------------------------|---------------------------------------|
| Decision-making timescales Average number of weeks to decision: <ul style="list-style-type: none"> • Major developments • Local developments (non-householder) • Householder developments | 75.9 weeks 14.9 weeks 7.3 weeks | 62.4 weeks 18.6 weeks 8.0 weeks |

| Category | Total number of decisions 2014-2015 | Average timescale (weeks) | |
|---|--|---|---|
| | | 2014-2015 | 2013-2014 |
| Major developments | 26 | 75.9 | 62.4 |
| Local developments (non-householder) <ul style="list-style-type: none"> • Local: less than 2 months • Local: more than 2 months | 702 52.8% 47.2% | 14.9 6.9 23.8 | 18.6 7.3 29.4 |
| Householder developments <ul style="list-style-type: none"> • Local: less than 2 months • Local: more than 2 months | 730 88.6 % 11.4 % | 7.3 6.5 13.9 | 8.0 6.7 15.7 |
| <i>Housing developments</i> Major Local housing developments <ul style="list-style-type: none"> • Local: less than 2 months • Local: more than 2 months | 14 273 45.4 % 54.6% | 67.4 16.9 6.8 25.3 | 34.4 15.8 7.4 24.6 |
| <i>Business and industry</i> Major Local business and industry <ul style="list-style-type: none"> • Local: less than 2 months • Local: more than 2 months | 2 157 63.1% 36.9% | 14.4 11.5 6.9 19.3 | 27.3 12.8 7.1 19.7 |

13.0 Contact details

Clydesdale Area Office

(including: Lanark, Carluke, Law, Biggar, Coalburn, Crossford, Douglas, Leadhills, Carnwath, Lesmahagow and Carstairs)

Council Offices, South Vennel,
Lanark, ML3 7JT

Planning and Building Standards

Phone: 0303 123 1015

Roads and Transportation

Phone: 0303 123 1015

email:

planning@southlanarkshire.gov.uk

East Kilbride and Cambuslang/ Rutherglen Area Office

(including: East Kilbride, Strathaven, Glassford, Chapelton, Sandford, Drumclog, Cambuslang, Rutherglen, Shawfield, Newton, Hallside, Drumsagard and Halfway)

Council Offices, Civic Centre, Andrew Street,
East Kilbride, G74 1AB

Planning and Building Standards

Phone: 0303 123 1015

Roads and Transportation

Phone: 0303 123 1015

email:

planning@southlanarkshire.gov.uk

Hamilton Area Office

(including: Hamilton, Larkhall, Stonehouse, Ashgill, Blantyre, Bothwell, Uddingston and Rosebank)

Montrose House, Montrose Crescent,
Hamilton, ML3 6LB

Planning and Building Standards

Phone: 0303 123 1015

Roads and Transportation

Phone: 0303 123 1015

email:

planning@southlanarkshire.gov.uk

Hamilton Headquarters

Montrose House, Montrose Crescent,
Hamilton, ML3 6LB

Planning and Building Standards

Phone: 0303 123 1015

Roads and Transportation

Phone: 0303 123 1015

email:

planning@southlanarkshire.gov.uk

Other:

Licensing Standards

Licensing Standards Officer

Council Headquarters, Almada Street,
Hamilton, ML3 0AA

Phone: 0303 123 1015

email:

licensing@southlanarkshire.gov.uk

Waste and Environmental Services

Montrose House, Montrose Crescent,
Hamilton, ML3 9LB

Phone: 0303 123 1015

email:

Customer.Services@southlanarkshire.gov.uk

14.0 List of guidance documents

Planning and Building Standards Customers Charters

- Development Management Charter
- Planning Enforcement Charter
- Building Standards Charter

Planning Guidance Leaflets

- Changes to the Scottish Planning System
- Design and Access Statements
- Planning Application Decision Making Process
- Pre- Application Consultation
- Planning Local Review Body

