



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

APPLICATION FOR PLANNING PERMISSION

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

1 I / WE APPLY FOR (please tick relevant box)

Full Planning permission Planning permission in principle (PPP)

Approval of matters specified in conditions (MSC) Modification of Planning Condition(s)

Reference number(s) of previous planning applications (s) (if known) _____

Reference numbers (s) of Proposal of Application Notice (s) (if applicable) _____

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

If yes, what type:
Telephone Letter Meeting

Pre-applications officer's name: _____

2 THE APPLICATION IS CONSIDERED TO BE A:

National Development Major Development Local Development

3 DESCRIPTION OF PROPOSED DEVELOPMENT

4 ADDRESS OF PROPOSED DEVELOPMENT

5 DETAILS OF APPLICANT

Name _____

Address _____

Postcode _____

Email _____

Tel. No _____

Tick box if applicant is an Elected Member/Planning Officer involved in the Planning Process at North Ayrshire Council or partner / friend / relative of either.

6 DETAILS OF AGENT (if applicable)

Name _____

Address _____

Postcode _____

Email _____

Tel. No _____

Tick box if agent is an Elected Member/Planning Officer involved in the Planning Process at North Ayrshire Council or partner / friend / relative of either.

7 EXISTING USE OF LAND AND/OR BUILDINGS

Date and reference of any previous permission(s) (if known) _____

8 RESIDENTIAL DEVELOPMENT

Number of dwellings proposed _____

Site Area (hectares) _____

9 COMMERCIAL / INDUSTRIAL DEVELOPMENT (complete as relevant)

	<i>Existing</i>		<i>Proposed</i>	
External Size of Building	sq.m	_____	sq.m	_____
Site Area (gross)	ha	_____	ha	_____
Manufacturing/Production Area	sq.m (internal)	_____	sq.m (internal)	_____
Storage Area	sq.m	_____	sq.m	_____
Office/Ancillary Area	sq.m	_____	sq.m	_____
Retail	sq.m	_____	sq.m	_____
Hours of Operation	_____		_____	

10 PROPOSED ACCESS ARRANGEMENT (tick relevant box(es))

	<i>Vehicular</i>	<i>Pedestrian</i>
Do you intend to:		
Use an existing access	<input type="checkbox"/>	<input type="checkbox"/>
Alter an existing access	<input type="checkbox"/>	<input type="checkbox"/>
Form a new access from a public road	<input type="checkbox"/>	<input type="checkbox"/>
Close an existing access	<input type="checkbox"/>	<input type="checkbox"/>

11 PARKING

Number of existing parking spaces on site _____

Number of additional parking spaces _____

12 FINISHING MATERIALS ("see plan" not acceptable)

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

13 LANDSCAPING (tick as relevant)

Do you propose to:

Remove any trees Carry out work to any trees, shrubs or hedges Landscape (a schedule of landscaping should be submitted with application)

14 PROPOSED DRAINAGE/WATER CONNECTIONS (tick relevant box(es))

Surface Water to public sewer to watercourse/soakaway

Foul Drainage to public sewer to septic tank

watercourse soakaway

Suds

Water public supply private supply

15 HAZARDOUS MATERIALS (tick as relevant) yes no

Do the proposals involve any storage or manufacture of hazardous materials (if so supply details)

16 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

I HEREBY CERTIFY THAT: **Tick relevant box**

No person other than the applicant was an owner of the land 21 days before the date of this application.

The applicant has given notice, using Notice Number 1, to all persons (as listed below) who, 21 days before the date of this planning application owned any part of the land to which this application relates.

OWNERS NOTIFIED

Name	Address	Date of service of Notice No 1

C2 CERTIFICATE 2 - AGRICULTURAL TENANTS

I FURTHER CERTIFY THAT:

Tick relevant box

21 days before the date of this planning application, none of the land to which the application relates constituted or formed part of an agricultural holding.

The applicant has given notice of this planning application (using Notice Number 2), to every person listed below who, 21 days before the date of this planning application, was a tenant of an agricultural holding, any part of which formed part of the land to which the application relates.

