



NORTH AYRSHIRE
COUNCIL

OFFICE USE ONLY REG. No _____

DATE OF RECEIPT _____

FEE DEPOSITED _____

FEE DUE _____

FEE EXEMPTION CLAIMED _____

Please Read The Notes For Guidance Before Completing This Form

**HOUSEHOLDER PLANNING APPLICATION
ALTERATIONS & EXTENSION TO A HOUSE OR FLAT FOR
HOUSEHOLDERS ONLY**

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997, AS AMENDED
BY THE PLANNING ETC (SCOTLAND) ACT 2006

1 DESCRIPTION OF PROPOSED DEVELOPMENT

Have there been any pre-application discussions with Planning? Yes No

If yes, what type:

Telephone Letter Meeting

Pre-applications officer's name: _____

2 ADDRESS OF PROPOSED DEVELOPMENT (including postcode)

3 DETAILS OF APPLICANT

Name _____

Address _____

Postcode _____

Tel. No _____

Email _____

4 DETAILS OF AGENT (if applicable)

Name _____

Address _____

Postcode _____

Tel. No _____

Email _____

5 HISTORY OF SITE (have there been any previous alterations to the property?)

Please state previous application number(s) (if known) _____

6 FINISHING MATERIALS ("see plan" not acceptable)

Outside Walls	materials	_____
	colours	_____
Roof	materials	_____
	colours	_____
Boundary	materials	_____
(walls, fences, etc)	colours	_____
Windows	materials	_____
	colours	_____
Hard Surfacing	materials	_____
	colours	_____

7 ARRAN (to be completed for applications on the island only)

I have lodged a copy of the application form and a set of plans at (tick box):

The Arran Local Office, Shore Road, Lamlash, Isle of Arran.

MILLPORT (to be completed for applications on the island only)

I have lodged a copy of the application form and a set of plans at (tick box):

The Millport Local Office, Garrison House, Millport

C1 CERTIFICATE 1 - OWNERSHIP

No person other than the applicant or owner(s) shown below was an owner of the land 21 days before the date of this application. The owner(s) shown below have been given notice of this application.

Name	Address	Date of service of Notice No 1

AND

None of the land to which the application relates constitutes or forms part of an agricultural holding.

DECLARATION

Please check that you have completed questions 1-7 and certificate 1 correctly. You must now sign the declaration below:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent (delete as appropriate) _____

Date _____

IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE UP TO £2,000.



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If yes, what type:
Telephone Letter Meeting

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2 ADDRESS OF PROPOSED DEVELOPMENT (including postcode)

3 DETAILS OF APPLICANT

Name _____

Address _____

Postcode _____

Tel. No _____

Email _____

4 DETAILS OF AGENT (if applicable)

Name _____

Address _____

Postcode _____

Tel. No _____

Email _____

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Please state previous application number(s) (if known) _____

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Outside Walls	materials	_____
	colours	_____
Roof	materials	_____
	colours	_____
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(walls, fences, etc)	colours	_____
Windows	materials	_____
	colours	_____
Hard Surfacing	materials	_____
	colours	_____

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AND

None of the land to which the application relates constitutes or forms part of an agricultural holding.

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I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent (delete as appropriate) _____

Date _____

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NOTES FOR GUIDANCE AND CHECKLIST FOR HOUSEHOLDER APPLICATIONS

CHECK LIST

1 CHECK LIST please tick all relevant boxes

I enclose 2 copies of this form

I enclose 4 sets of the necessary plans and drawings

I have completed and enclose land ownership certificates

I have signed and dated the declaration at the end of the application form

I enclose the necessary fee of £ _____

Your application cannot be registered until these documents and fee are received

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

THE APPLICATION FORM

1 DESCRIPTION OF PROPOSED DEVELOPMENT

State what is to be built or formed and its intended use e.g. a proposal to build a new living room at the back of a house should read "erection of rear extension to form living room". Failure to describe the proposal accurately may result in the processing of the application being delayed and the possibility that you may have to carry out Neighbour Notification for a second time.

