

Guidance for making a householder planning application

When to use this Householder Application form

You will have downloaded this Householder Application Pack as you are intending to alter or extend your house or flat or build within your garden. If you haven't already done so, you should check that the works you propose aren't covered by your permitted development rights. If they are, you won't need to apply for planning permission. You can check on the council's website: <http://www.westlothian.gov.uk/article/2751/Do-I-Need-Planning-Permission>

Once your application is registered, the council has a target of eight weeks to approve the application or refuse it. It is important to give the correct information and fee (with receipt reference, if paying by cash, card or online and /or site address), so not to delay the process. Find out cost of a planning application: <http://www.westlothian.gov.uk/planning-fees>

Forms included in this pack

- Householder application for planning permission;
- Notice of application for planning permission;
You will only need to use this form if you don't own the site; if that's the case you have to inform the owner, or an agricultural tenant of your application.
- Land owner certificate - to be sent in with your planning application;
- Notification on initiation of development - to be sent to WLC to inform you have started the development;
- Notification on completion of development - to be sent to WLC to inform you have completed the development.

Plans and drawings

You will need the following plans:

- location plan usually a copy of an ordnance survey map to a recognised scale, such as 1:1250, with a red line defining your property;
- a site plan;
- fully dimensioned floor plans and elevations, existing and proposed.

Pre-application Enquiry

If you would like advice on whether your application is likely to be acceptable, you can use our enquiry service before you submit your planning application. To do this, go to the Pre-application Enquiry webpage: <http://www.westlothian.gov.uk/article/10863/Pre-Application-Enquiry>

Neighbour notification

The council will notify neighbours of your proposal.

Data Protection

When submitting a planning application, the information will appear on the Planning Register and will also be published on our weekly list of planning applications. This is done in accordance with data protection law.

Determination

The council has a target to determine your application within two months of the date of registration. If the council does not determine your application within the two month period and has not obtained your agreement to an extension to this period, you can request a review by the council's Local Review Body: <http://www.westlothian.gov.uk/article/2757/Local-Review-Body>

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Householder application for planning permission

Town and Country Planning (Scotland) Act 1997 as amended
Town and Country Planning (Development Management Procedure)
(Scotland) Regulations 2008



West Lothian
Council

Planning Services Development Management

Please refer to guidance notes when completing this application form

1 Applicant's details *(mandatory)*

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

2 Agent's details *(if applicable)*

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

3 Address or location of proposed development *(please include postcode)*

Address	<input type="text"/>		
Postcode	<input type="text"/>		

4 What are you applying for?

Please select one of the following:

- Planning permission
- Renewal of temporary permission*

* Please give the reference number of the previous application and the date when permission was granted.

Reference number
(if this applies)

Date of consent

5 Site history

Have there been any previous applications on this site? Yes No

If yes, please give the reference number(s), if known, and any other relevant details.

Ref no(s).

Details

6 Description of the proposal

Please describe the proposal.

Are you applying for temporary permission? Yes No

If yes, please state how long the permission is required and why.

7 Has work started or is it complete?

Have the works been started or completed? Yes No

If yes, please give the start date and completion date, if applicable.

If yes, please explain why work has already taken place in advance of making this application.

8 Pre-application Enquiry

If you have submitted a pre-application enquiry about this proposal, please give the reference number

9 Size of land to which the proposed relates

Please state the site area

Hectares (ha) Square metres (sq.m.)

10 Existing use

Please describe the current or most recent use of the land or buildings on the site

11 Trees

Are there any trees on or adjacent to the application site? Yes No

If yes, please mark on your drawings any trees, known protected trees and their canopy spread close to the proposal and indicate if any are to be cut back or felled.

12 Data protection

Please note that when you submit a planning application, the information, including the name and address of the application and agent, will appear on the Planning Register, the regulatory List of Current Applications and Pre-Applications, and the weekly list which is circulated. The completed forms and any associated documentation will also be available for public access at the Development Management office and published on the council's website.

Personal and sensitive information, as defined by the Data Protection Act 1998, including personal telephone numbers, signatures, personal email addresses and other information considered to be sensitive under the Act will be redacted from the published information.

13 Declaration

Please check that you have completed all the questions and the land ownership certificate correctly. You must sign the declaration below to validate the application.

Please note failure to complete these forms may result in a delay in the registration and determination of your application.

I certify that the information given by me in this form is true and accurate to the best of my knowledge. The accompanying plans/drawings, land ownership certificate and additional information are provided as part of this application.

I understand that anyone who knowingly or recklessly makes a false declaration is liable, on conviction, to a fine of currently up to £5,000.

