



Learning Session: Validation Workshop

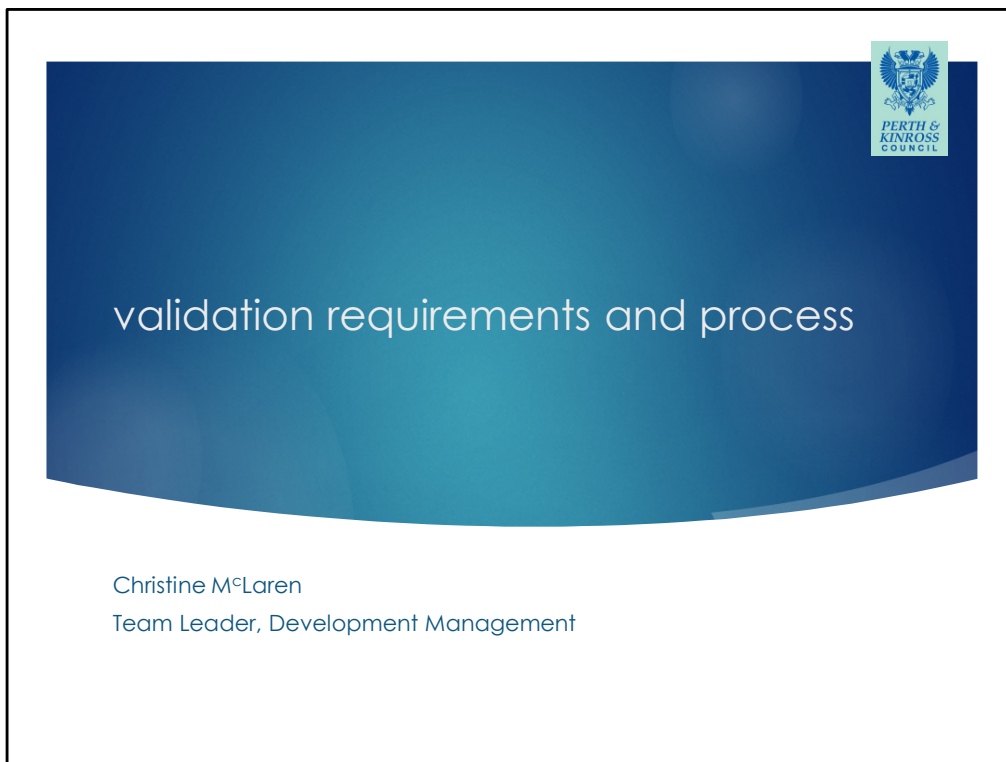
22 November 2023

PLANNING USERS' FORUM



Today's agenda

- ▶ 9.30am – welcome from Kristian Smith
 - Service Manager: Development Management & Building Standards
- ▶ 9.40am – validation requirements and process
 - Christine M^cLaren, Team Leader, DM Technicians
- ▶ 10.30am – break and post-it note questions
- ▶ 11.00am – questions answered
- ▶ 12.00pm – next steps



It is great to see you all here – thank you for taking the time. Hopefully you find it useful and we can build on this session going forward. I had hoped to see a few more agents here but I understand we all have different work commitments.

I think there's quite a lot that we can talk about today and structure-wise – happy to go with the flow. Perhaps ask questions at the end of each slide before we move on? Stick your hand up or write it on a post-it for later.

We're not going to be able to answer site-specific questions at this session (Uniform system is down for upgrade). Use the flip chart if illustrations required.

Introducing...

Our DM Technicians

- Alison Belford
- Zoe Evans
- David Martin
- Louvain Pentley
- Caroline Stewart

I'm sure you will all know the names but here's a chance to put faces to those names. A wee wave from each of you please...

between them our techs have very many years of experience within the planning function, some having come through the admin side of things and some having come through other parts of planning. They work very closely together and remote working has not affected that. As I'm sure you'll appreciate, no two applications are the same, and it feels that every week there's something we've not come across before – so it's good that we all work well together, and can ask each other anything, anytime. We know you want consistency in our approach and whilst not infallible, we do do our best.



Is validation an issue?

📄 Digital Planning **eDevelopment.scot**

In 2022/23:

- Over 90% of all planning applications and appeals made in Scotland are submitted online through the eDevelopment Service.
- On average, only 43% of planning applications were considered to be 'valid' upon receipt by planning authorities in quarters 3 and 4 of 2022/23.
- Around 90% of all planning applications and appeals submitted in Scotland are validated during the application and assessment process.

Why are we here? Is there actually a problem with validation rates? Or is PKC too fussy? And I'm not taking a vote on that one!

From our point of view and from yours, yes there is a problem.

Why do we want to do something? – to get applications started on their journey as quickly/smoothly as we can. To enable the process to run smoothly thereafter, with officers only seldomly asking for additional supporting information. To ensure the public have adequate information to enable them to assess if they have concerns – or not. Planning is a public process – remember all documents will be in the public domain. The general public are as much your customers as they are ours.

Scottish Government validation rates.

- Have been collating information since 2021.
- Over 90% of all planning applications and appeals made in Scotland are submitted online through the eDevelopment Service. **This trend has been increasing since the service refresh in 2016 but has now appeared to have**

levelled out.

- On average, only 43% of planning applications were considered to be ‘valid’ upon receipt by planning authorities in quarters 3 and 4 of 2022/23. **This is consistent with that observed in the previous 6-month period (around 42%) when they first started collecting information on all applications and all ‘valid’ applications from planning authorities.**
- There are **substantial differences in these figures between authorities though with numbers ranging from as low as 7% to as high as 75% for individual authorities.** This has prompted further thinking around how this percentage can be increased and how greater consistency can be achieved for all authorities; and particularly in the development of the upcoming Apply Service.
- Just under 50% of Householder Applications, Advertisement Consents, and Certificates of Lawfulness (Proposed Use) are considered to be ‘valid’ by planning authorities upon submission.
- Just 25% of Planning Permission applications, Conservation Area Consents, and Certificates of Lawfulness (Existing Use) forms are considered to be ‘valid’ by planning authorities upon submission.
- These stats have fed into the early stages of the SG Apply Project and highlighted the need to increase the quality of applications received by the service and passed on to authorities.