AGRICULTURAL TENANTS NOTIFIED

Name	Address	Date of service of Notice No 2

DECLARATION

Please check that you have completed questions and certificates 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.

Please Read The Notes For Guidance Before Completing This Form

APPLICATION FOR PLANNING PERMISSION

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

1 I / WE APPLY FOR (please tick relevant box)

Full Planning permission Planning permission in principle (PPP)

Approval of matters specified in conditions (MSC) Modification of Planning Condition(s)

Reference number(s) of previous planning applications (s) (if known) _____

Reference numbers (s) of Proposal of Application Notice (s) (if applicable) _____

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

If yes, what type:
 Telephone Letter Meeting

Pre-applications officer's name: _____

2 THE APPLICATION IS CONSIDERED TO BE A:

National Development Major Development Local Development

3 DESCRIPTION OF PROPOSED DEVELOPMENT

4 ADDRESS OF PROPOSED DEVELOPMENT

5 DETAILS OF APPLICANT

Name _____
 Address _____

 Postcode _____
 Email _____
 Tel. No _____

Tick box if applicant is an Elected Member/Planning Officer involved in the Planning Process at North Ayrshire Council or partner / friend / relative of either.

6 DETAILS OF AGENT (if applicable)

Name _____
 Address _____

 Postcode _____
 Email _____
 Tel. No _____

Tick box if agent is an Elected Member/Planning Officer involved in the Planning Process at North Ayrshire Council or partner / friend / relative of either.

7 EXISTING USE OF LAND AND/OR BUILDINGS

Date and reference of any previous permission(s) (if known) _____

8 RESIDENTIAL DEVELOPMENT

Number of dwellings proposed _____

Site Area (hectares) _____

9 COMMERCIAL / INDUSTRIAL DEVELOPMENT (complete as relevant)

	<i>Existing</i>	<i>Proposed</i>
External Size of Building	_____ sq.m	_____ sq.m
Site Area (gross)	_____ ha	_____ ha
Manufacturing/Production Area	_____ sq.m (internal)	_____ sq.m (internal)
Storage Area	_____ sq.m “	_____ sq.m “
Office/Ancillary Area	_____ sq.m “	_____ sq.m “
Retail	_____ sq.m “	_____ sq.m “
Hours of Operation	_____	_____

10 PROPOSED ACCESS ARRANGEMENT (tick relevant box(es))*Vehicular**Pedestrian*

Do you intend to:

Use an existing access

Alter an existing access

Form a new access from a public road

Close an existing access

11 PARKING

Number of existing parking spaces on site _____

Number of additional parking spaces _____

12 FINISHING MATERIALS ("see plan" not acceptable)

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

13 LANDSCAPING (tick as relevant)

Do you propose to:

Remove any trees

Carry out work to any trees, shrubs or hedges

Landscape

(a schedule of landscaping should be submitted with application)

14 PROPOSED DRAINAGE/WATER CONNECTIONS (tick relevant box(es))

Surface Water to public sewer to watercourse/soakaway

Foul Drainage to public sewer to septic tank

watercourse soakaway

Suds

Water public supply private supply

15 HAZARDOUS MATERIALS (tick as relevant) yes no

Do the proposals involve any storage or manufacture of hazardous materials (if so supply details)

16 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

I HEREBY CERTIFY THAT: **Tick relevant box**

No person other than the applicant was an owner of the land 21 days before the date of this application.

The applicant has given notice, using Notice Number 1, to all persons (as listed below) who, 21 days before the date of this planning application owned any part of the land to which this application relates.

OWNERS NOTIFIED

Name	Address	Date of service of Notice No 1

C2 CERTIFICATE 2 - AGRICULTURAL TENANTS

I FURTHER CERTIFY THAT:

Tick relevant box

21 days before the date of this planning application, none of the land to which the application relates constituted or formed part of an agricultural holding.

The applicant has given notice of this planning application (using Notice Number 2), to every person listed below who, 21 days before the date of this planning application, was a tenant of an agricultural holding, any part of which formed part of the land to which the application relates.