Planning Information Leaflets

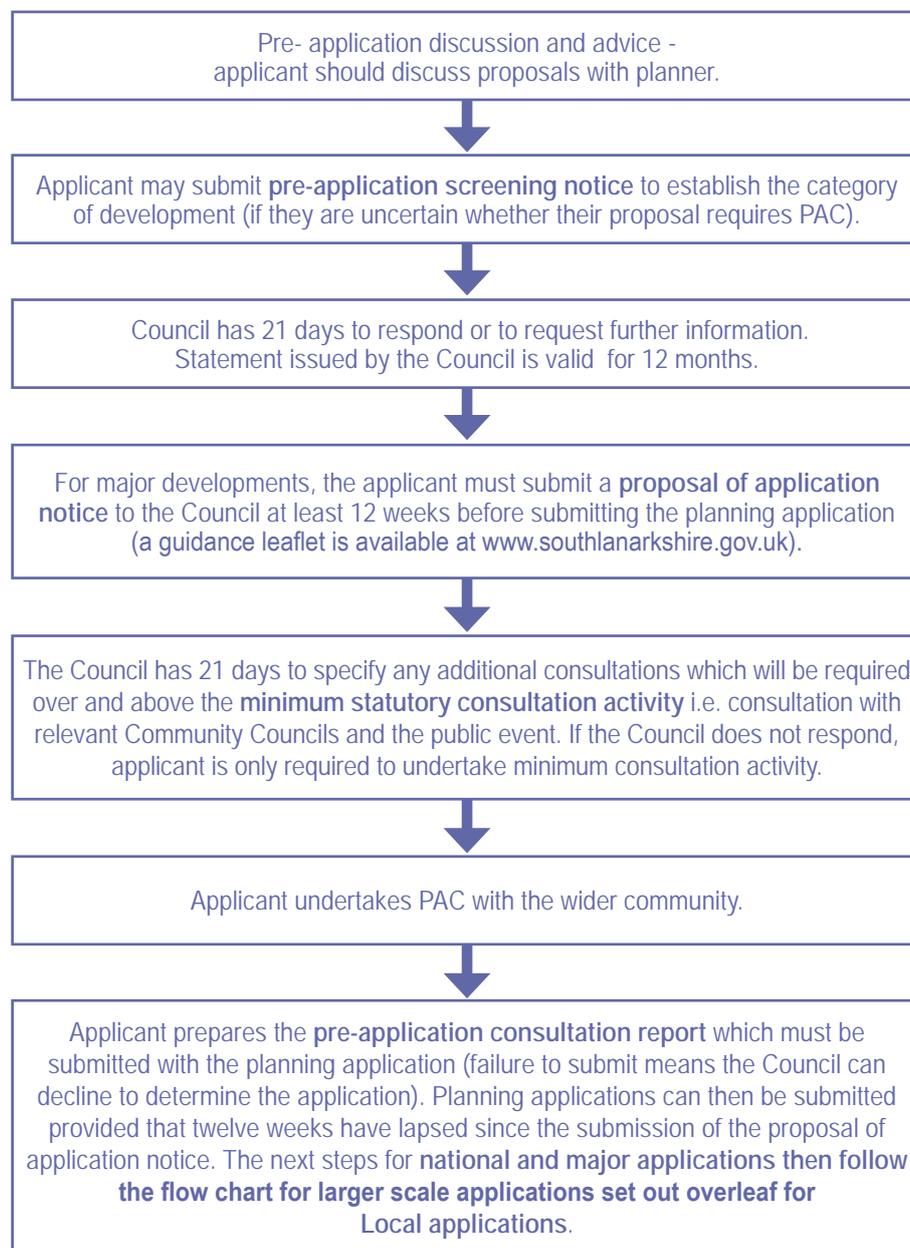
- Planning leaflet 1 – Pre-application discussions
- Planning leaflet 2 – Planning permission for an extension
- Planning leaflet 3 – Planning permission for a garage
- Planning leaflet 4 – Planning permission for a porch
- Planning leaflet 5 – Planning permission for roof alterations
- Planning leaflet 6 – Planning permission for a two-storey extension
- Planning leaflet 7 – Planning permission for decking
- Planning leaflet 8 – Planning permission for solar panels
- Planning leaflet 9 – Planning permission to work from home
- Planning leaflet 10 – Planning permission for demolition

Appendix:

Main steps in the planning application process

1. National and major applications

Distinct procedures have been introduced with the Planning etc (Scotland) Act 2006 for national and major planning applications. The regulations require that national and major applications undergo pre-application consultation. The stages in the process are set out below.



2. Local applications