Validation rates reported in our PPFs

	year	Validation rate
PPF12	2022-23	16.3%
PPF11	2021-22	25.5%
PPF10	2020-21	19.5%
PPF9	2019-20	32.0%
PPF8	2018-19	45.4%
PPF7	2017-18	34.8%
PPF6	2016-17	33.0%

PPF stats – these include only the applications reported to SG. And remember we accept all TWs as valid on receipt, so that will skew it up slightly.

PPF12 – Fife 49.7% in 22/23 (44% in 21/22), Aberdeenshire 17% in 22/23 (23% in 21/22), Highland 43.2% in 22/23 (63.9% in 21/22)

Before we get on to the actual issues, where does it say what is required?

Application requirements



The Town and Country Planning (Scotland) Act 1997

- Section 32

The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

- Regulation 9 for planning permission
- Regulation 10 for planning permission in principle
- Regulation 11 for further applications
- Regulation 11 for approval of matters specified in conditions

Planning Circular 3 2022: Development Management Procedures

Where does it say what is required? Very basics are set out in T&CP(S)Act 1992 with T&CP(Development Management Procedure)(Sc) Regs 2013, and the Circular putting more flesh but still significant amount is left to planning authorities. Fully appreciate this make is challenging for agents dealing with multiple LPAs, as we (LAs) all interpret them differently but as SG says, doesn't mean any one is wrong – just different. At validation we try to ensure that there is enough info for the case officer – and for consultees - to do away with delays for your clients.



Reg 9 Form and content of an application for planning permission

9.— Form and content of an application for planning permission

(1) An application to a planning authority for planning permission (other than planning permission in principle) is to be made in accordance with this regulation.

(2) An application for planning permission must contain—

(a) a written description of the development to which it relates;

(b) the postal address of the land to which the development relates or, if the land in question has no postal address, a description of the location of the land; and

(c) the name and address of the applicant and, where an agent is acting on behalf of the applicant, the name and address of that agent.

written description - address of the land - name and address of the applicant ('c/o' is not acceptable) - name and address of that agent

Reg 9 continued



- 3) The application must be accompanied -
- (a) by a plan - (i) sufficient to identify the land to which it relates; and (ii) showing the situation of the land in relation to the locality and in particular in relation to neighbouring land;
 - (b) by such other plans and drawings as are necessary to describe the development to which it relates;
 - (c) where any neighbouring land is owned by the applicant, by a plan identifying that land;
 - (d) by one or other of the certificates required under regulation 15;

Location plan – plan showing locality and neighbours – other such necessary plans and drawings – blue land – ownership certificate

Reg 9 continued again



- (e) where the application is not an exempt application and relates to development belonging to the categories of national developments or major developments, by a pre-application consultation report;
- (f) where the application relates to the installation of an antenna to be employed in an electronic communications network, by an ICNIRP declaration;
- (g) where required under regulation 13, by a design statement or a design and access statement;
- (h) where the application relates to Crown land by a statement that the application is made in respect of Crown land; and
- (i) by any fee payable under the Fees Regulations.

Pre-app consultation report – ICNIRP – design/access statement – crown land statement – and the fee.

13.— Design and access statements

(1) Subject to paragraph (3), an application for planning permission for development belonging to the categories of **national developments or major developments must be** accompanied by a design and access statement.

(2) Subject to paragraph (3), an application for planning permission for development belonging to the category of local developments where the land to which the application relates is **situated within**—

- (a) a World Heritage Site;
- (b) a conservation area;
- (c) a historic garden or designed landscape;
- (d) a National Scenic Area;
- (e) the site of a scheduled monument; or
- (f) the curtilage of a category A listed building,

must be accompanied by a design statement **other than** where the development in question comprises the alteration or extension of an existing building.

(3) **This regulation does not apply to—**

- (a) an application for planning permission made under section 42 of the Act;
- (b) an application for planning permission for—

- (i) engineering or mining operations;
- (ii) householder development; or
- (iii) a material change in the use of land or buildings; or
- (c) an application for planning permission in principle.

Planning Circular 3 2022



Validation and Acknowledgement of Applications

4.4 It is for the planning authority to check whether the application meets the requirements of regulations 9, 10, 11 or 12 as appropriate. The administrative checking of applications in this regard should be carried out as soon as possible but certainly within 5 working days of receiving the application. Since neighbour notification will follow the validation process, it is important that planning applications are processed with the minimum of delay.

We know our 'validation review' stats were extremely poor a couple of years ago – we were really struggling. We had over 100 apps waiting, regularly 30 days. We had a vacancy to fill and in addition we got an additional technician – because of a 17% increase in submissions over the preceding 5 years. We are now close to the 5 day target with around 30 in the queue – though the upgrades will have set us back a bit.

Planning Circular 3 2022



4.11 Where an initial application does not contain sufficient information to meet validation requirements the planning authority must notify the applicant of the information that is necessary to validate the application. Once that information is received, then an acknowledgement must be sent.

4.12 In acknowledging receipt of applications or requesting missing information authorities may at the same time to request any information beyond the statutory minimum which is required to determine the application. However, it should be clearly stated what information is required to comply with validation requirements and what is additional information required to determine the application (see paragraphs 4.8 to 4.10).

4.13 Until an application has been properly made, a planning authority is not obliged to proceed to determine it. Where there is a failure on the part of the applicant to comply with the requirements in regulations 9, 10, 11 or 12, the time period for determining the application will not start.

