



Aberdeenshire Council Pre-Application Enquiry Form for Local (Non-Householder) Development

This form is intended for pre-application enquiries within Aberdeenshire Council Local Authority area relating to all development proposals other than householder developments¹ or proposals classed as a Major Development under the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.

This form should be completed if:

- you are unsure as to whether your proposal will require planning permission;
- and/or have details of a development that you are proposing but require informal advice from the planning service on the suitability of the development prior to submitting a planning application.

This form **should not** be used if you are enquiring about the need for or scope of an Environmental Impact Assessment or a pre application enquiry for a major development.

Further details of what constitutes major development can be found at <http://www.aberdeenshire.gov.uk/planning/devservices/major.asp>.

Please complete the form in full to enable us to fully answer your enquiry. Please refer to page 5 (Section 7) for further information on what to submit with this form. If you wish to provide further details that you think may be of assistance, such as photographs, plans or sections please feel free to do so. The quality and extent of your information will largely determine the detail of any response we are able to give you.

We aim to respond to enquiries within 20 working days of receipt. However, please note that the planning service needs to prioritise its work based on the resources available and will prioritise the processing of planning applications. During periods of high volumes of workload, it may not be possible for an allocated officer to respond within this timescale. In these situations, we will endeavour to discuss alternative timescales with you and when you can expect to receive a response. The informal advice provided in relation to pre-application enquiries will firstly involve a desktop assessment of planning policy; consultations will not normally be undertaken and a site visit may be undertaken, particularly in the case of a pre-application enquiry.

Please submit your enquiry by emailing this completed form along with any additional attachments to Aberdeenshire Councils default address planningonline@aberdeenshire.gov.uk. Standard responses to enquiries will be by electronic communication to a valid email address. If you wish to receive a response in paper please tick the box below.

I wish to receive a hard copy responses.

¹ Householder development is development to alter or extend a dwellinghouse or residential flat, or to carry out any works (including buildings/structures/driveways etc) within the garden curtilage of that dwelling.

What is your enquiry about?

Please let us know the nature of your enquiry (mark all that apply):

Do I need planning permission for the development?

I wish to enquire about the potential likelihood of permission being granted for the development

1. Your Details/Agent Details

Please provide a contact address and valid email address to allow us to respond to your enquiry.

| | |
|-----------------|--|
| Name | |
| Address Line 1: | |
| Town/City: | |
| Postcode: | |
| Telephone No: | |
| Email Address: | |

2. Site Address

Please provide details of the site including a description if no address available i.e. site to the NE of Oak Cottage, East Wood, Anytown and supply a Postcode for the area. If you do not have a site address please identify the site in question on your plans.

| | |
|--|--|
| Name/description | |
| Address Line 1: | |
| Town/City: | |
| Postcode | |
| Grid Reference (12 figure if known) | |

3. What is proposed?

Please provide a detailed description of the proposed development including any buildings, works or changes to the use of the site.

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4. Current use of land/buildings

Please describe the current use of the building or land to which the development relates
(please mark all relevant boxes)

Residential
Please describe:

Commercial
Please describe:

Industrial
Please describe:

Agriculture
Please describe:

Other
Please describe:

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5. General Site info

Please complete the following to provide us with more information about the site/property and your proposal.

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|--|-----|----|-----|
| Does the site have an existing access? | Yes | No | N/A |
| Are you proposing a new access? | Yes | No | N/A |
| Is there any existing boundary treatment surrounding the site? (such as hedges, fences, walls) | Yes | No | N/A |
| Are you proposing any new boundary treatment? | Yes | No | N/A |
| Will the development involve demolition including full or partial demolition of any existing buildings? | Yes | No | N/A |
| Will the proposal involve works being undertaken to any trees? | Yes | No | N/A |
| Will the development involve demolition including full or partial demolition of any existing buildings? | Yes | No | N/A |
| Will the proposal involve works being undertaken to any trees? | Yes | No | N/A |
| Will the proposal include any areas of hard standing being constructed? | Yes | No | N/A |
| Will the proposal include the provision of SuDS (Sustainable Drainage Systems)? | Yes | No | N/A |
| Will the proposal involve or potentially affect a Listed Building? | Yes | No | N/A |
| Is the proposal in a conservation area? | Yes | No | N/A |
| Does the proposal include new/amended signage or adverts? | Yes | No | N/A |

6. Additional site information

Please provide details of building & development works if they are known. Please use metres/ metres squared and hectares for measurements

- i) New or increased floorspace of building (estimated footprint at ground level (in m²))
- ii) Total gross floor space (in m² if known)
- iii) Total number of new units (if residential)
- iv) Extent/area of works (ha/m²)
- v) Height of building (in m if known)
- vi) Number of storeys (if involving a building)
- vii) Details of hard standing (porous or non porous)
- viii) Number of parking spaces intended
- ix) Will any building have public access?
- x) If you're altering a building, does it involve alterations to the roof, structure or external walls or works affecting a separating wall?
- xi) Will alterations include changes to the method of waste water discharge?
- xii) If you are aware of any **specific site considerations** such as; contaminated land, flooding and drainages, the need for private water supply, habitats or species, please outline these.

- xiii) Are there any **specific considerations for the type of development proposed** i.e. (Storage of hazardous materials, water disposal, traffic movements, public open space and affordable housing).

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7. Supporting Documentation

Please submit the following information with your enquiry, which will enable us to provide more accurate and meaningful advice regarding your proposal. It is not essential for the information to be drawn to scale but this is strongly encouraged if you require more detailed advice. Please mark the boxes to let us know what information you have submitted. At a minimum the plans must clearly demonstrate where the development is proposed and if possible should identify any relevant details, particularly for proposed new buildings.

You must supply a

Location plan (pdf, jpg or equivalent) identifying the location of the site and neighbouring properties/land.

Where possible it would benefit the enquiry if you supply:

Site plan showing the property/land, the position of proposed development within the site, and the position of any item which you have answered yes to in part 7;

Drawings showing existing property;

Drawings showing proposed development including dimensions;

Site sections if a proposed development is on sloping land;

Any supporting information available (drainage plans, business plan etc).

Declaration

I confirm that all the information contained in this form is, to the best of my knowledge, correct and acknowledge that the response that I receive will be based purely on the information submitted. I also confirm I understand that the advice I receive is intended as advice only and is not legally binding to any future decision that the Council may make on any planning application that may be forthcoming.

Your details will not be made public unless subject to and in accordance with legislation (Freedom of Information (Scotland) Act 2002).

Please tick to confirm you agree with the declaration

Name

Date: