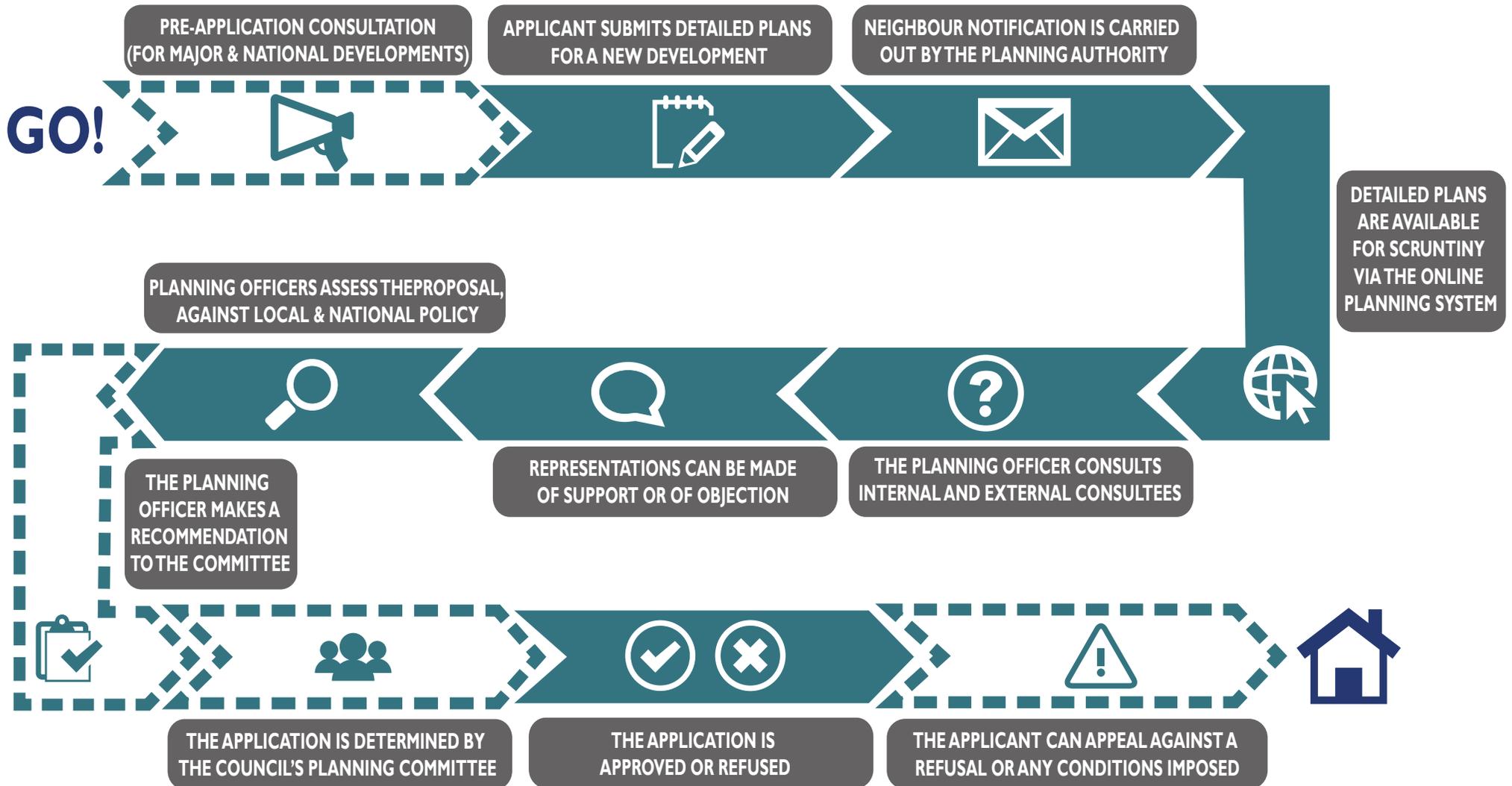


★ ★ ★  
**THE LIFE OF A  
 PLANNING APPLICATION**  
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**A KEY ROLE OF THE CIVIC TRUST NETWORK IN SCOTLAND IS TO ACT AS A WATCHDOG. OFFERING CRITICAL COMMENTS ON PLANNING APPLICATIONS IS POSITIVE DEMOCRATIC ACTIVITY.**



# WELL INFORMED INDEPENDENT ADVICE AND OPINION ON SCHEMES THAT COULD AFFECT THE AMENITY OF A TOWN, NEIGHBOURHOOD, BUILDING OR WIDER AREA CAN PAY AN IMPORTANT ROLE IN PLANNING.