Where there is insufficient information, we must tell you.

We can also ask for information beyond that minimum requirement – like site photos.

Where the requirements are not met, the application clock (the statutory two-month period) does not start.



The application form

Some of the choices on ePlanning

- Planning Permission Forms Package
- Householder application forms package
- Listed building consent forms package
- Conservation area consent forms package
- Advertisement consent form
- Tree works form
- Prior notification form V1.3 (April 2021)
- Certificate of lawfulness - existing use form
- Certificate of lawfulness - proposed use form

There are many available on ePlanning – and associated guidance notes too. Anyone want to tell us the last time they looked at the guidance notes?

And *Which form Wizard*

We'll be looking in the main at the standard full planning permission version but we can take questions on other application types at the end of the session if you like.

Remember though that there are specific circumstances when you can't use the HH form – if in any doubt please use the non-hh form. **Why does it matter?** Type of info collected eg drainage, trees, can impact who we are required to consult. in the main but also Landownership certificate

Application submission guidance

PERTH & KINROSS COUNCIL

Planning application validation checklists

What should be provided with your application?

When we receive your application, it will be checked for accuracy and for the fullness of information supplied. This not only helps us to deal with the application efficiently, it also makes sure that everyone has a full picture of what is being proposed. In the long run this should help you get a speedier decision. It will not be registered if relevant information is missing. Select from the list below based on the type of application you plan to submit.

Regardless of the type of application you intend to submit, you may wish to review the additional guidance provided in our [Additional Supporting Information Guidance \(FDE/11963\)](#) and our [Insect on daylight...when should it be considered? \(FDE/120085\)](#). These documents provide helpful information which can make the application process more efficient.

Householder development application checklists

Non-householder development application checklists

Listed building and conservation area consent application checklists

Other consents and permissions application checklists

Submission checklists relating to applications for all other planning permissions and consents

[Planning application validation checklists - Perth & Kinross Council \(pkc.gov.uk\)](#)

HOPS
Heads of Planning Scotland

A guidance note on the national standards for the validation and determination of planning applications and other related consents in Scotland

[Guidance Documents - HOPS \(hopscotland.org.uk\)](#)

So, what guidance is out there?

Also, as mentioned earlier, ePlanning guidance notes for each application form type

And *Which form Wizard*



The application form content


1. Applicant's details
 2. Agent's details
 3. Postal address or location of proposed development
 4. Type of application
 5. Description of proposal
 6. Pre-application discussion
 7. Site area
 8. Existing use
 9. Access and parking
 10. Water supply and drainage arrangements
 11. Assessment of flood risk
 10. Trees
 11. Waste storage and collection
 12. Residential units including conversion
 13. For all types of non-housing development – new floorspace proposed
 14. Schedule 3 development
 15. Planning service employee/elected member interest
- ▶ DECLARATION

1. Applicant's Details		2. Agent's Details (if any)	
Title	<input type="text"/>	Ref No.	<input type="text"/>
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
Company Name	<input type="text"/>	Company Name	<input type="text"/>
Building No./Name	<input type="text"/>	Building No./Name	<input type="text"/>
Address Line 1	<input type="text"/>	Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>	Address Line 2	<input type="text"/>
Town/City	<input type="text"/>	Town/City	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
3. Postal Address or Location of Proposed Development (please include postcode)			
<input type="text"/>			
NB. If you do not have a full site address please identify the location of the site(s) in your accompanying documentation.			
4. Type of Application			
What is the application for? Please select one of the following:			
Planning Permission		<input type="checkbox"/>	
Planning Permission in Principle		<input type="checkbox"/>	
Further Application*		<input type="checkbox"/>	
Application for Approval of Matters Specified in Conditions*		<input type="checkbox"/>	
Application for Mineral Works**		<input type="checkbox"/>	
NB. A 'further application' may be e.g. development that has not yet commenced and where a time limit has been imposed a renewal of planning permission or a modification, variation or removal of a planning condition.			
*Please provide a reference number of the previous application and date when permission was granted:			
Reference No:	<input type="text"/>	Date:	<input type="text"/>
**Please note that if you are applying for planning permission for mineral works your planning authority may have a separate form or require additional information.			



1 - Applicant's details – **cannot be 'c/o'** – requirement for address is set out in Regs. Should clearly be a person or a company – full company name preferably. Applicant's **address is redacted** from public register where there is an agent identified.

4 – be clear you know what you're applying for – *further application* is not the same as Matters Specified by Condition



5. Description of the Proposal
Please describe the proposal including any change of use:

Is this a temporary permission? Yes No

If yes, please state how long permission is required for and why:

Have the works already been started or completed? Yes No

If yes, please state date of completion, or if not completed, the start date:
Date started: Date completed:

If yes, please explain why work has already taken place in advance of making this application:

6. Pre-Application Discussion
Have you received any advice from the planning authority in relation to this proposal? Yes No

If yes, please provide details about the advice below:
In what format was the advice given? Meeting Telephone call Letter Email

Have you agreed or are you discussing a Processing Agreement with the planning authority? Yes No

Please provide a description of the advice you were given and who you received the advice from:
Name: Date: Ref No.:

7. Site Area
Please state the site area in either hectares or square metres:
Hectares (ha): Square Metre (sq.m.)

8. Existing Use
Please describe the current or most recent use:


5 - Description – we will very likely revise this to ensure all relevant elements are included. This is to cover your clients as much as for the public’s and our benefit.

Have the works commenced? Please be accurate. You do not want to make a false declaration. If we establish works have commenced but have not been declared, we will seek the fee surcharge and will not be able to release the decision notice until the whole fee has been paid. The Fees Regs clarifies this.

