

Appendix One

SUBMITTING A PLANNING APPLICATION

To a novice, submitting a planning application can be a formidable task. The percentage of applications being returned to applicants as 'invalid' (i.e. not properly submitted) remains high and when this occurs it is a waste of time and money for all concerned.

Essentially the submission of a planning application involves four main tasks:-

- (i) Completing, in full, four copies of the application form;
- (ii) Notifying neighbours and proprietors of surrounding land;
- (iii) Submitting four copies of the appropriate plans and drawings;
- (iv) Paying the appropriate fee.

An advice note to applicants is enclosed with each set of application forms sent out from the Planning Department. Read it. It identifies common errors and should be carefully studied.

For applications on the specific subject of 'housing in the countryside', it is important that submitted plans clearly indicate the intentions of the developer.

Submitted plans must include:

1. A clear and accurate location plan. (Generally to a scale of 1:2500);
2. A comprehensive survey drawing with a full site appraisal ie a plan and statement of existing features on the site - trees, slopes, rock outcrops etc, existing boundary treatment and access;

3. A site plan (at 1:200 or 1:500) indicating the proposed position of the house within the site and accurate information on the position and form of existing and proposed boundaries, means of access and sewage treatment proposed.
4. where the application is in detail, a full set of sections and elevations are required. These should provide full design details of the dwelling including colour and material finish, and details of present and proposed finished floor levels, and sections through the site if underbuilding or excavation is involved.
5. A detailed landscaping plan showing all features to be retained or removed (hedgerows, trees, etc), and all new planting for screening and privacy.

'Outline' applications (those submitted simply to establish the principle of development) require to follow points 1 to 3. 'Detailed' applications, with complete house designs, should follow all 5 points. potential applicants should note that policy L/ENV 7 requires applications within designated Areas of Great Landscape Value (AGLV) to be submitted in 'detail' form only.

If you wish to discuss any of the above before submitting an application or at the early stages of design contact:

The Director of Economic Development and Planning, The Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, Tel: 01343 563261.

USEFUL CONTACTS

Department of Economic Development & Planning
(incorporating, Planning, Roads and Building Control Services)

Moray Council
Council Offices
High Street
ELGIN
Moray IV30 1BX

Tel: (01343) 543451

North of Scotland Water Authority

Denburn House
Union Terrace
ABERDEEN
AB10 1NN

Tel: (01224) 655000

Scottish Environmental Protection Agency

28 Perimeter Road
Pinefield
ELGIN
Moray
IV30 3AF

Tel (01343) 547663

Royal Incorporation of Architects in Scotland

15 Rutland Square
EDINBURGH
EH1 2BE

Tel: (0131) 229 7545

Scottish Environmental Protection Agency

North Region HQ
Graesser House
Fodderty Way
DINGWALL
IV15 9XB

Tel: (01349) 862021

FURTHER READING:

For specific advice on the design, siting and location of buildings in the Scottish Countryside, the following publications are recommended.

- **'Tomorrow's Architectural Heritage'**

Landscape and Buildings in the Countryside – The Countryside Commission for Scotland and Gillespies, 1991. Published by Mainstream.

- **'Siting and Design of New Housing in the Countryside'**

Scottish Office (Planning Advice Note 36) HMSO, January 1991.

- **'Buildings of the Scottish Countryside'**

R J Naismith for the Countryside Commission for Scotland. Published by Victor Gallancz, 1985.

- **'Kit Houses in the Countryside'**

A discussion document by John Richards Associates, for The Scottish Office Building Directorate, HMSO, 1992.

- **'The Rural Architecture of Scotland'**

Fenton A and Walker B.
Published by John Donald, 1981.

- **'Fitting New Housing Development into the Landscape'**

Scottish Office (Planning Advice Note 44), HMSO, March 1994.