State if there have been any pre-application discussions regarding the application.

2 ADDRESS OF PROPOSED DEVELOPMENT

Please give the full postal address of the site to which the application relates.

3 DETAILS OF APPLICANT

Please give your full name, address (including postcode) and if possible a daytime telephone number.

4 DETAILS OF AGENT

You may decide to employ an agent, such as an architect, surveyor, builder who drew up the plans, or a planning consultant, to complete the forms for you. If this is the case, all correspondence relating to the application will be sent to the agent. Please give the name, address, telephone number of the company and name of the individual dealing with your application.

5 HISTORY OF SITE

The presence of previous extensions may affect the need for planning consent and completing this section will help us ascertain whether or not planning consent is actually required. Please quote the previous reference number(s) if known.

6 FINISHING MATERIALS

In order to form a clear picture of what the proposal will look like it is essential that full details of all external materials to be used are given including type and colour. Please note that "see plans" is not sufficient.

7 ARRAN & MILLPORT

This section should only be completed for developments on Arran or Millport.

Although it is not a statutory requirement, it may speed up your application's progress if a copy of the application form and a set of plans are lodged at the Island's area office at the same time as neighbour notification is carried out. If you have lodged a copy of the application at the area office tick the box to say so.

C1 CERTIFICATE 1 - OWNERSHIP

If you are a tenant, or part owner of a property, you must notify each owner of the property using "Notice Number 1". A location plan with the site outlined in red should also be attached to this notice. The names and addresses of these owners should be listed on Certificate 1.

Note- Recorded delivery is the preferred method of sending out notices since the receipt provides proof of the delivery in the event of a dispute. Registered or hand delivery are also acceptable.

DECLARATION

After you have completed questions 1-7 and Certificate 1, you should sign and date the declaration. The application, together with all the necessary plans, drawings and fee should be sent or delivered to Corporate Services, (Development Management Section), Cunninghame House, Friars Croft, Irvine, KA12 8EE.

OTHER PERMISSIONS

The application for planning permission does not relieve the applicant from obtaining Listed Building consent, Conservation Area consent, Building Warrant or any other consents which may be necessary. If your house is owned by the Council, you should contact the Director of Housing Services for advice regarding landlords consent.

FURTHER ADVICE

If you require any assistance in preparing your application, including the supply of location plans, please call in to see the Development Management Technical Staff of Corporate Services, (Development Management Section) in Cunninghame House, Friars Croft, Irvine, KA12 8EE or telephone (01294) 324319.