6 - very useful for us when assigning the officer. Sometimes you might not tell us if there’s been negative history or pre-app. We always check though.

7 - we always measure your plans for fees related to site area

8 - Existing use – important to be accurate as if there is uncertainty, we may need to take time to investigate ‘lawful’ history and come back to you. The planning history may sometimes work in your client’s favour but sometimes may work against – at validation, we just want to be accurate. Issues raised later on (by representors) can cause issues and delays.



9. Access and Parking

Are you proposing a new altered vehicle access to or from a public road? Yes No

If yes, please show in your drawings the position of any existing, altered or new access and explain the changes you propose to make. You should also show existing footpaths and note if there will be any impact on these.

Are you proposing any changes to public paths, public rights of way or affecting any public rights of access? Yes No

If yes, please show on your drawings the position of any affected areas and explain the changes you propose to make, including arrangements for continuing or alternative public access.

How many vehicle parking spaces (garaging and open parking) currently exist on the application site?

How many vehicle parking spaces (garaging and open parking) do you propose on the site? (i.e. the total number of existing spaces plus any new spaces)

Please show on your drawings the position of existing and proposed parking spaces and specify if these are to be allocated for particular types of vehicles (e.g. parking for disabled people, coaches, HGV vehicles, etc.)

10. Water Supply and Drainage Arrangements

Will your proposals require new or altered water supply or drainage arrangements? Yes No

Are you proposing to connect to the public drainage network (e.g. to an existing sewer?)

Yes, connecting to a public drainage network

No, proposing to make private drainage arrangements

Not applicable – only arrangement for water supply required

What private arrangements are you proposing for the new/altered septic tank?

Discharge to land via soakaway

Discharge to watercourse(s) (including partial soakaway)

Discharge to coastal waters

Please show more details on your plans and supporting information

What private arrangements are you proposing?

Treatment/Additional treatment (relates to package sewer treatment plants, or passive sewage treatment such as a reed bed)


Other private drainage arrangement (such as a chemical toilets or composting toilets)

Please show more details on your plans and supporting information.

Do your proposals make provision for sustainable drainage of surface water? Yes No

Useful for consultees, may stop need for additional information request, which slows things down

Access/parking, water supply/drainage, flood risk, trees, waste storage/collection all required for consultees. Not all questions are on HH form.




11. Assessment of Flood Risk	
Is the site within an area of known risk of flooding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If the site is within an area of known risk of flooding you may need to submit a Flood Risk Assessment before your application can be determined. You may wish to contact your planning authority or SEPA for advice on what information may be required.</i>	
Do you think your proposal may increase the flood risk elsewhere? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	
If yes, briefly describe how the risk of flooding might be increased elsewhere.	
12. Trees	
Are there any trees on or adjacent to the application site? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please show on drawings any trees (including known protected trees) and their canopy spread as they relate to the proposed site and indicate if any are to be cut back or felled.</i>	
13. Waste Storage and Collection	
Do the plans incorporate areas to store and aid the collection of waste? (including recycling) Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please provide details and illustrate on plans. If no, please provide details as to why no provision for refuse/recycling storage is being made:</i>	
14. Residential Units Including Conversion	
Does your proposal include new or additional houses and/or flats? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes how many units do you propose in total? <input style="width: 80px;" type="text"/>	
<i>Please provide full details of the number and types of units on the plan. Additional information may be provided in a supporting statement.</i>	

Again, all useful for consultees

12 is proving increasingly important given drive within NPF4 for biodiversity mitigation, net gain, etc.

Neighbours, representors and community councils regularly pick up on the 'trees' question especially if ticked 'no' but trees are shown affected on the plans, or if they know there are trees on site.



15. For all types of non housing development – new floorspace proposed

Does your proposal alter or create non-residential floorspace? Yes No
If yes, please provide details below:

Use type:

If you are extending a building, please provide details of existing gross floorspace (sq.m):

Proposed gross floorspace (sq.m.):

Please provide details of internal floorspace(sq.m)

Net trading space:

Non-trading space:

Total net floorspace:

16. Schedule 3 Development

Does the proposal involve a class of development listed in Schedule 3 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008?
 Yes No Don't Know

If yes, your proposal will additionally have to be advertised in a newspaper circulating in your area. Your planning authority will do this on your behalf but may charge a fee. Please contact your planning authority for advice on planning fees.

17. Planning Service Employee/Elected Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the planning service or an elected member of the planning authority? Yes No

Or, are you / the applicant / the applicant's spouse or partner a close relative of a member of staff in the planning service or elected member of the planning authority? Yes No

If you have answered yes please provide details:

DECLARATION

I, the applicant/agent certify that this is an application for planning permission The accompanying plans/drawings and additional information are provided as part of this application. I hereby confirm that the information given in this form is true and accurate to the best of my knowledge.

I, the applicant/agent hereby certify that the attached Land Ownership Certificate has been completed

I, the applicant/agent hereby certify that requisite notice has been given to other land owners and/or agricultural tenants Yes No N/A

Signature: Name: Date:

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation.

15 – non-residential floorspace – do you understand? It includes eg STLs, holiday units
 16 – sched 3 devt – previously referred to as Bad Neighbour Developments. The list remains similar.

Declaration is important. Whilst no 3rd party right to appeal a planning decision, judicial review could be sought on form content, with worst case being permission revoked (never come across it in 30yrs).

LAND OWNERSHIP CERTIFICATES

Town and Country Planning (Scotland) Act 1997
 Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013



**CERTIFICATE A, B, C, D OR CERTIFICATE E
 MUST BE COMPLETED BY ALL APPLICANTS**

CERTIFICATE A

Certificate A is for use where the applicant is the only owner of the land to which the application relates and none of the land is agricultural land.

I hereby certify that -

(1) No person other than myself was owner of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the application.