## PRE-APPLICATION CONSULTATION

Applicants for 'National' (identified in the NPF) and 'Major' (large-scale developments) applications are now required to undertake a 12-week pre-application consultation. Details of pre-application consultation events must be advertised in a local newspaper and a minimum of one public event must be held for people to make comments.

## COMMENTING ON AN APPLICATION

Anyone can make a representation, whether of support or objection. The closing date for representations is often quite strictly adhered to. To be taken account of in the planning process, the comments must refer to a 'material consideration' (e.g. not compliant with local plan policy, national historic environment policy etc). Officers are required to assess an application against local and national policies, so it helps if you can refer to these in your letter.

We invite local groups affiliated to the Trust to call on us to assist them on significant development cases where they think our involvement could be beneficial.

## APPEALS

An applicant may lodge an appeal against a refusal of permission, any conditions imposed on a planning permission or the non-determination of the application within the statutory time limit. There are no equivalent third party rights of appeal.

For applications where the decision was delegated to the planning officer, the applicant can appeal to a Local Review Body. For other applications the appeal is to the Scottish Ministers. An appeal must be lodged within three months of a refusal date. The Scottish Ministers will appoint an independent Planning Reporter who will determine the format of the appeal which may be a public inquiry, hearing or written submissions.

## NOTIFICATIONS

Your planning authority must notify you if your property is within 20 meters of the application site. Notice of the plans is also published in the local press, the Edinburgh Gazette (available online) and often the Council's 'Weekly List'.

## DELEGATED SCHEMES

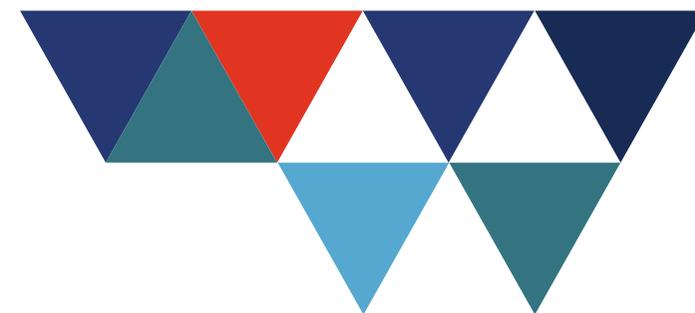
If few representations have been made, and a range of other safeguards have been taken into account, the decision may be delegated to the planning officers (under 'Delegated Powers'). This is how over 90% of cases are decided, and allows costly planning authority resources to be focussed on cases that most need them. However, applications for certain developments will need to be determined by the councillors who sit on the planning committee of the council. While the planning officer will make a recommendation to the committee, it is the councillors who retain the ultimate responsibility for determining a planning application in these cases.

## FIND OUT MORE

Planning procedures vary across planning authorities and your local council should be your first stop for queries.

**PAS (Planning Aid for Scotland)** offers a free, impartial and confidential planning advice service, provided by specialist volunteers, all of whom are chartered planners. PAS helps individuals and community groups to get involved in the planning process in an impartial, open and inclusive way. [www.pas.org.uk](http://www.pas.org.uk) or call the local rate helpline number at 0300 323 7602. Please [click here](#) to access advice.

**The Scottish Government's** planning website provides a wealth of information about the planning system in Scotland [www.scotland.gov.uk/Topics/built-environment/planning](http://www.scotland.gov.uk/Topics/built-environment/planning)



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**OFFERING CRITICAL COMMENTS ON PLANNING APPLICATIONS IS A POSITIVE DEMOCRATIC ACTIVITY.**



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