AGRICULTURAL TENANTS NOTIFIED

Name	Address	Date of service of Notice No 2

DECLARATION

Please check that you have completed questions and certificates 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.

NOTES FOR GUIDANCE AND CHECKLIST FOR PLANNING APPLICATION

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

THE APPLICATION FORM

1 TYPE OF APPLICATION

Full – required for change of use of land or buildings, or for detailed proposals to carry out buildings, engineering or other works.

Planning Permission in principle (PPP) – to establish the acceptability of a proposal in principle without having to develop the detailed proposals. An application for PPP should provide details of access to the development.

Approval of matters specified in conditions (MSC) – submission of the details following consent for planning permission in principle.

Modification – where seeking to change or delete a condition attached to a previous permission.

2 HIERARCHY OF DEVELOPMENT

There are three classes of development. Section 19 of these notes explains the hierarchy of development

3 DESCRIPTION OF PROPOSED DEVELOPMENT

State what is to be built or formed and its intended use. 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. If demolition of any of the types of building listed below, or partial demolition of any type of building forms part of the development, please include a description of the demolition involved, and complete and submit a copy of Annexe 1 (available on request from Corporate Services, (Development Management Section)).

(1) A dwelling house; (2) A building containing one or more flats; (3) A building which has a mutual wall with, or a main wall adjoining the main wall of either (1) or (2), unless the building does not exceed 50 cubic metres, or is the whole or part of any gate, fence, wall or other means of enclosure.

4 ADDRESS OF PROPOSED DEVELOPMENT

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

5 DETAILS OF APPLICANT

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

6 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.

7 EXISTING USE OF LAND AND/OR BUILDINGS

Describe the existing use of the buildings or land. If used for more than one purpose, please give details. If unused, please say so and state the last known use and, if known, the date on which this use ceased.

8 RESIDENTIAL DEVELOPMENT

You should calculate the floor space based on the external dimensions of the building. All dimensions should be in hectares or square metres as appropriate. It is essential that you state the intended hours of operation, particularly in the case of Licensed Premises and hot food operations.

9 COMMERCIAL/INDUSTRIAL DEVELOPMENT

You should calculate the floor space based on the external dimensions of the building. All dimensions should be in hectares or square metres as appropriate. It is essential that you state the intended hours of operation, particularly in the case of Licensed Premises and hot food operations.

10 PROPOSED ACCESS ARRANGEMENTS

Where you intend to alter or form a new pedestrian/vehicular access to the site, details should be given with the submission.

11 PARKING

Please indicate the existing number of parking spaces on site (if any), and the number of additional spaces proposed for the development.

12 PROPOSED ACCESS ARRANGEMENTS

Where you intend to alter or form a new pedestrian/vehicular access to the site, details should be given with the submission.

13 FINISHING MATERIALS

If you are constructing a building or other structure, it is important that you describe as fully as possible, which materials you intend to use on the external surfaces ie. colour and type of material. Please note that "see plans" is not sufficient.

14 PROPOSED DRAINAGE/WATER CONNECTION

New buildings should be connected to the public sewer, however, in rural areas this is not always possible and a septic tank may be appropriate. Provide details of any sustainable urban drainage system. Please tick the relevant boxes to indicate how you intend to dispose of the foul and surface water. This section must be completed for Planning Permission In Principle applications.

15 HAZARDOUS MATERIALS

If the proposal involves the use, storage or manufacture of any "hazardous materials" (such as liquified Petroleum Gas, Hydrogen, Liquid Oxygen or any explosive) please give details and the quantities in a covering letter. You may need to apply for a separate Hazardous Substances Consent.

16 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.

17 CERTIFICATE 1 - OWNERSHIP

You do not need to have any legal interest in the land to which the application relates when you are applying for permission, nor do you require the consent of the owner. However, if you do not own the land to which this application relates, you are legally required to give notice to the owners that you are making the application.

If you do own all the land to which the application relates, tick the first box. If you do not own all the land to which the application relates, tick the second box.