(2) None of the land to which the application relates constitutes or forms part of agricultural land.

Signed:

On behalf of:

Date:

CERTIFICATE B

Certificate B is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where all owners/agricultural tenants have been identified.

I hereby certify that -

(1) I have served notice on every person other than myself who, at the beginning of the period of 21 days ending with the date of the application was owner of any part of the land to which the application relates. These persons are:

Name	Address	Date of Service of Notice

Land Ownership Certs – which one to use? Forms B and C – names of owners are required, and evidence of trying to find them out, before we then advertise and charge. Remember, decisions cannot be issued until advert payment is completed. (set out in Regs)

Plans, drawings and supporting information



Plans

- Location plans
- Rural location plans
- Site or block plans (existing and proposed)
- Elevations (existing and proposed)
- Floor plans (existing and proposed)
- Roof plan (existing and proposed)
- Schedule of works (where required)

Remember -

: no *do not* scale disclaimer : name elevation orientations :
: RSBs to match across all plans : blue land identified :
: scale bars *and* ratio : north point : site/floor levels : room names :

After the form, we need to look at the other submitted information – mainly the plans.

In general, we are looking for...

Why is the Red Site Boundary so important?

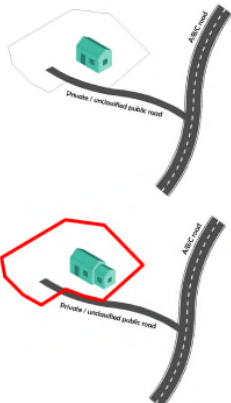
- It identifies the extent of the development proposed, and area to which the permission will relate
- It enables correct neighbour notification to be carried out
- It clarifies where conditions could be used in order to grant permissions, where appropriate
- Usually relates to the whole planning unit
- If a large planning unit, RSB can identify the development site only, but 'blue land' must be identified
- Householder applications should include full curtilage within the RSB but nothing more

When, and why, to include an access...

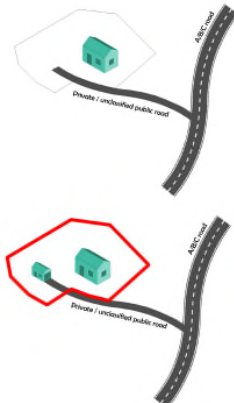


Householder Development

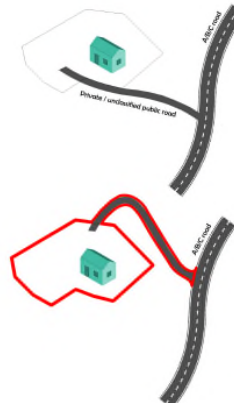
House extension and improvements



Ancillary accommodation, garages, sheds and outbuildings



Creation of new access and track

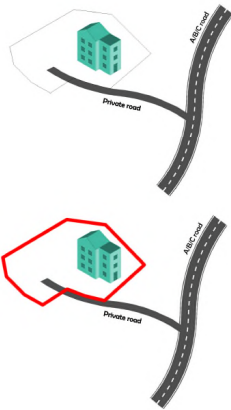


Creation of new access

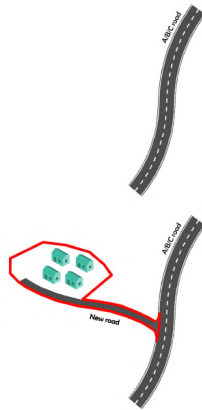


Non-Householder Development

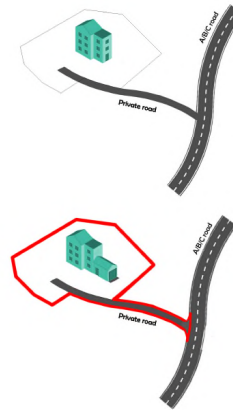
Research block (i.e.) alterations and improvements



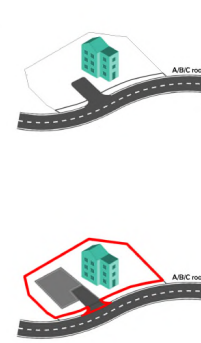
Erecting a new building, house or housing development



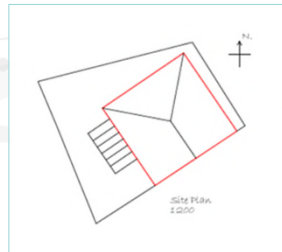
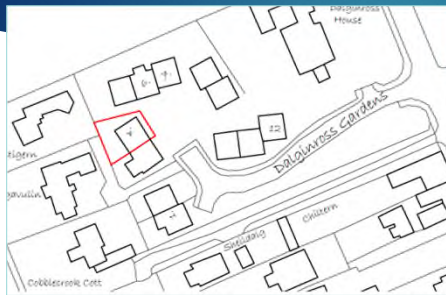
Extension to (i.e.) office or storage and distribution centre



Extension to car park



Things we will query with you

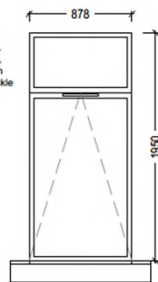


Sometimes we query the RSB – not because it's wrong necessarily but because we don't understand it.

Things we will query with you

When details don't tie up

W1-3
Replacement uPVC grey (RAL 7016) window with top opener, astragal configuration to match existing. New incorporated trickle vent as shown.




W1 - 3

When site sections might be necessary



Annotation advises of a top opener, but elevation shows different.

Sometimes we will notice that a site has significant level changes, eg a householder. If you've not submitted sections or levels, we may ask you to do so. Other authorities may leave this up to the officer to seek but we want officers, neighbours, CCs and general public to be fully informed as soon as the application is validated. Anything less can delay the determination process and is not good customer service .



