

These notes have been prepared to help you fill in the householder planning application form. If you need any more help or are unsure if planning permission is required, please contact the Council's planning staff. Please note that you require a separate application form for building warrants, listed building consent, conservation area consent and advertisement consent.

Note: incomplete/incorrect applications cannot be accepted, thus delaying your proposals

1

APPLICANT'S CONTACT DETAILS

Please give your full name and postal address, [including your postcode](#), email address and if possible, a daytime telephone number.

Please note that our preferred method of contacting you is by email.

2

AGENT'S CONTACT DETAILS

You may decide to employ an agent, such as an architect, surveyor, builder who drew the plans, or a planning consultant, to complete these forms for you. If this is the case, all correspondence will be sent to the agent.

Please give the name, postal address, email address and telephone number of the firm or company, and the individual dealing with this application.

3

ADDRESS OR LOCATION OF PROPOSED DEVELOPMENT

If the application site is different from your home address given in section 1 you should clearly state the full postal address of the application site, [including the postcode if possible](#). If the site has no address, please give a written description which will allow people to identify it.

You should also clearly outline the land to which the application relates in RED and any other adjoining land you own in BLUE.

4

DESCRIPTION OF PROPOSED DEVELOPMENT

Please tick the box(es) which most accurately describes your proposal.

If none of these descriptions are adequate then please tick "other" and describe the proposal in the space provided.

If you are in doubt as to how to describe your proposal, please contact the Development Control Service.

5

PROPOSED EXTERNAL 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. For example, colour and type of material.

Please note that "see plans" is not sufficient.

6

CHECKLIST

• Plans

- 4 copies of a location plan must be submitted (preferably Ordnance Survey scale of either 1:1250 or 1:2500, with NORTH point). The land to which the application relates must be outlined in RED and any adjoining land you own outlined in BLUE.

- 4 sets of drawings to illustrate your proposals (scale of 1:50 or 1:100 with a NORTH point).

all plans and documents must clearly state who has prepared them.

• Certificates

- details of land ownership and neighbour notification certificates are on the opposite page.

• Application Fee

- you will usually be required to pay a fee when submitting your application. The fee varies according to the type and size of the application, and you should check with the Development Control Service.

You are legally required to complete parts A and B of the Land Ownership Certificate as part of your application for planning permission. If you do not, your application will not be processed.

A You do not need to have any legal interest in the land to which the application relates when you apply for planning permission, nor do you require the consent of the owner. But, **if you do not own the land to which this application relates, you are legally required to give notice of the making of the planning application to the owner and to any agricultural tenant of the land.**

For the purposes of making a planning application, a person is regarded as the owner if, **21 days before the date of the planning application**, he is an owner or is the tenant under a Lease which still has at least 7 years to run.

If you do own **all** the land to which this application relates, then you should tick box 1.

If you are **not** the owner of the land to which the application relates you are legally required to notify the owner(s) by serving them:

- a completed copy of the NOTICE TO OWNERS form provided in this application pack

Once you have served this notice you should tick box 2 and list the names and addresses of the owners notified, together with the date on which the notice was served.

If you do not know who owns the land, then you will be required to place a notice in the local newspaper. Please contact the Development Control Service.

B Part B relates to agricultural holdings. If none of the land to which this application relates forms part of an agricultural holding then you should tick box 1.

If, 21 days before the date of the application, all or part of the land to which this application relates forms part of an agricultural holding, then you are required to notify any agricultural tenants of that land. You should notify them by serving:

- a completed copy of the NOTICE TO OWNERS/TENANTS OF AGRICULTURAL HOLDINGS form provided in this application pack

Once you have served this notice you should tick box 2 and list the names and addresses of the tenant(s) notified, together with the date on which the notice was served.

If you do not know who the tenant(s) are, you will be required to place a notice in the local newspaper. Please contact the Development Control Service.

Recorded Delivery is the preferred method of sending out notices since the receipt provides proof of delivery in the event of a dispute. Registered post or hand delivery are also acceptable.

You should check that you have completed questions 1-6 and the Neighbour Notification and Land Ownership Certificates correctly.

You should then sign and date the application form, and each of the Certificates and send or deliver them, together with all the necessary plans, drawings and fee to the Development Control Service, Planning and Economic Development, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA.

IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE OF CURRENTLY UP TO £2,000