

# Prior notification and prior approval form

Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended)

Town and Country Planning (General Permitted Development)(Domestic Microgeneration) (Scotland) Amendment Order 2010



West Lothian  
Council

## Planning Services Development Management

**Please refer to the accompanying guidance notes when completing this application form.**

- This form is for:
- Proposed farm or forestry building works
  - Demolition
  - Freestanding domestic micro-wind turbines
  - Domestic air-source heat pumps

### 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 state why you consider that a certificate should be granted for this proposal)*

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

**Note:** if a full address does not exist, please clearly identify the location in the accompanying documentation

#### 4 Proposed farm or forestry building works

Are you proposing farm or forestry building works?  Yes  No

What farm or forestry related works are proposed?

- A new building  An extension to an existing building  
 An alteration to an existing building  Other works

Please provide the dimensions of the new building or extension (in metres):

Length  Height to eaves   
Breadth  Height to ridge

Please provide the dimensions of the new building or extension (in metres):

Wall material and colour

Roof materials and colour

What is the purpose of the proposed development

Are any of the following works included? Please tick those which are relevant.

- Formation or alteration of a private way or road  Excavation works  
 Engineering works

#### 5 Demolition

Are you proposing to demolish a building?  Yes  No

Please describe the building and explain why it is to be demolished

**Note:** If you propose to demolish a building, **you must notify all neighbours** on land adjacent to the building you proposed to demolish and complete the relevant certificate. Please refer to the guidance notes for further information.

#### 6 Freestanding domestic micro-wind turbines

Are you proposing to install a freestanding micro-wind turbine?  Yes  No

Describe the siting and external appearance of the proposed wind turbine.

Materials to be used

Size of proposed wind turbine (height of tower, and to blade tip)

Blade/rotor dimensions

## 6 Freestanding domestic micro-wind turbines? *continued*

Electricity generating capacity (kilowatts)

Distance to boundaries of neighbouring residential properties

Please explain how the proposed location minimises its effect on the amenity of the area, including noise and flicker issues. *Please attach a separate sheet if necessary.*

## 7 Domestic air-source heat pumps

Are you proposing to install a domestic air-source heat pump?  Yes  No

Does the property already have an air-source heat pump?  Yes  No

Describe the siting and external appearance of the proposed air-source heat pump

Distance to boundaries of neighbouring residential properties

Please explain how the proposed location minimises its effect on the amenity of the area, including noise impacts on neighbours. *Please attach a separate sheet if necessary.*

## 8 Declaration *(continues overleaf)*

**I, the applicant/agent give prior notification to the planning authority that I am/the applicant is intending to carry out the works described in this form and the accompanying plans/drawings and additional information. I certify that the information given by me is true and accurate to the best of my knowledge.**

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

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.

***Please select the relevant option/s:***

**Farm or forestry building works**

I certify that the proposed building works are required for the purposes of agricultural and/or forestry and will be designed accordingly. None of the work includes the construction, extension or alteration of a dwelling.

Signature

Name

Date

## 8 Declaration *continued*

### Demolition

I confirm that the building has not been rendered unsafe by the action or inaction on any person with an interest in the land and it is not practicable to secure the safety of the building through repair or temporary support work.

Signature   
Name   
Date

### Domestic micro-wind turbine

I certify that the proposed micro-wind turbine is intended for domestic purposes and will not be sited within 100 metres of the curtilage of another dwelling. I will remove the wind turbine as soon as reasonably practicable when it is no longer needed or capable of generating electricity for domestic purposes.

Signature   
Name   
Date

### Domestic air-source heat pump

I certify that the proposed air-source heat pump is intended for domestic purposes and will not be sited within 100 metres of the curtilage of another dwelling. I will remove the air-source heat pump as soon as reasonably practicable when it is no longer needed or capable of generating electricity for domestic purposes.

Signature   
Name   
Date

## FOR OFFICIAL USE ONLY

Fee  Receipt   
 Cheque  Cash  Postal order  Other

### Customers with special requirements

Information is available in **Braille, tape, large print** and **community languages**. Please contact the **interpretation and translation** service on **01506 280000**

**Text phones** offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

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

tel 01506 280000 email [planning@westlothian.gov.uk](mailto:planning@westlothian.gov.uk) web [westlothian.gov.uk](http://westlothian.gov.uk)





## NOTICE TO NEIGHBOURS: advising of an application for planning permission

### To

Name

Address

**As a neighbour, this notice is to inform you that I have made an application to West Lothian Council for planning permission for:**

Description of proposal

Site address

Enclosed with this notice is a location plan which identifies the application site.

### What can I do now?

Information about how to view plans or to comment on the application can be found on the overleaf.

Name

Address

*If you have received more than one notice at your address and other parties hold an interest in the property, please send the other notice(s) to the other parties.*

Signature

Name

Date

## What is the notice for?

This notice has been sent to you by the applicant to tell you that land or buildings near your property are the subject of a planning application. Details of the proposed development and the person making the application are described overleaf. The location of the land or buildings which are the subject of the application is shown on the plan accompanying this notice. You have a legal right to make representations to the council on the application.

## What can I do now?

If you wish to find out more details about the proposal you should see the plans and other details that are included in the application. The plans are available for inspection at **West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF**.

The planning application can be seen from **08.30 - 17.00 Monday to Thursday** and **08.30 - 16.00** on a **Friday**. A planning officer will be available to explain the application to you if you wish. The plans and other details can also be seen on the council's website at **westlothian.gov.uk**

If you wish, you can make an appointment with the case officer dealing with the application by contacting West Lothian Council using the details below.

## How do I make representations on the application?

If you wish to make a comment on the application you should do so in writing to the **Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF** or by email to **planning@westlothian.gov.uk**

You must make your representation within 14 days from the date of this notice and any comments must be made on valid planning grounds. The case officer dealing with the application can discuss this with you.

## What happens if I make a representations on the application?

Any representations that you make will be available to the public and on the internet. Your representations will be taken into account by the council when making a decision on the application. Your representation will be acknowledged and the council will send you details of how the application will be processed. You do not have a right of appeal if the council decides to approve the application. If you make a representation to the council about the planning application, we will send you an acknowledgement and provide information about how we will determine the application.

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