



**NORTH AYRSHIRE**  
COUNCIL

# Proposal Of Application Notice

Under the Town and Country Planning (Scotland) Act 1997  
as amended by the Planning etc. (Scotland) Act 2006  
Town and Country Planning (Development Management Procedure)  
(Scotland) Regulations 2008

<b>1</b>	<b>DETAILS OF APPLICANT</b> Name _____ Address _____ _____ _____ Postcode _____ Tel. No _____ Email _____	<b>2</b>	<b>DETAILS OF AGENT (if applicable)</b> Name _____ Address _____ _____ _____ Postcode _____ Tel. No _____ Email _____
<b>3</b>	<b>ADDRESS OF PROPOSED DEVELOPMENT (including postcode)</b> _____ _____ _____		
<b>4</b>	<b>DESCRIPTION OF PROPOSED DEVELOPMENT</b> _____ _____ _____		
<b>5</b>	<b>HAS A SCREENING OPINION OR SCREENING DIRECTION PREVIOUSLY BEEN ISSUED ON THE FOR ENVIRONMENTAL IMPACT ASSESSMENT (EIA) IN RE RESPECT OF THE DEVELOPMENT? IF SO, PLEASE PROVIDE FULL DETAILS.</b> _____ _____ _____		
<b>6</b>	<b>PLEASE PROVIDE A FULL ACCOUNT OF WHAT CONSULTATION WILL TAKE PLACE AND GIVE DETAILS OF THE FOLLOWING:-</b> <ul style="list-style-type: none"><li>• What consultations will be undertaken, including details of the planned public meeting</li><li>• The date of the consultation</li><li>• Who will be consulted</li></ul> _____ _____ _____		
<b>10</b>	<b>PLEASE ATTACH A LOCATION PLAN AT 1:1250 OR 1:2500 SCALE OUTLINING THE APPLICATION SITE IN RED.</b> <b>PLEASE TICK TO CONFIRM THAT A LOCATION PLAN IS ATTACHED</b> <input type="checkbox"/>		

**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 return this notice to:-

Corporate Services  
North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8EE

Or email to: [eplanning@north-ayrshire.gov.uk](mailto:eplanning@north-ayrshire.gov.uk)

For telephone enquiries, contact 01294 324319

Please note that statutory minimum requirements and also the expectations of the Council as contained in the accompanying guidance notes.

# Pre-Application Consultation For 'National' and 'Major' Developments

Guidance Notes  
for prospective applicants for planning permission



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## Introduction

The Planning Etc. (Scotland) Act 2006 has made significant changes to the way in which planning applications are dealt with. The new arrangements have been implemented over a period of time and involve alteration to the way in which both Officers and Members will determine planning applications.

## Applications Requiring Pre-Application Consultation

All National and Major applications registered will need to have already undertaken pre-application consultation.

Applicants must also submit a proposal of application notice to North Ayrshire Council at least 12 weeks before submitting their application.

## National Developments

This covers large scale strategic developments which impact on Scotland as a whole or large area thereof. These relate to energy, sustainable development, transport and waste management.

## Major Developments

- The type of development which may fall in to this category would include the following:-
- Developments mentioned in Schedule 1 to the Environmental Impact Assessment (Scotland) Regulations.
- Housing developments of more than 50 units or where the site exceeds 2 hectares.
- Building construction with a floor space in excess of 10,000 square metres or the site exceeds 2 hectares. This would be for offices, research or development establishments, industry or storage.
- Electricity generation capacity exceeding 20 megawatts
- Waste management facility, capacity exceeding 25,000 tonnes per annum or sludge treatment of greater than 50 tonnes weight per day.
- Transport or infrastructure of a roadway or pipeline greater than 8km.
- Fish farming with a surface water area exceeding 2 hectares.
- Mineral extraction operations on a site greater than 2 hectares.
- Any other development not referred to above resulting in a gross floor space of greater than 5,000 square metres or a site greater than 2 hectares.

## **Pre-Application Screening**

To determine whether a development is either National or Major and you wish North Ayrshire Council to determine whether pre-application consultation is required, please complete a Pre-Application Screening Notice.

