

- In some cases, it may be necessary for you to enter into legal agreements with, or make financial contributions to, the Council prior to the granting of planning permission. This may include, for example, an agreement regulating the use and occupancy of premises, the provision of affordable housing or the making of financial contributions towards play equipment. For 'local developments' it is expected that these arrangements will be concluded within 9 months. If you are not actively pursuing the conclusion of an agreement after 9 months you can expect the Council to proceed to conclude the determination of the application.

#### Issue of Planning Decision

We will prepare a Report of Handling setting out how the decision on the application was reached. This can be viewed on the Council's web site.

A decision will be given in writing and will specify any conditions to which a permission is granted; or, alternatively, the reasons for refusal. The decision notice will set out your rights to appeal or request a review of the decision. Further information on seeking a Review is available at <http://www.south-ayrshire.gov.uk/planning/forms.aspx>

No drawings are issued with the decision, but the decision certificate will specify the drawings to which the decision relates. The drawings will continue to be published on the Council's web-site for a limited period of time. Further information is available at <http://www.south-ayrshire.gov.uk/planning/register.aspx>

#### Feedback

Any concerns or comments on the progress or determination of an application in relation to this service standard should in the first instance be addresses to the Planning Manager at the Planning Service address, below.

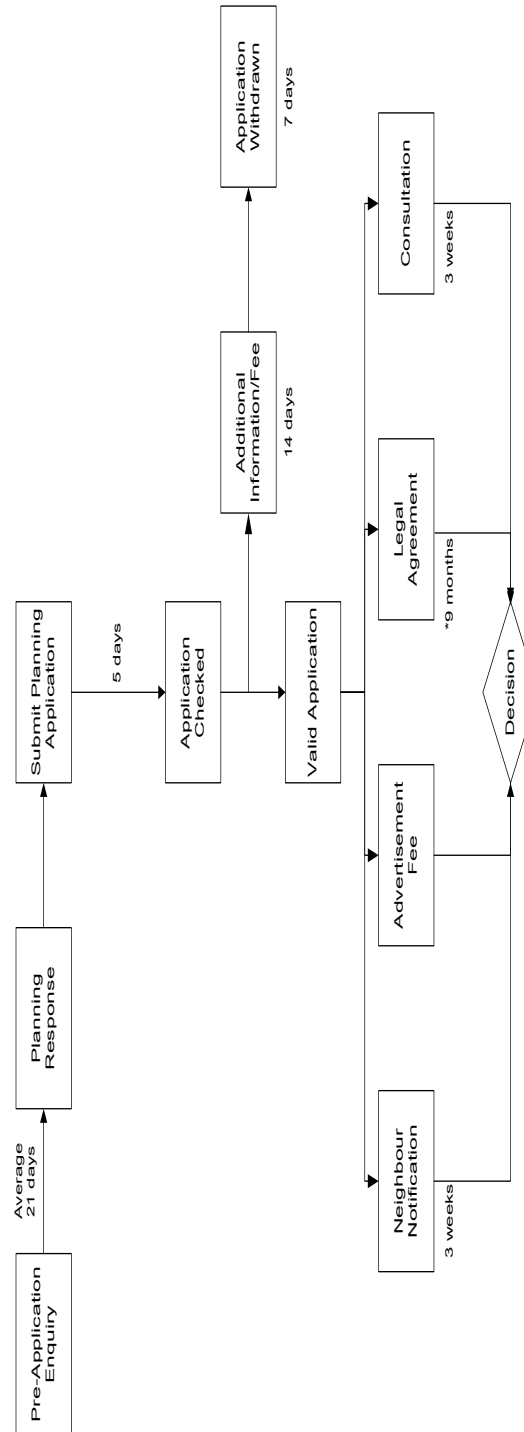
Mr Michael McClelland  
Development Management  
and Business Change Team  
Leader  
Tel: (01292) 616141  
Fax: (01292) 616161  
e-mail:  
[michael.mcclelland@south-ayrshire.gov.uk](mailto:michael.mcclelland@south-ayrshire.gov.uk)

Mrs Catherine Parish  
Priority Projects Team Leader  
Tel: (01292) 616173  
Fax: (01292) 616161  
e-mail:  
[catherine.parish@south-ayrshire.gov.uk](mailto:catherine.parish@south-ayrshire.gov.uk)

Ms Caron Ferrans  
Administration Officer  
Planning Administration  
Tel: (01292) 616325  
Fax: (01292) 616161  
e-mail:  
[caron.ferrans@south-ayrshire.gov.uk](mailto:caron.ferrans@south-ayrshire.gov.uk)

Planning Service  
Development and Environment  
Burns House  
Burns Statue Square  
Ayr KA7 1UT  
e-mail:  
[planning.development@south-ayrshire.gov.uk](mailto:planning.development@south-ayrshire.gov.uk)

### Planning Service Standard Timeline



\* Only applies where a Legal Agreement is required

## South Ayrshire Council Planning Service

Building a Performance and Customer Culture



### Service Standard: Planning Application Process



Planning Service  
Development and Environment  
Burns House  
Burns Statue Square  
Ayr  
KA7 1UT

Telephone: 01292 616 107 Fax: 01292 616 161  
e-mail: [planning.development@south-ayrshire.gov.uk](mailto:planning.development@south-ayrshire.gov.uk)

## Service Standard: Planning Application Process

### What it is and its Purpose?

This Standard explains what you should expect when we process your planning application. It explains what is required, and when, and helps us to process your application as efficiently as possible.

### Types of Planning Applications

Development is categorised as either 'National', 'Major' or 'Local'.