If you tick the second box you must notify the owners by serving a completed copy of "Notice Number 1" together with a location plan with the site outlined in red. You should also list the names and addresses of the owners notified together with the date on which the notice was served in the space provided on Certificate 1.

If you do not know who owns the land, then you will be required to place a notice in the local press (at your own expense). Contact Corporate Services, (Development Management Section) on (01294) 324319 if this is required.

18 CERTIFICATE 2 - AGRICULTURAL TENANTS

If none of the land relates to an agricultural holding, tick the first box. If all or part of the land relates to an agricultural holding, tick the second box.

If you tick the second box you must notify the tenants by serving a completed copy of "Notice Number 2" together with a location plan with the site outlined in red. You should also list the names and addresses of the tenants notified together with the date on which the notice was served in the space provided on Certificate 2.

If you do not know who the tenants are, then you will be required to place a notice in the local press (at your own expense). Contact Corporate Services, (Development Management Section) on (01294) 324300 if this is required.

19 HIERARCHY OF DEVELOPMENT

The National Planning Framework 2 identifies 1 national development in North Ayrshire – New Power Station and Transshipment Hub at Hunterston.

National developments are the top tier of the new hierarchy of developments introduced by the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009

Whether a proposal is a major or local development is dependant upon thresholds and criteria contained within the hierarchy.

There are nine categories of major development:-

- All development under Schedule 1 of the EIA (Scotland) Regulations 1999.
- Housing proposals of 50 dwellings or more, or housing sites exceeding 2 hectares in area.
- Business & general industrial, storage and distribution with a gross floor space of 10,000 sq m or a site exceeding 2 hectares in area.
- Electricity generation where capacity is or exceeds 20 megawatts.
- Waste management facilities where the capacity of the station is or exceeds 25,000 tonnes per annum, or for sludge treatment facilities where capacity to treat more than 50 tonnes (wet weight) per day of residual sludge.
- Transport and infrastructure projects where the road, railway, tramway, waterway, aqua duct or pipeline exceeds 8 km in length.
- Fish farming where the surface area of the water covered exceeds 2 hectares.
- Mineral extraction where the site area is or exceeds 2 hectares.
- Other development not falling wholly within one of the above categories where the gross floor space is or exceeds 5000 sq.m or a site area exceeding 2ha.

All other developments are local.

20 ADDITIONAL PUBLICITY

If your application falls within any of the following categories, an additional fee for the advertising of your application is required.

- 1 the construction or installation of buildings for use as a public convenience;
- 2 the construction of buildings or other operations, or use of land –
 - a) for the disposal of refuse or waste materials, or for the storage or recovery of reusable metal;
 - b) for the retention, treatment or disposal of sewage, trade-waste, or effluent other than –
 - (i) the construction of pump house in a line of sewers;
 - (ii) the construction of septic tanks and cesspools serving single dwelling-houses, or single caravans,
or single buildings in which not more than 10 people will normally reside, work or congregate;
 - (iii) the laying of sewers; or
 - (iv) works ancillary to those described in sub-paragraphs (i) to (iii),
 - c) as a scrap yard or coal yard; or
 - d) for the winning or working of minerals;
- 3 the construction of buildings or use of land or buildings for the purpose of slaughtering animals (including fish and poultry) or the processing of animal carcasses for final disposal or as part of the production of other goods;

20 ADDITIONAL PUBLICITY

- 4 the construction or use of buildings for any of the following purposes –
- | | |
|---------------------------|---|
| building for indoor games | cinema |
| dancing | fun fair |
| hot food shop | gymnasium (not forming part of a school, college or university) |
| licensed premises | music hall |
| skating rink | swimming pool or theatre; |
- 5 the construction of buildings for of the use of buildings or land as –
- a crematorium or a cemetery
 - a zoo, or wildlife park, or for the business of boarding or breeding animals;
- 6 the construction of buildings and use of buildings or land for motor racing;
- 7 the construction of a building to a height exceeding 20 metres;
- 8 the construction of buildings, operations and use of buildings or land which will –
- affect residential property by reason of fumes, noise, vibration, smoke, artificial lighting, or discharge of any solid or liquid substance;
 - alter the character of an area of established amenity;
 - bring crowds into a generally quiet area;
 - cause activity and noise between the hours of 8pm and 8am; or
 - introduce significant change into a homogeneous area.

