GUIDANCE FOR SUBMITTING AN APPLICATION TO THE PLANNING AUTHORITY

It is now possible to submit the full range of planning and related applications for consideration by East Ayrshire Council’s Planning and Economic Development Division by electronic means, via the internet. Such electronic applications can be submitted via the Scottish Government’s Portal, “Scottish Planning Online”. For further guidance on submitting your application go to [https://eplanning.scotland.gov.uk/skin/pdf/UserGuide.pdf](https://eplanning.scotland.gov.uk/skin/pdf/UserGuide.pdf)

The application forms used for submissions via the portal will be identical across Scotland. East Ayrshire Council consequently intends that the same forms be available for use by those who wish for the time being to continue to lodge applications in “hard copy” form. Copies of forms can be downloaded from the eplanning web site [https://eplanning.scotland.gov.uk/WAM/](https://eplanning.scotland.gov.uk/WAM/)

If you wish to continue to apply for planning permission manually, it would be helpful if you submitted your drawings in A3 format or by copying on to a CD. Please note that individual files on the CD must not be in excess of 10Mb for each document. For hard copies it is helpful to provide a quality of drawing that is clear and sharp to assist in the process of scanning your drawings into the electronic record.

All new applications will be made available to view online, when they are valid, and the ease of reference and clarity will be determined by the quality of the original. It is also helpful if drawings are clearly labelled with the drawing number and revision references, (where appropriate.) Providing unsigned drawings is preferable for scanning and redaction purposes.

The following information should therefore be noted as it will assist you in the completion and submission of your "hard copy" application. The application will not be validated until this information is received by the Council at EAC Planning and Economic Development Service, PO Box 26191, Kilmarnock, KA1 9DX.

- 2 copies of application forms and plans will be required for Householder Applications and 3 copies for all other applications.
- Scaled drawings / plans should be drawn to fit A3 size wherever possible.
- (Further details of the scale and content of drawings / plans are attached, Appendix 1)
- Applications should include the appropriate certificate of ownership. See guidance at [https://eplanning.scotland.gov.uk/skin/IDOXForms/guidance/Land_Ownership_Certificates_Guidance_PP_HH.pdf](https://eplanning.scotland.gov.uk/skin/IDOXForms/guidance/Land_Ownership_Certificates_Guidance_PP_HH.pdf) for householder applications.
• The appropriate fee should be selected from the scale of fees attached, Appendix 2). Officers will, on request, be happy to confirm the level of fee and any other charges applicable. Payment can be made by debit or credit card (including by telephone); cheques should be made payable to "East Ayrshire Council". If paying by cash, please ensure you are given a valid receipt. Please do not enclose cash when submitting your application by post.

Certain categories of applications require to be advertised under Section 20 of the Town and Country Planning (Development Management Procedure)(Scotland) Regs 2008 as follows:

• Where it is not possible for the Planning Authority to carry out neighbour notification in terms of Regulation 18 because there are no premises on the neighbouring land;*

• Where the applicant is unable to give notice to every person who is an owner of the land to which the application refers;

• Where the application relates to development of one or more classes of development specified in Schedule 3 (previously known as bad neighbour development);

• Where the application relates to a development which does not accord with the provisions of the development plan.

*Except householder applications

For these categories, an additional fee (see fees below) should be submitted by the applicant within 14 days of notification from the Planning Authority for advertising the application in the local press.

GENERAL INFORMATION

• The Service processes planning applications for all of the East Ayrshire area.

Office Address:
The Johnnie Walker Bond
15 Strand Street
Kilmarnock
KA1 1HU

Contact phone no. 01563 576790
Fax no. 01563 554592

• Contact e-mail address for electronic correspondence - submittoplanning@east-ayrshire.gov.uk
ePLANNING - Online Planning Information System (OPIS)

All applications whether received electronically or in paper format will, when valid, be placed on line and will be available for public scrutiny through the Online Planning Information System (OPIS). Plans, drawings and other material submitted to East Ayrshire Council are protected by the Copyright, Designs and Patents Act 1988 (section 47). You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

You may keep track of any application and make representations on the Council’s Web Site via OPIS at www.east-ayrshire.gov.uk/eplanning. In the interests of data protection, the Council will redact (conceal) all non-essential telephone numbers, e-mail addresses and signatures from all planning application related documents. We will also redact any submitted comments that are not material planning consideration, that are of an abusive or slanderous nature or which may be prejudicial to public safety.