The categories define development size and these can be viewed at [http://www.oqps.gov.uk/legislation/ssi/ssi2009/ssi\\_20090051\\_en\\_1](http://www.oqps.gov.uk/legislation/ssi/ssi2009/ssi_20090051_en_1)

This Standard specifically sets out how applications for planning permission for the category of 'Local' development will be processed. These are smaller scale developments and include domestic development and extensions to dwelling houses.

Further advice on the development categories is available by contacting the Planning Service; (details provided at the end of this standard).

### Submitting an Application

An application for planning permission can be lodged with the Council electronically via the Government's Online e-Planning Scotland web site at <https://eplanning.scotland.gov.uk/WAM/>

You are encouraged to submit your application on-line.

Alternatively, you can apply in paper form. Forms and guidance for making an application are available from the Council at the contact address below or can be downloaded from the Council's web site at <http://www.south-ayrshire.gov.uk/planning/forms.aspx>

Answer all relevant questions within the application form. Should you be uncertain about any information being requested, please contact the Planning Service for assistance.

### Once Received, What Will We Do?

The receipt of your application will be acknowledged in writing.

The requirements for submitting an application is set out by Regulation [http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi\\_20080432\\_en\\_1](http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi_20080432_en_1)

The application will be checked to ensure that the necessary documentation/drawings/information and fee have been received. Certain developments have an additional requirement for a Design and Access Statement. Further guidance on possible additional information can be obtained by contacting the Planning Service.

Checking the application will usually take up to **5 working days**.

If the application is valid, it will be registered and dated according to the date of the receipt of the application.

If further information/fee is required, we will notify you. We should be in receipt of all information/fee within **14 days** of the date of that notification. If however the information/fee remains outstanding beyond a final reminder of **7 days**, we will understand that you no longer wish to proceed and will understand the application to be withdrawn.

On receipt of any outstanding information/fee, we will validate and register your application as of the date of receipt of all necessary information/fees.

### How Will Neighbours Be Notified?

We will arrange for your neighbours to receive a notification of the application. We cannot decide the application until at least a 3 week period has elapsed.

Your application may be required to be the subject of the Council placing a press advertisement; where there are no premises on neighbouring land. You are responsible for meeting the full cost of this advertisement and the application cannot be determined until we are in receipt of the payment of this fee. If after notification, reimbursement is not made, we cannot conclude the application and will consider the planning application as being withdrawn.

### How Will We Communicate With You?

You will receive written confirmation when your application is registered. Where an e-mail address is provided, we will communicate by e-mail. Where an application is submitted by an agent we will communicate with that agent. We will provide the name and contact details of the case officer who has been assigned to process your application. The case officer will be the first point of contact relating to your application. We will explain your rights to lodge an appeal to the Scottish Ministers or seek a review where we have failed to give a decision.

The Planning Case Officer assigned to your application, may seek the views of other Council Departments and any external agencies. It can take **3 weeks** for their comments to be received. Any relevant issues arising from these consultations will be communicated to you or your agent.

### Publication of Information

Your application will be placed on the Council's web site <http://www.south-ayrshire.gov.uk/planning/register.aspx> where relevant documentation pertaining to your application can be viewed. This will allow you to track progress on your application and also allow you to view any representations that may have been submitted. Upon your application being decided you will also be able to view a report on how the decision was reached. Further information on how we handle the publication of information can be viewed at <http://www.south-ayrshire.gov.uk/planning/privacy.aspx>

### When May You Expect a Decision on Your Application?

The Council aims to determine 'Local' development applications within 2 months.

- The time taken will depend on the amount of casework and the complexity of the application.
- An application will be determined as submitted. You are encouraged to discuss your proposal with us prior to lodging your application. How to submit information for a pre-application enquiry is set out below.
- When submitting a scheme for pre-application discussion; the more relevant information you submit, the more focused we can be in responding. You should submit a location plan identifying the boundaries of the site and sketches of the proposed development. Our response intends to inform the content of your application. We cannot pre-judge the outcome of a planning application. We will handle information submitted with a pre-application enquiry on a confidential basis and we do not publish these submissions on the Council's web-site. We cannot withhold any information that it may be required to be released under the Freedom of Information Act.
- We will endeavour, on average, to respond to pre-application enquiries within a 21 day period. The time involved will be dependent on the overall amount of case work and the complexity of the pre-application enquiry. We will operate a scheme of prioritisation for pre-application enquiries. The details of the scheme are set out in the Council's web site (link to follow).
- Where very minor amendment/revisions to a planning application are requested, we will offer a time period within which these same amended proposals must be submitted. If these are not received within the specified time period, we will proceed to determine the application as originally submitted. Such amendment/revisions will only ever be very minor in nature and will be of an insignificant scale that will not necessitate a re-notification of neighbours. Neighbouring properties holding a notifiable interest should not expect therefore to receive notice on these occasions.
- Where an application is submitted that requires revision you will be offered the opportunity to withdraw the application. Amended proposals can then be discussed with us prior to formally resubmitting an alternative application. This process was agreed by South Ayrshire Council on 17<sup>th</sup> December 2009 and can be viewed at <http://www.south-ayrshire.gov.uk/planning/performance.aspx> This promotes the 'front-loading' of the planning process by encouraging you to discuss the nature and content of your proposals with us prior to submitting a planning application.
- For 'Local' developments, the decision on the application will often be taken by a planning officer. In some circumstances, applications require to be reported to the Council's Regulatory Panel. The procedures for reporting planning applications to the Regulatory Panel can be viewed at <http://www.south-ayrshire.gov.uk/committees/>