Signature

Name

Date

Please tick the box if the applicant is an elected member or an officer involved in the planning process of West Lothian Council, or is a partner/close friend/relative of either

Paying for your planning application

To help us to process your application, please tell us the way you paid for your application, and include the online reference number or a cash office receipt number (if you happen to send payment details in separately from this form, please include your name and site address)

ePlanning

West Lothian Online Payments

Cheque

Customers Information Service cash office

Other

Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

tel 01506 280000 email planning@westlothian.gov.uk web westlothian.gov.uk

Land Ownership Certificate to accompany an application for planning permission

Town and Country Planning (Scotland) Act 1997
 Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
 Section 35 Land Ownership Certificate



West Lothian Council

Planning Services Development Management

If you do not own all of the land or property to which this application relates, you **MUST** notify all owners of the site at the same time as submitting this application. (A form for this purpose can be obtained from the council's Development Management service).

Site address (including postcode)

I CERTIFY THAT: *(please choose only one option)*

- Twenty one days before the date of this planning application, the applicant owned **ALL** the land to which this application relates.
- The applicant has given notice to all persons who, twenty one days before the date of this planning application, owned any part of the land which it relates. These are:

Name of owner	Address where notification sent	Date notified

- The applicant is unable to give notice to every such person (Please set out steps you have taken to ascertain the names and addresses of such persons overleaf).

I FURTHER CERTIFY THAT: *(please choose only one option)*

- Twenty one days before the date of this planning application, **NONE** of the land or part of the land to which this application relates, constitutes or forms part of agricultural land;
- The applicant has given notice to every person (other than the applicant) who, twenty one days before the date of this planning application, was an agricultural tenant on any part of the land to which the application relates. These are:

Name of owner	Address where notification sent	Date notified

- The applicant is unable to give notice to every such person (Please set out steps you have taken to ascertain the names and addresses of such persons overleaf).

Where necessary, continue on another sheet and attach to this certificate

If you do not know who owns land or who is an agricultural tenant, you MUST advise the council. If the council has to publish details of the application in the local press to remedy this, the advertisement cost will have to be paid in full by the applicant.

Steps taken to ascertain land ownership (if appropriate)

1 If any person:

- (a) issues a certificate which purports to comply with any requirement imposed by virtue of this section and contains a statement which he knows to be false or misleading in a material particular, or
- (b) recklessly issue a certificate which purports to comply with any such requirement and contains a statement which is false or misleading in a material particular,

he/she shall be guilty of an offence.

A person guilty of an offence under this section shall be liable on summary conviction to a fine not exceeding level five on the standard scale.

2 In this section:

agricultural holding has the same meaning as in the [1991 c. 55.] Agricultural Holdings (Scotland) Act 1991; and

owner in relation to any land means any person who:

- (a) under the Land Clauses Acts would be enabled to sell and convey the land to the promoters of an undertaking and includes any person entitled to possession of the land as lessee under a lease the unexpired period of which is not less than seven years, or
- (b) in the case of such applications as may be prescribed by regulations or by a development order, is entitled to an interest in any mineral so prescribed,

and the reference to the interests in the land to which an application for planning permission relates includes any interest in any mineral in, on or under the land.

3

Proceedings for an offence under this section may be brought at any time within the period of two years following the commission of the offence.

Declaration

Please tick the box if the applicant is an Elected Member, or an officer involved in the planning process, of West Lothian Council, or is a partner/close friend/relative of either

Signed

Date

On

behalf of

(if signed by an agent)

To be returned, signed, with the planning application

Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

tel 01506 280000 email planning@westlothian.gov.uk web westlothian.gov.uk

Notice of application for planning permission

To be sent to an owner or agricultural tenant

Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008
Notice under regulation 15(1) of application for planning permission for service on owners and tenants of agricultural land



West Lothian
Council

Planning Services Development Management

Location of proposed development

Address

Postcode

This is to inform you that an application is being made to West Lothian Council for planning permission by:

Name

Description of proposed development

If you wish to obtain further information or make representations on the application you should contact Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF.

The grant of planning permission does not affect owners' right to retain or dispose of their property unless there is some provision to the contrary in an agreement or lease. The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

Signed

Date

On
behalf of

Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

tel 01506 280000 email planning@westlothian.gov.uk web westlothian.gov.uk

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Notification of initiation of development

To be returned to West Lothian Council at the address below



Planning Services Development Management

I hereby notify West Lothian Council that work will be begin at

Address	<input type="text"/>
Postcode	<input type="text"/>
on (date)	<input type="text"/>
in accordance with planning permission (no)	<input type="text"/>
granted on (date)	<input type="text"/>

Details of person intending to carry out development

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Contact details for any person who will oversee development

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Owner of land (if different from above)

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>

Signed	<input type="text"/>	Date	<input type="text"/>
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Notification of completion of development

To be returned to West Lothian Council at the address below



West Lothian
Council

Planning Services Development Management

I hereby notify West Lothian Council that work will be completed at

Address	<input type="text"/>
Postcode	<input type="text"/>
on (date)	<input type="text"/>
in accordance with planning permission (no)	<input type="text"/>
granted on (date)	<input type="text"/>

Developer's details

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Owner of land (if different from above)

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>

Signed	<input type="text"/>	Date	<input type="text"/>
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