Supporting information

Supporting information checklist

- ▶ Contaminated land assessment
- ▶ Noise impact assessment
- ▶ Air quality assessment
- ▶ Private water supply
- ▶ Flood risk assessment
- ▶ Drainage impact assessment
- ▶ SUDS
- ▶ Transport assessment
- ▶ Tree survey
- ▶ Bat survey
- ▶ Wildlife/habitat survey
- ▶ Economic need/viability statement
- ▶ Street scene plan

Not something our techs review at validation – but you may want to frontload your application.

Different info for different scales or types of devts. Take guidance from the LDP – identified sites may provide clarity.

Our guidance links, Bat info link Bat Surveys are a requirement of the Environment Act, planning authorities have no discretion. It is a material consideration that needs to be addressed before a decision is made and cannot be subject to a condition. It's as frustrating for all of us.

Help us please - Please refrain from including signatures in documents – or if you must, please provide a 'public' copy that we can put straight on the portal. On the odd occasion where we might miss something that should have been redacted, we the Council are liable for that data breach. It would speed up the process and reduce complaints – which then take more time to resolve.

Help us please - please refrain from referring to particular neighbours/parties in supporting statements or when responding to representations. Data protection – big issue if we miss it – this is done by Admin team, not technicians, not planners, so they

are not as aware of the requirements.

Help us please – please submit photos as a single pdf package if possible. PDFs are easy for us to manage and for the public to open, enlarge, etc.

Application fees

[The Town and Country Planning \(Fees for Applications\) \(Scotland\) Regulations 2022](#)

[Fees Charter and Scale of Fees](#)

[ePlanning Fee Calculator](#)

[Planning Circular 2/2022](#)

Scale of Fees:
Planning applications and associated submissions

The Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022

Fees Charter and Scale of Fees as from 1 April 2022

The Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022 set out the level of fees required as part of the submission of planning applications and other associated applications. These Regulations replace the Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulations 2004. They also introduce some additional categories of payment and enable the planning authority to charge discretionary fees for some services, to reduce or waive fees in certain cases and to apply a surcharge for retrospective applications. The Regulations require us, as planning authority, to set out what we will charge for these services, when and by how much fees will be reduced and clarify the level of surcharges applied. This information is set out below in the Fees Tables.

Planning applications and associated submissions will not be considered "valid" until the fee has been received in full. Fees will be checked at the final point of validation, rather than the point of submission, as changes during the validation process can affect fees payable.

Planning applications, discretionary service requests and associated submissions may be returned if the required fee is not received within five working days of the submission being lodged, and there are no other outstanding matters.

Payments can be made online via ePlanning when you submit your application, by using our online payment system or by credit/debit card (Customer Service Centre, telephone 01738 475000). Please ensure to quote the ePlanning or Perth and Kinross Council application reference when making payments. Please note we no longer accept cheques.

An additional fee of £61.10 is required for some planning applications which need to be advertised in the local press. This additional advertisement fee will be requested from the applicant/agent where necessary, following the validation of the planning application and must be paid before determination.

Working together to improve Perth and Kinross.com 01738 475000


The Council has fiscal responsibilities which make things more complex than we regularly think they need to be. Refunds and audit trail.

One fee lodged for one application – don't combine fees into a single payment as the finance team, and business support, then can't them identify and allocate.

Try not to use BACS transfer due to delays in refunding. Appreciate that using cards for large payments may not be the client's choice but please make them aware of the issues relating to BACS.

In general

Anything that we think may not be quite right, or there's an error, we will try to come back to you as discovering errors down the line can necessitate return as invalid (fee returned), applicant withdrawal (fee not returned) and process commenced again.



Our process on receipt...

- Applications are downloaded from ePlanning
- P&D Business Support team finalise record transfer, plot according to submitted RSB
- DM Technician team review form content, plans' quality and consistency, check for omissions or errors, then when valid:
 - Number and usually name all documents
 - Redact sensitive information before public display
 - Identify statutory consultees, non-statutory consultees and standing advice (according to established protocols)
 - Identify press adverts and site notice requirements
 - Check fee, including any reduction or surcharge
- Business Support finalise validation, issuing acknowledgement, Neighbour Notification letters, consultations and print site notices.

What we do on receipt – mixed team of admin and techs. Admin work for wider team but do some specific tasks for DM.

Once registered and plotted, apps are passed to techs for review and validation.


Techs – **tech checklist PDF**, for consistency and so nothing's missed as that **can cause problems later**, for applicant, agent, officer. Basically, plans need to be clear and to scale, with north points/orientations. Can only be made invalid if submission fails to meet what's set out in the Regs (but interpreted by the LPA).

Statutory consultations, non-stat consultations, standing advice protocols are all identified.

Press adverts, site notices identified in system.

Admin then finalise validation, issue acknowledgement, identify and notify neighbours, issue consultations, print site notices

Then passed to the planning officers for allocation, consideration and determination.



If the application is invalid...

- DM Technicians identify the reasons and advise the agent/applicant, giving 21 days to resolve.
- We try to give guidance as to what exactly we are needing clarified or corrected.
- Please submit additional/revised information via PSAD where possible. Creating a new application each time causes confusion and delays
- We want the applications to be validated and passed to officers without delays.

Some other authorities don't give an opportunity to submit revisions – they identify issues and return, sometimes retaining a handling fee – we are thinking about this. Is there a better way to encourage 'valid on receipt' submissions?

Remember, we are requiring appropriate standards for a number of reasons – firstly, so it is clear and unambiguous as to what is being applied for (for the benefit of your client), so the case officer does not need to come back during the consideration of the application and delay that part of the process, and so the public can readily understand what is proposed – planning is a public process and it is really important that that is remembered by applicants and agents. The applicant is not the only customer of the planning service.

So how many applications are we talking about and what are the most common invalid reasons?

