Planning Application Preparation Flow Diagram
What kind of development are you seeking Planning Permission for?
Focused on Local and Major Planning Permission

1.Determine Hierarchy of Developement
National Development
Major Development
Local Development
Householder Application
Permitted Development

Local

National

Major

10.Local Development
Neither National Nor Major

11.Is the local development in any of the following sensitive areas?
Conservation Area
National Scenic Area
Site of Scheduled Ancient Monument
Curtilage of Category A Listed Building
Historic Garden or Designed Landscape
A design statement will be required for a marine fish farm development in limited circumstances

Yes

12.Design Statement Required
to be submitted with planning application

No

13.Is application for listed building where access will be altered?

Yes

14.Access Statement Required
to be submitted with planning application

No

3.Design and Access Statement Required
to be submitted with planning application

4.Proposal of Application Notice Required
A Formal notice to council and preparation of Pre-Application Consultation PAC A PAN is not a planning application but 'Notice' to the council advising of how the developer intends to engage with the community. This allows the community to put their views directly to the developer before the application is submitted.
Must be submitted 12 weeks before application submitted.

5.EIA Screening request
Does the development fall within Schedule 1?
The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 ie Airport / Express Road / Nuclear Power Station or Themal Power Station or Crude oil refinery

No

Yes

6.EIA Screening request
Does the development fall within Schedule 2?
The Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2017
https://www.legislation.gov.uk/ssi/2017/102/schedule/2/made
1.Agriculture and aquaculture > 0.5 Ha
2.Extractive industry = possibly
3.Energy industry > 0.5ha
4.Production and Processing of metals - floorspace > 1000 sqm
5.Mineral industry - floorspace 1000 sqm
6.Chemical industry - floorspace > 1000sqm
7. Food industry - floorspace > 1000sqm
8.Textile, leather - floorspace > 1000sqm
9. Rubber industry - floorspace > 1000sqm
10. Infrastructure - development area > 0.5 ha
road works > 1ha

Yes

No

7.EIA Scoping Required
Separate process / application made through the planning system that asks the council to advise as to what investigations are required on Envirinomental impact

8.Local Authority
Determines what should be included in Environmental Impact Assessment

9.EIA
Preparation by applicant
to be submitted with planning application

15.Do you own the land?
When a planning application is made for land that is not owned solely by the applicant, owners of the land to which the application relates must be informed

No

Yes

16.Serve Notice on Landowners
Generally requirements invovled
1) Write / contact owners
2) Record method of contact and tell local authority
3)List owners to local authority
The owners should be told
1) What application is for
2)To whom application is being made
3)How they can comment on application
proof of notice will be submitted with planning

Colate Documents ready for Application Submission

17.Required Documents #1
Site Plans and Drawings - Required of all National, Major and Local applications
Location Plan (Scale 1:1250 or 1:2500)
Shows the site outlined in **red** and any other land owned by the applicant in **blue**.
Must include nearby roads and buildings.
Site Plan (Scale 1:500 or 1:200)
Includes the position of the proposed house, access points, boundaries, and neighbouring properties.
Existing and Proposed Floor Plans (Scale 1:50 or 1:100)
Shows layout, dimensions, and room uses.
Elevations (Scale 1:50 or 1:100)
Shows how the building will look from all sides.
Sections and Roof Plans (if required)
Cross-sections showing height and structure.
Application Form

18.Potential Required Documents #2
Design and Access Statements (if applicable)
Explains the design, layout, and how accessibility considerations have been addressed.
Environmental Impact Assessement if required as per above
Drainage Strategy
Shows how surface water and wastewater will be managed.
Tree Survey (if applicable)
Needed if trees are affected by the proposal.
Biodiversity Report / Ecology Survey
Required if there are protected species (e.g., bats, newts).
Transport Statement (if required by the local authority)
Covers parking, access, and impact on traffic.

19.Potential Required Documents #3
Site Investigation Reports
Required in a **planning application** when there are potential concerns about the land's stability, contamination, or suitability for development. There are two types Phase 1 study and a Phase 2 study - generally phase 1 are desktop studies that identify issues which if exist may require a phase 2 study which tend to involve empirical on-site data collection

Phase 1 and Phase 2 reports are not limited to **contaminated land**. While they are most commonly associated with contamination risk assessments, as above they can also apply to **geotechnical investigations**, **ground stability assessments**, and **environmental assessments** in the planning process.

Types of Phase 1 & Phase 2 Reports - along with guidelines on When they might be needed.
Contaminated Land Assessment *(Most Common Use)*
Former industrial land (e.g. brownfield sites, old factories, landfills, petrol stations). Areas with known contamination risks (e.g. near chemical plants or railway sidings).
If **contaminated land is suspected**, the **Local Planning Authority (LPA)** will request a **Phase 1 Contaminated Land Report**.**Ground Stability Issues**
Determines whether land is contaminated due to past industrial use.
Assesses risks to human health, watercourses, and ecosystems.
Follows **Environmental Protection Act 1990 (Part IIA)** requirements.
Geotechnical Site Investigation or SI for short.
Assesses ground conditions for **foundation design**.
Identifies risks such as **soft ground, peat, high groundwater levels, or slope instability**.
Required for large developments, retaining walls, basements, or areas prone to **subsidence** (e.g., former mining areas).
If there is a **risk of differential settlement**, the report will guide suitable foundation design (e.g. piling vs. strip foundations).
Coal Minining Risk Assessment
Coal mining Risk Assessment - Required in **coal mining areas** to check for underground voids, subsidence, or gas emissions.
Follows **Coal Authority guidance**.
Phase 2 includes borehole drilling to confirm ground stability.
Flood Risk & Drainage Investigation
If a development is in a **flood-prone area**, a **Flood Risk Assessment (FRA)** and **drainage assessment** may be needed. (SEPA flood maps will indicate if the area is at risk).
Assesses **surface water drainage** and **soakaway potential**.
Phase 1: Desktop study of flood risk maps (e.g., SEPA flood maps).
Phase 2: Percolation tests and infiltration rates for sustainable drainage systems (**SuDS**).
Radon & Ground Gas Risk Assessments
Required in areas with **high radon levels** or near **landfills**.
Phase 2 includes gas monitoring over time.

Feature	Phase 1 Study (Preliminary Risk Assessment)	Phase 2 Study (Intrusive Investigation)
Purpose	Identifies potential contamination risks.	Confirms contamination and determines remediation needs.
Method	Desk study & site walkover.	Physical sampling & laboratory testing.
Data Collected	Historical land use, maps, aerial photos, site inspection.	Soil, groundwater, gas, and vapour analysis.
Risk Assessment	Theoretical – based on available records.	Measured – based on actual site conditions.
Required for Planning?	Often required if land has previous industrial use.	Only required if Phase 1 identifies potential risks.
Outcome	Determines whether Phase 2 is needed.	Confirms contamination and remediation measures.

20.Planning Application Submission
Post Submission Additional Documents
+
Application Form
Required Application FEE
Documents
+
Fix issues listed in Validation Failure Letter

21.Validation Check
Checking of all submitted documents note that applicant will asked to submit further information IF insufficient or vague documents submitted

22.Validation Failure
Usually because
1)Omitted document
2)Inaccurate Document
3)Wrong Forms
4)Insufficient Fees

23.Planning Application VALIDATED
-
Officer Appointed
Application under consideration
Local - 2 month target
Major - 4 month target
From validation date