Pre-application advice is intended to guide and inform the formulation of your development proposals, before you submit a formal planning application. It provides an opportunity for you to discuss your proposals with a planning officer, before going to the expense of having detailed drawings and specifications prepared by an architect, (or other design professional). It should provide more certainty for your project and assist you in making informed decisions before deciding to progress to the cost and submission of a formal planning application. It is hoped that the pre-application process is an engaging and helpful experience. The advice provided by a planning officer can help bring forward ideas to improve your proposals.

**The benefits of pre-application advice**

Whether you will be submitting a 'local' planning application (e.g. house extensions or proposals for less than 50 houses) or a 'major' planning application (e.g. a proposal for more than 50 houses) or an energy consent application to Scottish Ministers, pre-application advice helps to highlight key issues, identify where further information may be required and opportunities for improvements to your proposal. For 'Major' developments, key consultees may also be involved. In addition, the pre-application process will provide certainty on information requirements and processing timescales.

It is important to note that once the pre-application process has been concluded and you submit your planning application, the Council will consider your application on the basis of the scheme and information submitted at the time of making the application. Once 'Local' applications are submitted, we will not consider amendments to the application proposals, or additional information/reports. There is however some limited scope for submitting additional information for 'Major' development applications. Detailed Service Standards set out more information on how we will process your planning application and these are available at:

- Service Standard: Planning Application Process
- Service Standard: Major Developments

Obtaining pre-application advice can therefore prove to be very beneficial in providing certainty for your development proposal and information to be submitted with your planning application.

**What information should you provide?**

- Submit a pre-application enquiry using the pro-forma provided available at 'here'.
- A location plan sufficient to reasonably locate the property in relation to surrounding geography.
- A block plan, at a suitable scale, so as to understand the relationship of the proposal within the context of the boundaries of the site and how the development may impact upon neighbouring properties.
- Sketch plans suitable to understand the design of the proposal and how it relates to existing buildings on site.
- For proposed changes of use, please provide floor plans, as existing and as proposed.
- Where possible, photographs of the site and buildings.
What might you expect?

The Planning Service will commence the processing of your enquiry upon receipt of a completed application form, drawings, any relevant supplementary information and the necessary fee:

Householder Development e.g. domestic extensions, (but excluding a new dwelling house), have a fee of £125.

Non-Householder Development:

- 20% of the planning application fee, (subject to a minimum of £150 and a maximum of £1,000);

- In the case of residential development, £200 for each new dwelling house.

A ready reckoner of planning fees is available [here](#). Within 10 working days from the receipt of the above, you can expect to receive contact from a planning officer to offer a meeting to discuss your development proposals. You should thereafter normally expect a meeting within 3 weeks from this initial contact.

The Planning Service will also provide advice prior to the submission of applications for energy consent to the Scottish Ministers. The fee for such pre-application enquiries will be 20% of the application fee up to a maximum of £5000, which is based on the complexity and scale of these developments and the officer time involved. Such cases may also involve input from external consultants and the reasonable cost of securing such advice will be sought from the applicant.

What advice will you receive?

The meeting with a planning officer provides an opportunity for you to explain in further detail your proposal and for a planning officer to understand and discuss the aspects of the development that may influence the assessment at the formal planning application stage. Thereafter you will receive a written response, confirming, or otherwise, the principle of the development, any aspects that should be amended and any suggestions that we consider may add value and enhance your proposal. We will endeavour to provide as constructive advice as possible, and:

- identify information that is likely to be required to accompany a planning application e.g. a design statement, tree survey etc.

- any possible planning obligations or infrastructure/service provisions you may be required to meet as the developer.

- generally include an officer view as to whether or not planning permission is likely to be granted, and identify any process or timetable issues for processing a planning application.

- draw your attention to key consultees and their contact details.

When the written response has been issued, the pre-application process will conclude.

We aim to treat your enquiry on a confidential basis. We may share the details of your enquiry, as necessary, with other Council services. The Council will process your personal data in accordance with its Privacy Policy. Upon request and under the terms of the Freedom of Information Act, any information provided as part of a pre-application enquiry may need to be made available. We cannot therefore give an assurance that confidentiality can be maintained in all circumstances.

Submitting a Planning Application

Please submit your application online.

[www.edevelopment.scot](http://www.edevelopment.scot)
Helpful Information

- The planning history of the site is available on our web site 'here'. This may assist in understanding how other proposals were considered.

- Planning policy and supplementary planning guidance is available from the Council's web site 'here'.

- Environmental designations that may affect your proposal can be obtained from Scottish Natural Heritage, Scottish Environmental Protection Agency, The Coal Authority, Historic Environment Scotland, Ayrshire Roads Alliance and Environmental Health.

- The Council publishes environmental information including coal assessment areas, listed buildings, conservation areas, and areas of archaeological interest and is available 'here'.

Useful Web Addresses

- Apply for planning permission
  https://www.south-ayrshire.gov.uk/planning/apply.aspx
  &
  www.eplanning.scot

- Environmental Information
  https://www.south-ayrshire.gov.uk/planning/maps.aspx

- Planning Policy and Guidance
  https://www.south-ayrshire.gov.uk/planning/local-development-plans