In addition, if we have to advertise the proposal as there are no premises on neighbouring land, we will ask you to reimburse the cost.

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 all questions and certificates, 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 telephone or call in to see the Development Management Technical Staff of Corporate Services, (Development Management Section) in Cunninghame House, Friars Croft, Irvine, KA12 8EE (01294) 324319.

Or to simply apply online for planning permission please go to:-

<https://eplanning.scotland.gov.uk/WAM/>

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.

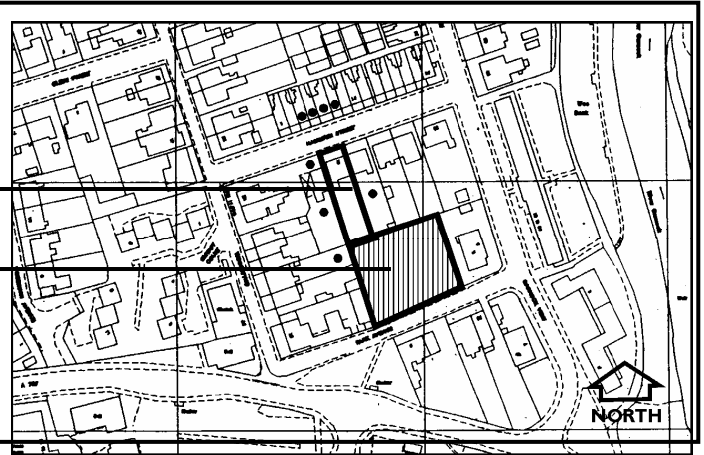
Copies of this plan can be supplied by Corporate Services, (Development Management Section) for a fee.

EXAMPLE

SCALE: 1:2500 OR 1:1250

SITE OUTLINED IN RED

OTHER LAND IN SAME OWNERSHIP OUTLINED IN BLUE



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

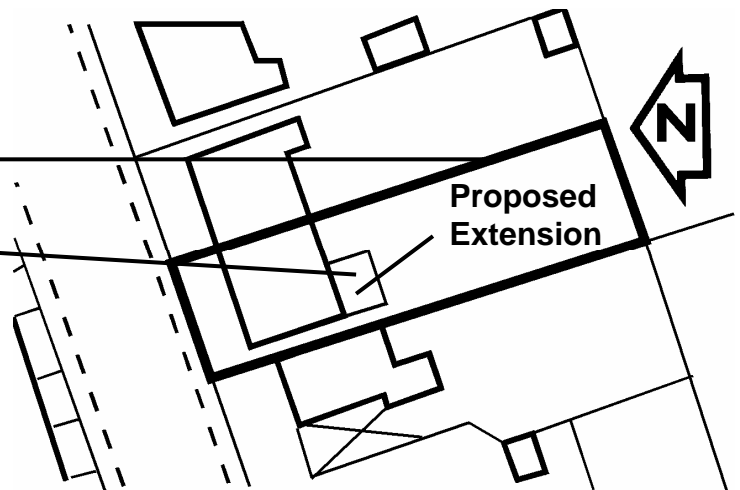
SCALE: 1:200 OR 1:500

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

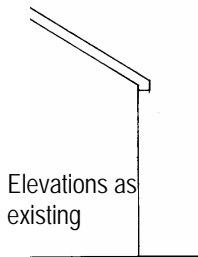


ELEVATIONS

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.