If the screening notice is incomplete you will be asked to provide the relevant information within 21 days. North Ayrshire Council must respond to your screening notice within 21 days (excluding any time where any further information has been requested) of the date that it is given/received.

If Pre-Application Consultation is not required the decision is valid for 1 year.

## **Proposal Of Application Notice**

When an application is National or Major, a proposal of application notice must be completed.

A minimum period of 12 weeks is required between submitting the proposal of application notice and the submission of the planning application.

During the 21 days of receiving the proposal of application notice, North Ayrshire Council may write to require additional consultations.

## **Public Consultation Requirements**

The requirements for public consultation are as follows:-

**Publish a notice in the local newspaper** giving the following information:

- a) A description of the development;
- b) The location of the development;
- c) Details as to where further information may be obtained regards the development;
- d) The date/place/time of the public event;
- e) A statement explaining how, and by when, people wishing to make comments to the prospective applicant relating to the proposal may do so;
- f) A statement that comments should be made to the applicant and not the Council

North Ayrshire Council suggests that the notice be placed in the Irvine Herald, Arran Banner or the Largs and Millport Weekly News. (Please see contact details at end of document.)

## **Hold A Public Event**

The prospective applicant is also required to hold at least one public event for members of the public where they can make comments to the prospective applicant on the proposals. This 'public event' must be advertised at least 7 days in advance in a newspaper circulating in the locality of the proposed development to enable members of community councils, representative groups and other members of the public to arrange to attend the event.

The public event should be reasonably accessible to the public at large, including disabled people. It may be appropriate for "the" public event to take place over a number of dates, times and places. Prospective applicants should ensure that individuals and community groups can submit written comments in response to the newspaper advertisement.

## **Consultation With Community Councils**

The prospective applicant must consult every community council any part of whose area is within or adjoins the land where the proposed development is situated. This includes community councils in a neighbouring planning authority. The prospective applicant must also serve on the relevant community councils the proposal of application notice.

North Ayrshire Council would expect that the prospective applicant to consult the same neighbours as if a planning application were to be submitted i.e. any property within 20 metres of the site.

## Pre-Application Consultation Report

The applicant must submit a Pre-Application Consultation Report with the planning application detailing the consultation undertaken and any changes made to the proposal as a result.

The purpose of the Pre-Application Consultation is to confirm that it has taken place in line with statutory minimum requirements and/or in line with any further requirements set by North Ayrshire Council in their response to the proposal of application notice.

The report should include:-

- Specify who has been consulted;
- Set out what steps were taken to comply with the statutory requirements and those of the planning authority;
- Set out how the applicant has responded to the comments made, including whether and the extent to which the proposals have changed as a result of the Pre-application Consultation;
- Provide appropriate evidence that the various prescribed steps have been undertaken – e.g. copies of advertisements of public events and reference to material made available at such events;
- Demonstrate that steps were taken to explain the nature of Pre-application Consultation i.e. that it does not replace the application process whereby representations can be made to the planning authority.

The report should also set out how the applicant has responded to the comments made, including if, and to what extent, the proposals may have changed as a result of Pre-Application Consultation. The report must accompany the planning application when submitted and the authority is required to include it on part 1 of the planning register along with the application, plans and drawings. The report is to be made in writing and can be submitted electronically.

## Further Information

Further planning information and down-loadable versions are available on North Ayrshire Council's website at:-

<http://www.north-ayrshire.gov.uk/Forms/General/CouncilForms.aspx>

Email: [eplanning@north-ayrshire.gov.uk](mailto:eplanning@north-ayrshire.gov.uk)

Telephone: (01294) 324319

For publishing notices in local newspapers please contact:-

<b>Irvine Herald</b>	<b>19 Bank Street Irvine</b>	<b>01294 222244</b>
<b>Largs and Millport Weekly News</b>	<b>3 Lade Street Largs</b>	<b>01475 689009</b>
<b>Arran Banner</b>	<b>Brodick, Isle Of Arran</b>	<b>01770 302142</b>