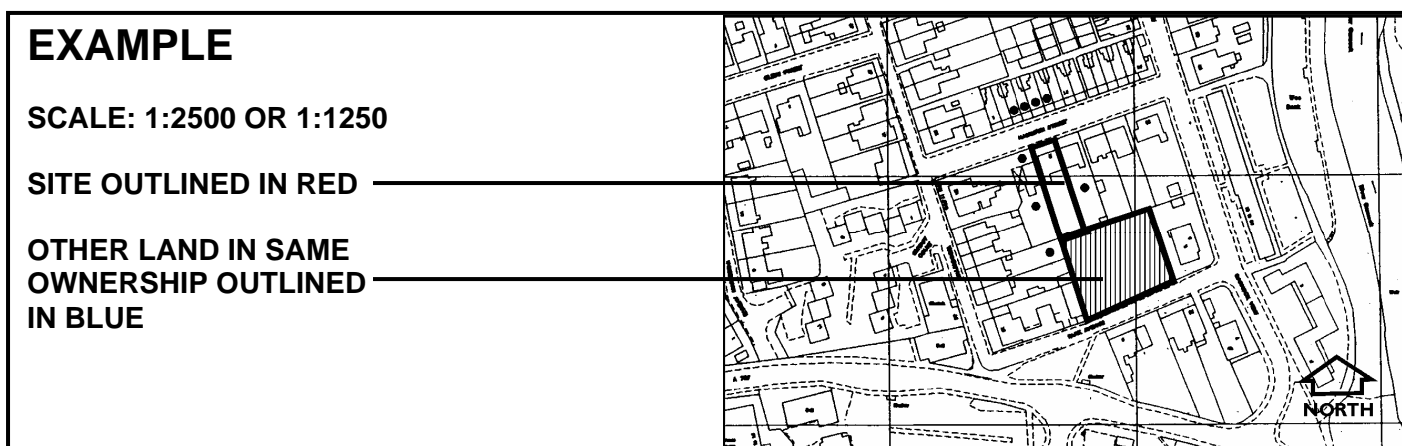
PLAN REQUIREMENTS

4 COPIES OF EACH OF THE FOLLOWING PLANS ARE REQUIRED:-

- **LOCATION PLAN**

This should show the location of the site in relation to the surrounding properties and should be based on an Ordnance Survey Map either 1:1250 or 1:2500 scale. This plan should have the application site clearly outlined in red and any other land in the applicant's ownership should be outlined in blue.

Copies of this plan can be supplied by Corporate Services, (Development Management Section) for a fee.



• BLOCK PLAN

This must be drawn to scale (preferably 1:200 or 1:500) and must show the boundaries of the site outlined in red and the full extent of the development in relation to the site. The plan should also show the position and width of adjacent roads; the position and width of existing accesses; and **the exact position of any existing buildings on or immediately adjoining the site**. It should also show the position of any buildings proposed to be erected, rebuilt or altered; the position and width of any accesses from the building or site to the existing or proposed roads; the position of any new fences, walls, etc.; any proposed off-street parking; and areas of hard and soft landscaping.

EXAMPLE

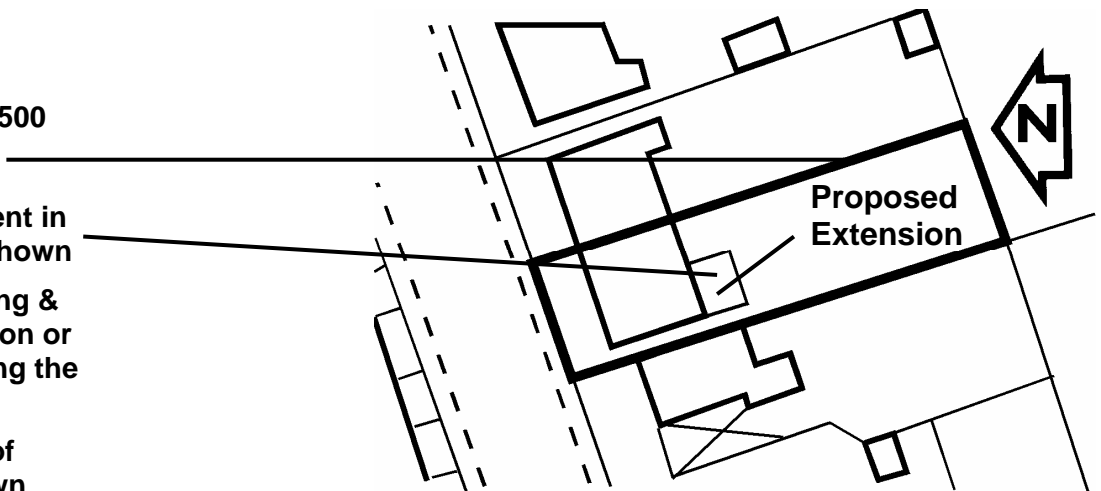
SCALE: 1:200 OR 1:500

Site outlined in red

Extent of development in relation to the site shown

Position of all existing & proposed buildings on or immediately adjoining the site shown