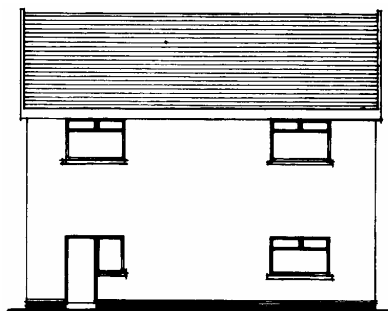
EXAMPLE

scale: 1 : 100 or 1 : 50

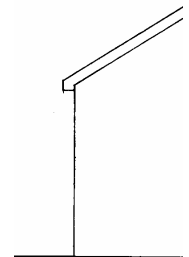


Elevations as existing

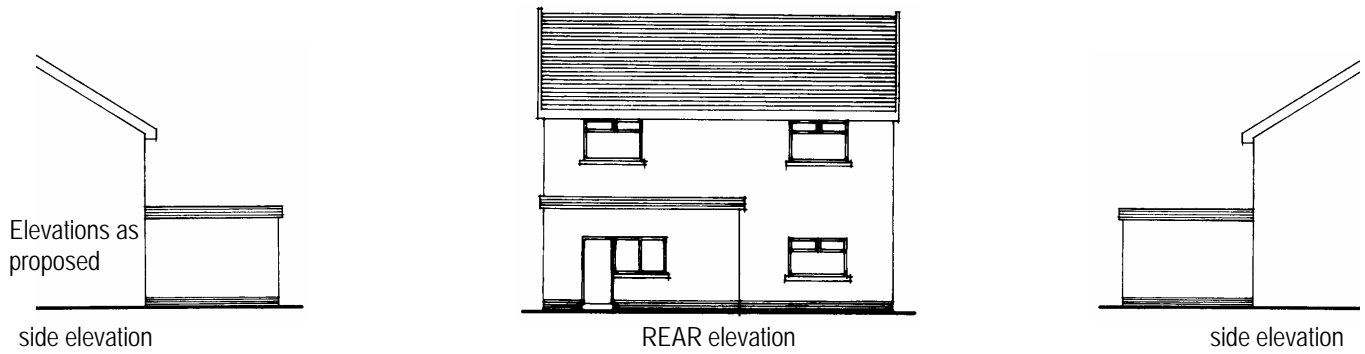
side elevation



REAR elevation



side elevation

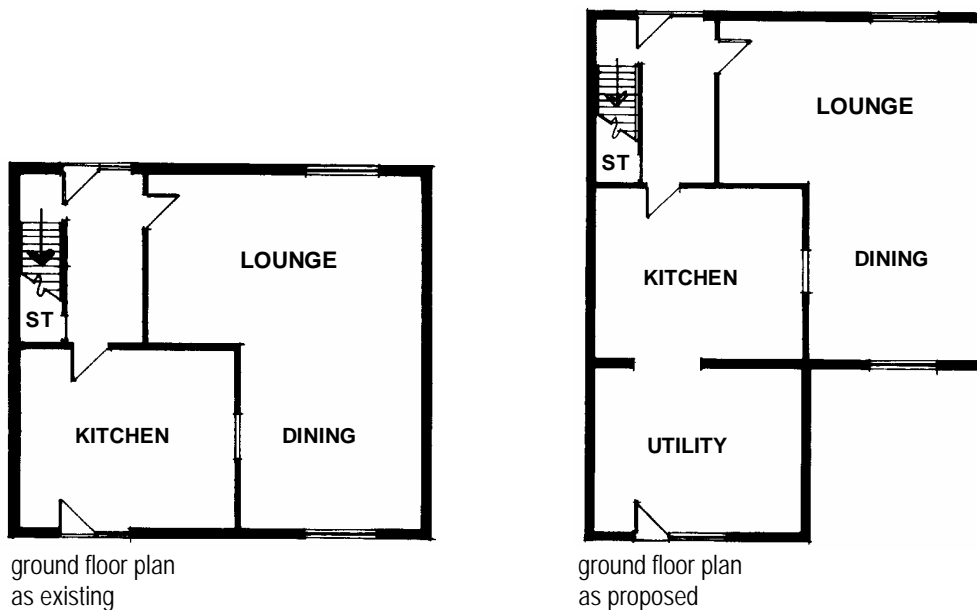


• FLOOR PLANS

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

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 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**

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 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.

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 (Mainland Cunninghame and Cumbræ)	£150 (Inc. VAT)
The Arran Banner (Isle of Arran)	£60 (Inc. VAT)

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.