



Local Place Plans | Notification of Intent Planaichean Àite Ionadail | Brath Rùin

What are Local Place Plans?

Local Place Plans are a way for local communities to think about how to make their place better, to agree priorities, and to take action (often working with others) to make change happen.

The Highland Council Local Place Plans webpage (www.highland.gov.uk/localplaceplans) provides information on how Local Place Plans are prepared within the community and then submitted to The Highland Council, including guidance and tools that can help you when you are preparing your Local Place Plan, and how they can be used once validated and registered.

The Highland Council Local Place Plan directory and map register allow you to check for registered and in-progress Local Place Plans within your local area, and in other local communities in Highland (www.highland.gov.uk/localplaceplanregister).

Want to know more about Local Place Plans?

If your group/organisation would like to know more about Local Place Plans or have any questions relating to the preparation and submission process, please complete this form.

By filling in and returning the form, it helps The Highland Council to be aware of Local Place Plan activity and what Local Place Plans may be submitted in the future and when.

Upon receipt of your completed form, we will:

- Add your organisation to our mailing list for information updates relating to the preparation and submission of Local Place Plans. (If you wish to be removed from the mailing list, please contact the Development Plans Team on: lpp@highland.gov.uk)
- Send you any area-specific information that we think may be of assistance to you in preparing your Local Place Plan.
- Add your in-progress Local Place Plan area (if applicable) as an indicator dot on our Local Place Plan map register.

We aim to respond to Notifications of Intent within 10 working days of receipt.

Please email or post your completed Notification of Intent form to the following:

lpp@highland.gov.uk

Development Plans, Highland Council HQ, Glenurquhart Road, Inverness, IV3 5NX.

Section 1 – About you and your organisation

1) Please give us your organisation's name

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2) What kind organisation are you representing?

- Community Council
- Scottish Charitable Organisation*
- Other*

If Other, please specify:

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* Community bodies (excluding community councils) are required to submit a [Local Place Plan Preparer Checklist](#) and a copy of their **written constitution** with their Notification of Intent.

3) About you

Your name	
Your position in the organisation	
Your email address (ideally this should be a generic* address associated with your organisation)	
Your postal address including postcode (ideally this should be a generic* address associated with your organisation)	
Your organisation's web address	

* A **generic email or postal address** will be required as part of The Highland Council's process for placing indicated/registered Local Place Plans on our Local Place Plan Register.

4) Your preferred method of contact

<input type="checkbox"/> Email (please specify)	(If same as Q3, leave blank)
<input type="checkbox"/> Post (please specify)	(If same as Q3, leave blank)
<input type="checkbox"/> Other (please specify)	

Section 2 – About the Community

5) Please tell us the name of the community you are interested in and the anticipated name of your Local Place Plan.

6) Which of The Highland Council's Wards is the Community in?

- | | |
|--|--|
| <input type="checkbox"/> 1. North, West and Central Sutherland | <input type="checkbox"/> 12. Aird and Loch Ness |
| <input type="checkbox"/> 2. Thurso and Northwest Caithness | <input type="checkbox"/> 13. Inverness West |
| <input type="checkbox"/> 3. Wick and East Caithness | <input type="checkbox"/> 14. Inverness Central |
| <input type="checkbox"/> 4. East Sutherland and Edderton | <input type="checkbox"/> 15. Inverness Ness-side |
| <input type="checkbox"/> 5. Wester Ross, Strathpeffer and Lochalsh | <input type="checkbox"/> 16. Inverness Millburn |
| <input type="checkbox"/> 6. Cromarty Firth | <input type="checkbox"/> 17. Culloden and Ardersier |
| <input type="checkbox"/> 7. Tain and Easter Ross | <input type="checkbox"/> 18. Nairn and Cawdor |
| <input type="checkbox"/> 8. Dingwall and Seaforth | <input type="checkbox"/> 19. Inverness South |
| <input type="checkbox"/> 9. Black Isle | <input type="checkbox"/> 20. Badenoch and Strathspey |
| <input type="checkbox"/> 10. Eilean a' Cheò | <input type="checkbox"/> 21. Fort William and Ardnamurchan |
| <input type="checkbox"/> 11. Caol and Mallaig | |

For more information, visit our Council Wards webpage for a list of wards and ward map: www.highland.gov.uk/wards.

7) Please provide a brief description of the Community, including an indication of your organisation's intended Local Place Plan area (if known).

8) Are there any existing community plans produced for your area?

- Yes No Don't know

If yes, please specify:

9) Please describe what stage your organisation is at with its Local Place Plan. For example, do you have a programme of work and timeline for preparing a Local Place Plan? Do you have an approximate timescale for when you are aiming to submit your Local Place Plan to us?

10) If there is anything else you would like to tell or ask us about Local Place Plans, please use the box below:

Your information is important to us:

The Highland Council Local Place Plans Notification of Intent **Privacy Notice** can be viewed on the following page or online: www.highland.gov.uk/privacy-localplaceplans.

Privacy notice – Local Place Plans Notification of Intent

Description: We check, validate, and register Local Place Plans as prepared by any community council or community controlled body within The Highland Council development planning area.

The key legislation is the Town and Country Planning (Scotland) Act 1997 as amended, the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021, Local Government (Scotland) Act 1973, and the Community Empowerment (Scotland) Act 2015.

The information we collect is used to contact you in relation to Local Place Planning.

If you don't give us your information: If you choose not to give us your information, we will not be able to send you information updates relating to the preparation and submission of Local Place Plans or to contact you again in relation to any questions or comments you have raised.

Your rights: Access to personal data (A15); Rectification of personal data (A16); Erasure of personal data (A17); Restrict processing of personal data (A18). To find out more about your rights, please visit: www.highland.gov.uk/accessinformationwehold.

Who we share your information with: We are legally required to provide a register of Local Place Plans and accompanying information, and a map of Local Place Plan areas. The Highland Council directory and map of registered Local Place Plans can be found online at: www.highland.gov.uk/localplaceplanregister.

If you cannot access our website on your own device, the Local Place Plan register can be viewed on computers at various libraries, and Service and Access Points throughout Highland.

Libraries: www.highlifehighland.com/libraries.

Service and Access Points: www.highland.gov.uk/servicepoints.

If you provide us with an indication of the location of your proposed Local Place Plan area, we will display it as an indicator dot on our map register, together with your organisation's name, web address (if it has one) and email address (if it has one).

When your Local Place Plan area is confirmed, we will show the boundary of your Local Place Plan area as a solid line on our map register, together your organisation's name, web address (if it has one) and email address (if it has one). When your Local Place Plan and supporting documents have been validated, we will add these to our Local Place Plan directory.

We will display only organisation-related (generic) email or postal addresses on our Local Place Plan directory and map register. We will not display any phone numbers on our Local Place Plan directory and map register.

How long we hold your information: Unless you tell us otherwise, we will continue to hold your information for as long as necessary to perform our Local Place Plan functions.

Automated processing: Your information is not subject to automated decision making or profiling.

Data controller: The data controller is The Highland Council.

Data Protection Officer: Data Protection Officer, Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX. Tel: 01463 702029. Email: dpo@highland.gov.uk

Supervisory authority: If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113. Website: <https://ico.org.uk/global/contact-us/>