Position and width of adjacent roads shown

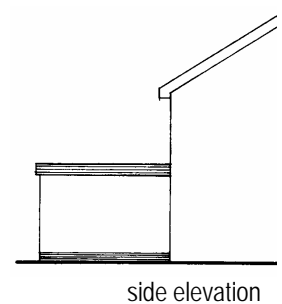
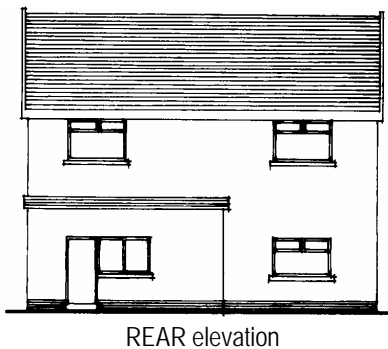
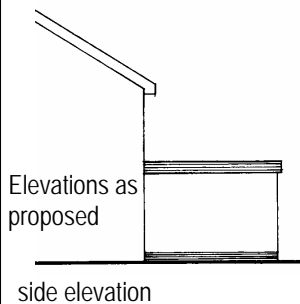
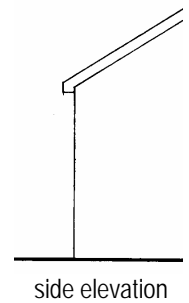
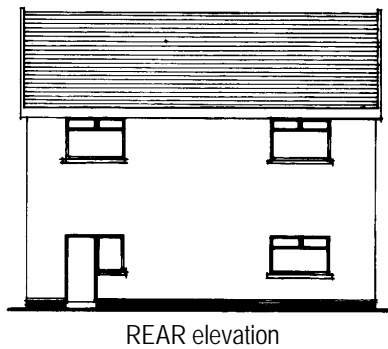
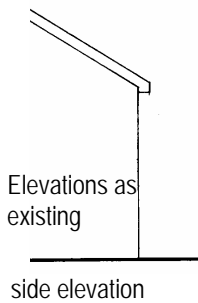


• ELEVATIONS

These plans must also be drawn to scale (either 1:50 or 1:100) and show what the development will look like from the front, rear and sides. Both the existing and proposed elevations should be shown.

EXAMPLE

scale: 1 : 100 or 1 : 50

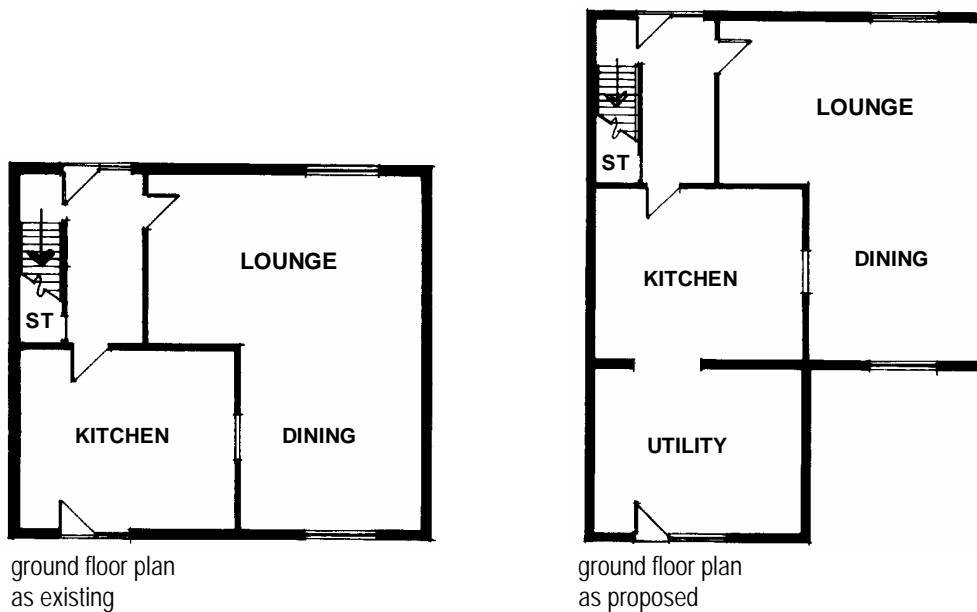


• FLOOR PLANS

These should show the internal layout of the property both existing and proposed.