Electronic Decision Plans - in adopting electronic processes to achieve efficiency savings hard copy plans will no longer be issued. You will receive a hard copy decision notice this will contain a web address directing you to the OPIS where the electronic decision plans will be available to download.

Use of the ePlanning services in the Council’s web site constitutes acceptance of East Ayrshire Council's terms of service.

DATA PROTECTION

All information stored further to the submission and determination of planning and related applications will be used only for the purposes for which it was obtained / provided and in all cases consistent with the Date Protection Act 1998.

GENERAL NOTES

Any person who knowingly or recklessly issues a Planning Application Certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine.

Applications submitted electronically will not be prioritised over paper applications. However, submission via the Scottish Government Portal features mandatory fields and uses a “progress bar” and such applications are more likely to be valid on receipt.

Proposals requiring permission under one piece of legislation may also require consent under related legislation; e.g. alterations or works to listed buildings may require both listed building consent and planning permission, depending on the development. Similarly, a further, separate application for permission under the Building (Scotland) Acts may be required for any development to be undertaken. The Building Standards Section can be contacted on 01563 576781.
Appendix 1

Scale and Content of Drawings and Plans for Householder Applications

(1) 2 copies of a completed Planning Application Form.

(2) 1 copy of an appropriate completed Certificate of Ownership.

(3) The appropriate Fee* (see the scale of fees attached). Cheques should be made payable to East Ayrshire Council.

NOTE: *If paying for your application by cash, please ensure that you are given a valid receipt. Please do not enclose cash when submitting your application by post.

(4) 2 copies of a Location Plan. An Ordnance Survey based plan 1:1250 or 1:2500 is required to identify:

   a) The site of the application clearly outlined in red;
   b) Land in the applicants’ ownership, clearly outlined in blue, should also be shown;
   c) The location plan must identify the land to which the proposal relates and its situation to the locality – in particular to neighbouring land (land which, or part of which, is conterminous or within 20 metres of the boundary of the land for which development is proposed.
   d) For more Rural Areas please include, in addition, a 1:10,000 metric scaled plan, where 1:2500 does not adequately show the site in context with major roads.

(5) 2 copies of a Site Plan of a scale of 1:500 or smaller which should show:

   a) The direction of North (a North point);
   b) General access arrangements, landscaping, car parking and open areas around buildings;
   c) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
   d) Where possible, all the buildings, roads and footpaths on land adjoining the site including access arrangements;
   e) The extent and type of any hard surfacing;
   f) Boundary treatment including walls or fencing where this is proposed.
(6) 2 copies of **Existing and Proposed Elevations** to a scale of 1:50 or 1:100 which should:

   a) show the proposed works in relation to what is already there;
   B) show all sides of the proposal;
   C) indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors;
   D) include blank elevations (if only to show that this is in fact the case);
   E) where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

(7) 2 copies of **Existing and Proposed Floor Plans** to a scale of 1:50 or 1:100 which should:

   a) explain the proposal in detail;
   b) show where existing buildings or walls are to be demolished;
   c) show details of the existing building(s) as well as those for the proposed development;
   d) show new buildings in context with adjacent buildings (including property numbers, where applicable).

(8) 2 copies of **Existing and Proposed Site Sections and Finished Floor and Site Levels** to a scale of 1:50 or 1:100 which should:

   a) show a cross section(s) through the proposed building(s);
   b) where a proposal involves a change in ground levels, show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided;
   c) include full information to demonstrate how proposed buildings relate to existing site levels and neighbouring development;
   d) show existing site levels and finished floor levels (with levels related to a fixed datum point off site), and also show the proposals in relation to adjoining buildings (unless, in the case of development of an existing house, the levels are evident from floor plans and elevations).

(9) 2 copies of **Roof plans** to a scale of 1:50 or 1:100 to show:

   a) the shape of the roof and specifying details such as the roofing material, vents and their location.
CHECK LIST for HOUSEHOLDER APPLICATIONS

- 2 copies of the Planning Application Form (fully completed, signed and dated).
- 2 Sets of all Plans (location, site/block plan, floor plans and elevations, etc. All submissions should have separate existing and proposed plans, where relevant).
- The application site is outlined in red
- Land owned by the applicant is outlined in blue
- 1 copy of an appropriate Certificate of Ownership
- The Appropriate Fee, (see below)

For more information and guidance on Planning please visit our website
http://www.east-ayrshire.gov.uk/PlanningAndTheEnvironment/PlanningAndTheEnvironment.aspx