2021-2022

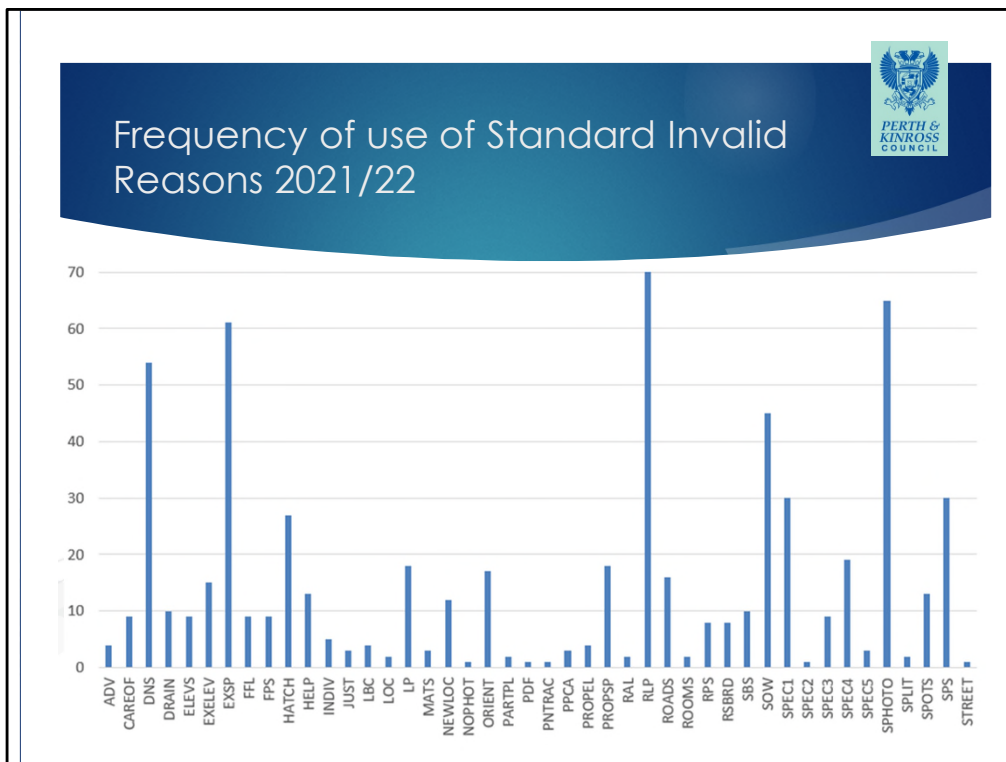
Total 1869 applications received and subsequently considered. Additional 320 applications returned as invalid, therefore not included in figures.

Total 1395 applications invalidated initially

74.6% invalid on receipt

4458 invalid reasons – **1278** standard, **3180 non-standard** (written individually each

time)



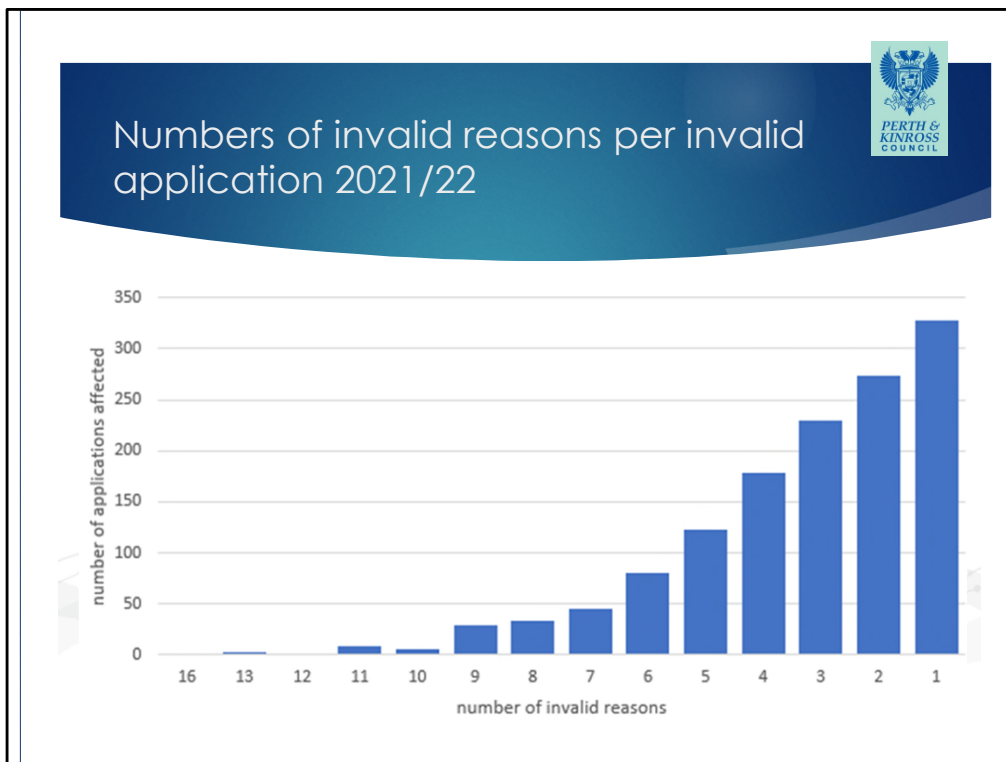
DNS – do not scale disclaimer

EXPS – existing site plan

RLP – rural location plan

SOW – schedule of works – LBCs

SPHOTO – not a reason to invalidate but please provide photos



Who had the most invalid reasons? One application with 16 invalid reasons

6 reasons 80 applications

5 r 122 apps


4 r 179 apps

3 r 230 apps

2 r 273 apps

1r 327 apps - 440 different agents with invalid applications (192 with no agent)

So can we drop standards without compromising the statutory planning process?