EXAMPLE

scale: 1 : 100 or 1 : 50



FEES

Fees are due to be paid at the time the application is made. Any application without a fee or with less than the statutory fee but otherwise correctly made will not be determined until the fee has been paid in full.

The normal statutory fee for alterations & extensions to a house or flat is £160 or £319 where 2 or more properties are involved.

No fee is payable in certain circumstances as follows:

- Works to improve a disabled person's access, safety, health or comfort at his or her dwellinghouse.
- Applications required by the removal of permitted development rights by a condition on a previous planning permission, or because your house is within a Conservation Area.
- Revised or fresh application for development of the same character or description within 12 months of refusal, or of the making of the earlier application if withdrawn, or within 12 months of the expiry of the statutory 2 month period where the applicant has appealed to the Secretary of State on the grounds of non-determination.
- Revised or fresh application for development of the same character or description within 12 months of receiving permission



NORTH AYRSHIRE
COUNCIL

CORPORATE SERVICES, (DEVELOPMENT MANAGEMENT SECTION)
Cunninghame House, Friars Croft
IRVINE, KA12 8EE
Telephone 01294 324319 Fax 01294 324372

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997, AS AMENDED BY
THE PLANNING ETC (SCOTLAND) ACT 2006

**NOTICE NUMBER 1
OWNERSHIP**

An application is being made to North Ayrshire Council by (name of applicant)

for (description of proposal)

at (site address)

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

The application, plans and other documents submitted may be inspected at the offices of Corporate Services, (Development Management Section), Cunninghame House, Friars Croft, Irvine, KA12 8EE during the period of 21 days beginning with the date of this notice. The offices are open Monday to Thursday 9.00am-4.45pm and Friday 9.00am-4.30pm.

You may also inspect the application at (other address in the locality where the plans can be inspected)

Signed

Date

You may receive this notice before the appropriate Council or Local office receives the application. You are therefore advised to telephone Corporate Services, (Development Management Section) or the area office first and check that the application has been received.

**Telephone: Cunninghame House, Friars Croft, Irvine, KA12 8EE (01294) 324319
Arran Local Office (01770) 600338**

WHAT IS THIS NOTICE FOR?

This notice and the information attached to it has been served on you, as you are an owner or tenant, by the person making an application to the Council for planning permission. You may wish to make representation about the development.

WHAT SHOULD I DO NOW?

You may wish to find out more about the proposal. The full application will be available at the offices of Corporate Services, (Development Management Section) and a member of staff will be available to discuss them with you.

HOW DO I MAKE REPRESENTATION?

If you wish to make representations or comments, you have 21 days from the date of this notice (or date of registration, which ever is the latest) in which to do so. You should make your representation(s) in writing and send them to:-

Solicitor to the Council, Corporate Services, (Development Management Section), North Ayrshire Council, Cunninghame House, Friars Croft, Irvine, KA12 8EE.

The Council can only consider representations made on valid planning grounds. These are called "material considerations" and some examples are listed below (this list is not exhaustive):

- Contrary to the Local Plan/Structure Plan
- Residential amenity e.g. noise, overshadowing, smell, etc.
- Appearance e.g. design, materials, etc.
- Drainage/infrastructure problems
- Traffic, parking or access problems

WHAT HAPPENS IF I MAKE REPRESENTATION?

Any representation made will be open to public view and will be taken into account by the Council when making their decision.

You will be advised in writing of the Council's decision.

You DO NOT have a right of appeal against this decision.

