

PLANNING APPLICATION

1. Name and Address of applicant	Name and Address of Agent
.....Post Code..... Tel. No. E-mail address.....Post Code..... Tel. No. E-mail address.....

2. Full Postal Address of Application Site (edged in red on the site plan)

.....
.....
.....

Is this address a flat?
 Yes No

3. Brief Description of Proposed Development

.....
.....
.....

4. Type of Application (tick one box only)

(a) Full application for **new building works** and/or a **change of use** and/or **engineering works**

(b) Full application for a **change of use** not involving any building works

(c) **Planning permission in Principle**

(d) Approval of **matters specified in conditions (pursuant to a Planning Permission in Principle)**

(e) Application for **removal or variation of a condition** on a planning permission previously granted
 (Please indicate reference number of previous application)

(f) Application for **renewal of a limited period permission**
 (Please indicate reference number of previous application)

(g) Application for **renewal of an unimplemented permission**
 You need only answer Questions 17 and 18
 (Please indicate reference number of previous application)

5. Applications for Matters Specified in Conditions (if you ticked (d) in Q.4, please complete)

(a) State the reference number and date of the planning permission in principle

(b) State which of the conditions are submitted for approval as part of this application:
 All Conditions (please tick) or Condition Numbers

6. Pre-Application Discussion and Consultation

(a) Has assistance or prior advice been sought from Scottish Borders Council about this application?

Yes No

If yes, please complete the following information about the advice you were given:

Officer Name: Date:

Council Reference:

(b) Has Pre-Application Consultation taken place (for MAJOR developments: See Notes for Guidance)?

Yes No

If Yes, a Pre-application Consultation Report should accompany this application

7. Site Area

..... hectares

8. State whether applicant owns or controls any adjoining land (edged in blue on submitted plans)

Yes No

9. Existing/Proposed Uses

Please indicate all existing and proposed uses that are the subject of this application:

Existing	Proposed

10. Commerce and Business

(A) Floorspace

Please indicated the total amount of floorspace (in square metres) to which this application relates

Existing -

Proposed -

(A) Employment

Please indicate the number of staff employed (including part-time):

Existing -

Proposed -

(B) Traffic Flow

What is the anticipated traffic flow to the site during a normal working day? (No. of vehicles moving in and out of the site) (Include all vehicles except those used by individual employees driving to work)

Existing -

Proposed -

(C) Industrial Processes

In the case of industrial development, please give a description of the processes to be carried on and of the end products, as well as the type of machinery to be installed:

(D) Storage of Hazardous Substances

Will the proposal involve the use or storage of any materials of a type and quantity defined as hazardous substances? If YES, please state materials and quantities below:

11. Car Parking

Please indicate car parking facilities/spaces:

Existing:

Proposed:

12. Accesses and Rights of Way (Please tick those that apply)

- (A) There will be **no new access** to a highway (either vehicle or pedestrian), **no alteration** to an existing access to a public road and **no alteration** to any public right of way or other public path
- (B) There **will be** a new or altered access to a public road Vehicular Pedestrian
- (C) A public right of way or other public path **will be affected** by the proposed development

13. Trees

Will the proposed development involve the felling of any trees? Yes No
(If YES, please indicate positions on plan)

14. Drainage and Water Supply

(A) Please state how surface water will be disposed of:

(B) How will foul sewage be dealt with?

Mains sewer Septic Tank and Soakaway Other (Please specify).....

(C) From where will the proposed development receive its water supply?

Public mains supply Private source

Where the water supply is from a private source, has any testing or analysis been undertaken?

Yes No

Please indicate position of source on location/site plan, and where possible provide details of the source (e.g. borehole, spring etc.), and of any related pipework or apparatus

15. Materials

Please state type and colour of materials to be used (if known)

	EXISTING	PROPOSED
Exterior Walls		
Roof		
Windows		

16. Additional Information

Is there any additional information you wish to give in support of this application?

17. Declaration

I hereby apply for planning permission and declare that, to the best of my knowledge, the information contained in this application and on the submitted plans is correct.

I attach FOUR copies of the application forms and enclose the application fee of £....., together with:

- Four sets of the necessary plans and drawings
- In the case of MAJOR developments, a Pre-Application Consultation Report
- A Design and Access Statement or Design Statement, where the application site is situated within a conservation area, historic garden or designed landscape, a National Scenic Area, the site of a scheduled monument or the curtilage of an A Listed Building (see Notes for Guidance for further information)

Signed..... on behalf of..... Date.....

18. Please complete Certificate A and Certificate B (please tick ONE box in each)

CERTIFICATE A under Section 35 of the Town and Country Planning (Scotland) Act 1997, as amended

I certify that:

- At the beginning of a period of 21 days ending with the date of this application, nobody other than the applicant was the owner¹ of all of the land to which the application relates

OR

- The applicant has given the required notice to everyone who, at the beginning of the period of 21 days ending with the date of the accompanying application, was the owner¹ of any part of the land to which the application relates, as listed below:

Owner's Name	Address at which notice was served	Date on which notice was served

Signed..... on behalf of..... Date.....

CERTIFICATE B under Section 35 of the Town and Country Planning (Scotland) Act 1997, as amended

I certify that:

- At the beginning of a period of 21 days ending with the date of this planning application, none of the land to which the application relates is, or is part of, an agricultural holding;

OR

- The applicant has given the required notice to every person other than the applicant who, at the beginning of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's Name	Address at which notice was served	Date on which notice was served

Signed..... on behalf of..... Date.....

¹ An owner includes anyone with a lease on the land that has at least seven years left to run