Changes we have made...

- ▶ Rather than returning unnecessary planning applications and where appropriate, we convert to CLUDs and issue certificates
- ▶ We revised the checklist for telecoms PNs, to assist with Shared Rural Network rollout
- ▶ We will accept elevational photos of minor householder works in Conservation Areas, eg ASPHs, EV points


Simplifying and streamlining validation - is something that we have as a standing item on our team-wide monthly meetings – where can we effectively achieve this without compromising our responsibilities? To planning but to the public too. We are going through a process-mapping exercise for the whole application procedure, not just validation. There may be a few things coming from that, that will impact the validation part. We are looking at other authorities' approaches – how quickly they return invalid applications, do they give the opportunity to upgrade, whether they retain a handling charge – does this increase the 'valid on receipt' rate? Would this work for PKC? Some challenging things to think about – for us and for you as agents.

Some changes we have made already

- We've been doing this for a few years now and seems to be working to the benefit of applicants. Refunds usually for 'proposed' CLUDs


-RSB clarification no longer challenged for PNTs - and letting the case officer take the lead on clarification where required, through the PA process.

-Elevational photos should be straight on – clearly marked up with correct proportions, still need tech spec details and colours, etc



Changes we will make...

- ▶ We will no longer ask for 'existing' sections of windows/doors for replacements in Conservation Areas
- ▶ We will require only one site/block plan showing existing and coloured up proposed, for householders



As I said, we are continuing to review where we can make adjustments – some recently agreed are

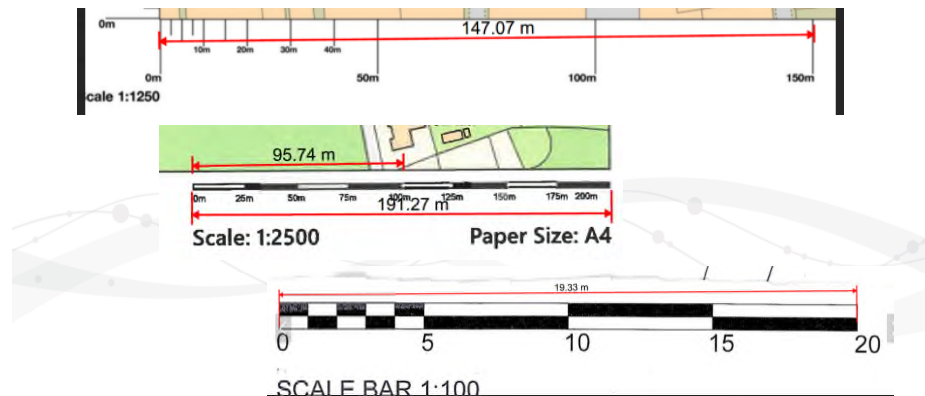
-We will still require 'proposed' and will ask for existing/proposed sections for LBCs. Case officer may still ask in certain cases.

- if the single site/block plan approach works well, we will look at introducing this to other types of proposal – but it may not be appropriate for all scales of development. We may still require existing topographical site plans in some instances.

We are happy to consider other changes – please feel free to suggest, being mindful the changes need to be applicable to a large number and wide range of different submissions.

Things you can help us with...

- ▶ Make sure your scale bars are accurate



Scaled measurements –

147.07 not 150

191.27 not 200

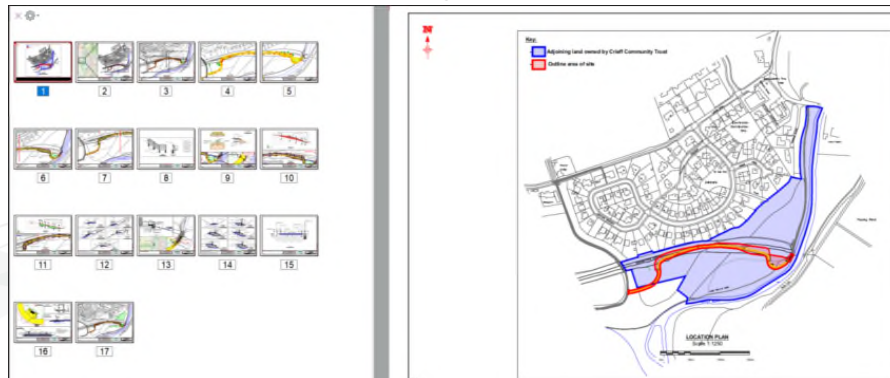
19.33 not 20

This makes a difference when considering neighbour notification, proximity of 'protected buildings', etc.

Things you can help us with...



► Upload plans as individual pages



Not as batched documents.

Things you can help us with...


- ▶ Frontload as much as possible, eg site sections, bat surveys, etc






Things you can help us with...

- ▶ Compress files where you can
- ▶ Respond to all invalid points at one time
- ▶ Include everything on one drawing for simple applications, eg location; all existing; all proposed – 3 plans in total
- ▶ Remove signatures from reports
- ▶ Orientate correctly to avoid need to rotate when opened
- ▶ Encourage your clients to pay the fee when you submit
- ▶ Tell us what information you struggle to find on our website



Your thoughts please...

- ▶ Do you refer to our web pages?
- ▶ Can you find what you're looking for?
- ▶ Do you use our validation checklists?
- ▶ Is there too much information or is it not clear enough?
- ▶ Should we identify issues and return the submission, or do you appreciate the opportunity to fix things?



During your coffee break, please consider the following, and give us feedback...

Also, note any questions on the post-its and pass to us. We will do our best to answer as many as we can, remembering we can't deal with app- or site- specific ones here.

Questions



And, hopefully, answers





Next steps...

- ▶ Further topics to cover in Learning Sessions
- ▶ Matters to be highlighted at the Planning Users' Forum or Housebuilders' Forum