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997, AS AMENDED BY
THE PLANNING ETC (SCOTLAND) ACT 2006

**NOTICE NUMBER 2
AGRICULTURAL TENANTS**

An application is being made to North Ayrshire Council by (name of applicant)

for (description of proposal)

at (site address)

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

The application, plans and other documents submitted may be inspected at the offices of Corporate Services, (Development Management Section), Cunninghame House, Friars Croft, Irvine, KA12 8EE during the period of 21 days beginning with the date of this notice. The offices are open Monday to Thursday 9.00am-4.45pm and Friday 9.00am-4.30pm.

You may also inspect the application at (other address in the locality where the plans can be inspected)

Signed

Date

You may receive this notice before the appropriate Council or Local office receives the application. You are therefore advised to telephone Corporate Services, (Development Management Section) or the area office first and check that the application has been received.

**Telephone: Cunninghame House, Friars Croft, Irvine, KA12 8EE (01294) 324300
Arran Local Office (01770) 600338**

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- Residential amenity e.g. noise, overshadowing, smell, etc.
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WHAT HAPPENS IF I MAKE REPRESENTATION?

Any representation made will be open to public view and will be taken into account by the Council when making their decision.

You will be advised in writing of the Council's decision.

You DO NOT have a right of appeal against this decision.

Other Applications

Matters specified in conditions where applicant's earlier Planning permission in principle have incurred total fees equalling that for a full application for entire scheme.	£319
Winning, working or storage of minerals etc. (other than peat) and waste disposal.	£160 per 0.1 ha (or part thereof) of area. Maximum £23,925 (= 15 ha).
Winning and working of peat.	£160 per hectare (or part thereof) of site area. Maximum of £2,393 for 15 ha or more.
Car parks, service roads or accesses.	£160 (existing uses only).
Exploratory drilling for oil or natural gas	£319 per 0.1 ha (or part thereof) of site area. Maximum £23,925 (= 7.5 ha).
Other operations on land.	£160 per 0.1 ha (or part thereof) of site area. Maximum £1,595 (= 1 ha).
For non-compliance with conditions including retention of temporary buildings etc.	£160 (if not exempt as a revision).
Change of use to and sub-division of dwellings.	£319 per additional dwelling created Maximum £15,950.
Other changes of use except waste or minerals.	£319
Advertisements.	£160
Applications for determinations as to whether the prior approval of the authority is required for agricultural / forestry buildings with permitted development rights.	£61
The erection on land used for the purposes of agriculture of glasshouses excluded by virtue of Planning (General Permitted Development) (Scotland) Order 1992.	Where the area of gross floor space to be created exceeds 465 sq.m, £1,843.

Concessionary Fees and Exemptions

Works to improve a disabled person's access to a public building, or to improve his access, safety, health or comfort at his dwellinghouse.	NO FEE
Applications (including advertisement applications) by community councils.	HALF the normal fee
Applications required because of the removal of permitted development rights by a condition or by an article 4 direction.	NO FEE
Applications required because of the removal by a condition of a right to make a change of use within the Use Classes Order.	NO FEE
Playing Fields (for sports clubs etc.)	£319
Revised or fresh application for development or advertisements of the same character or description within 12 months of refusal, or of the making of the earlier application if withdrawn, or within 12 months of the expiry of the statutory 2 month period where the applicant has appealed to the Secretary of State on the grounds of non-determination.	NO FEE
Revised or fresh application for development of the same character or description within 12 months of receiving permission.	NO FEE
Alternative schemes.	Highest of the fees applicable for each option and a sum equal to half the rest.
Development crossing planning authority boundaries, requiring applications.	Only one fee, paid to the authority having the larger site but several calculated for whole scheme, and subject to special ceiling.
	Where the area of gross floor space to be created by the development does not exceed 465 sq.m, no fee.

