

Pre-Application Service



**PERTH &
KINROSS
COUNCIL**

We provide a Pre-Application Advice service for Householder and Non-Householder planning applications. To access this service please complete our online [pre-application enquiry form](#).

The fees for **Householder** proposals, for **Local** proposals and for **Major** proposals are set out in our [Planning Fees Charter webpages](#). The scale of the development is defined in the [Hierarchy Regulations](#).

The fee should be submitted along with your enquiry. We will close an enquiry if a required fee is not paid within 5 days of us receiving the form. Payment can be made by card via telephone (01738 475000). We stopped accepting cheques on 1st January 2019.

We have more information on our major pre-application service on our [major applications webpages](#).

If you are seeking to establish if a proposed development requires planning permission you should complete a Certificate of Lawfulness application. Forms for this can be found on [the Scottish Government's portal](#).

Benefits of pre-application advice include:

- It gives you the opportunity to understand how policies and guidance will be applied to your proposal.
- It can identify at an early stage where there is a need for specialist input for example contamination, transport, ecology, etc. which can then make your application process more streamlined.
- It may flag up that the proposal is unacceptable which could save you the cost of submitting a formal application.
- It may lead to a reduction in time dealing with the formal application.
- This service is confidential and no information will appear on our public site.

You will need to submit the following information with your pre-application enquiry:

- A completed application form
- A clear description of the proposed development
- The address of the application site
- An ordnance survey based location plan at a scale of 1:1250 or 1:2500 which outlines the application site in RED
- Details of the means of access to the site (if applicable)

It would be helpful if you could provide as much information as possible, perhaps including site photos, as this will allow us to provide more detailed pre-application advice.

Our response times:

We aim to respond to householder enquiries within 15 working days, local enquiries within 20 working days and major enquiries within 30 working days of a valid enquiry being made. Should you not hear by this time, please contact us on the number below.

Please be aware that pre-application advice is given at officer level only and cannot guarantee whether an application will ultimately be successful. We will not normally visit the site, hold meetings or discuss matters verbally for householder or local enquiries. We will not normally carry out consultations for householder or local enquiries either, though this may form part of the formal application process.

Processing Agreements:

We actively encourage the use of [Processing Agreements](#) as they can provide more certainty of process for larger or more complex Local or Major planning applications. Their use enables both parties to set out, for example, what information is required to assess the application and also the time period for determination of an application. We appreciate that the timing of the decision may be particularly important if there are funding deadlines or other time based constraints on your proposal and a Processing Agreement can help manage timeframes.