

# INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

## FORMATION OF VEHICULAR ACCESS/DRIVEWAY

1. 1 copy of the completed planning application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used for rural properties and large application sites if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed site layout plans at a scale of 1:100 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings. The plans shall clearly state the proposed surfacing materials.

As an alternative the Planning Authority will consider accepting sketch site plans and/or annotated photographs. A sketch site plan should indicate, in metres, the length and width of the driveway and its distance from existing boundaries (e.g. fences and walls) and buildings. The location of any gates, fences and boundary walls should be clearly indicated. If submitting a sketch site plan please clearly indicate that it is "Not to scale".

5. 1 copy of proposed elevations at a scale of 1:100 or 1:50 showing all elevations of any retaining walls to be erected and of any fences, gates or boundary walls exceeding 1 metre in height. Existing and proposed ground levels should be clearly indicated.

As an alternative the Planning Authority will consider accepting sketch elevations which indicate, in metres, the length and height of all elevations of any retaining walls. Details of finish materials/colours and existing and proposed ground levels should be clearly indicated. If submitting a sketch elevation please clearly indicate that it is "Not to scale".

If the application is retrospective annotated photographs showing the design of fences, gates or boundary walls may also be acceptable. The height of the fence, gate or boundary wall should be clearly indicated.

6. The correct fee. Blue Badge holders are exempt from fees for driveways; please provide a photocopy of the Blue Badge.

For information on a permit for a dropped kerb please contact the Council's Road Services section on 0131 663 1103.