Site Area and Floor Space

Wherever a fee is based on the site area, the site area is defined as the area to which the application relates; that is to say, the land being developed including any which changes its use as part of the development. This will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately. Wherever a fee is based on floor space, the floor space is taken to be the gross floor space (all storeys) to be created by the development shown in the application. For fee purposes this measurement is an external measurement, and includes the thickness of external and internal walls. Floor space does not include other areas inside a building which are not readily usable by humans or animals, e.g. liftshafts, tanks, loft spaces. Where buildings featuring or comprising canopies are concerned, there can be no simple rule as to whether floor space is being created by the erection of the canopy, but the absence of external walls is not the determining factor. Where floor space or site area (as the case may be) is not an exact multiple of the unit of measurement provided by the fees scale, the amount remaining is taken to be a whole unit for fees purposes. The fee is always determined on the basis of the application as made. Even if permission is granted for a development of a different size, or if the application is amended by agreement in the course of discussion with the applicant, no adjustment is made to the fee payable.

Notes:

The Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regulations 1997 provide full details of all charges. The staff within the Development Management Section will be pleased to advise on any matters arising from these Regulations.

2. NEWSPAPER ADVERTISEMENTS

The following categories of planning applications will require to be advertised in a local newspaper. The advertisement will be placed by North Ayrshire Council and the cost of placing the advertisement must be paid to North Ayrshire Council at the time of making the application. The relevant categories are:

- (a) Where there are no premises on one or more areas of neighbouring land to which notification can be sent.
- (b) Where North Ayrshire Council has dispensed with the requirement to notify neighbours across the road.
- (c) Where the application is for a type of development listed in Schedule 7 of the General Development Procedure (Scotland) Order ("bad neighbour developments").

Fee

Applications for developments advertised in -

The Guthrie Newspapers Group £150 (Inc. VAT)
(Mainland Cunninghame and Cumbræ)

The Arran Banner £60 (Inc. VAT)
(Isle of Arran)

Where a planning application requires an Environmental Statement under the Environmental Assessment (Scotland) Regulations, 1988, the environmental statement requires to be advertised and a further fee will be required.

FEE INCREASE FROM 01/04/2010

GUIDANCE NOTES – ADDENDUM

CHARGES FOR PLANNING APPLICATIONS AND NEWSPAPER ADVERTISEMENT OF CERTAIN PLANNING APPLICATIONS

Fees are due to be paid at the time the application is made. Any application without a fee or with less than the statutory fee but otherwise correctly made (without prejudice to further information required in terms of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 will not be processed until the appropriate fee has been paid in full.

1. SCALE OF FEES

Planning Permission In Principle

- | | |
|-----------------------|--|
| (a) most types | £319 per 0.1 ha (or part thereof) of site area. Maximum £7,975 (= 2.5 ha). |
| (b) one dwellinghouse | £319 |

Full Applications and Matters Specified in Conditions

Alterations etc. to existing dwellings	£160 per dwellinghouse. Maximum £319 for two or more dwellings.
Erection of dwellings	£319 per dwellinghouse created. Maximum £15,950 (50 dwellings).
Erection of buildings other than dwellinghouses, extensions etc to dwellinghouses and buildings for agricultural purposes.	Works not creating more than 40 sq.m of additional floor space - £160. More than 40 sq.m but not more than 75 sq.m of additional floor space - £319. Each additional 75 sq.m (or part thereof) £319. Maximum £15,950 (= 3,750 sq.m).
Erection, alteration or replacement of plant and machinery.	£319 per 0.1 ha (or part thereof) of site area. Maximum £15,950 (= 5 ha).
Agricultural building.	Where the gross floor space is less than 465 sq.m, £160. Over 465 sq.m but not exceeding 540 sq.m £319; and £319 for each 75 sq.m in excess of that figure subject to a maximum of £15,950.
Approval of MSC where flat rate (below) does not apply.	Fee based on floor space / numbers of dwellinghouses involved.