



Guide to Submitting **Major Development** Planning Applications

October 2017

Introduction

East Dunbartonshire Council deals with between 800 and 1,000 planning applications a year and remains committed to improving the service to customers.

The Planning etc. (Scotland) Act 2006 introduced the new Hierarchy of Development Regulations - these dictate the scale of development now classified as 'major' development. These are developments likely to constitute significant investment in East Dunbartonshire but which may also be contentious and generate public interest.

This guidance outlines the process that East Dunbartonshire Council will follow when considering planning applications that are considered to be major development. In all regards this guide should be read in conjunction with the East Dunbartonshire Planning Toolkit.



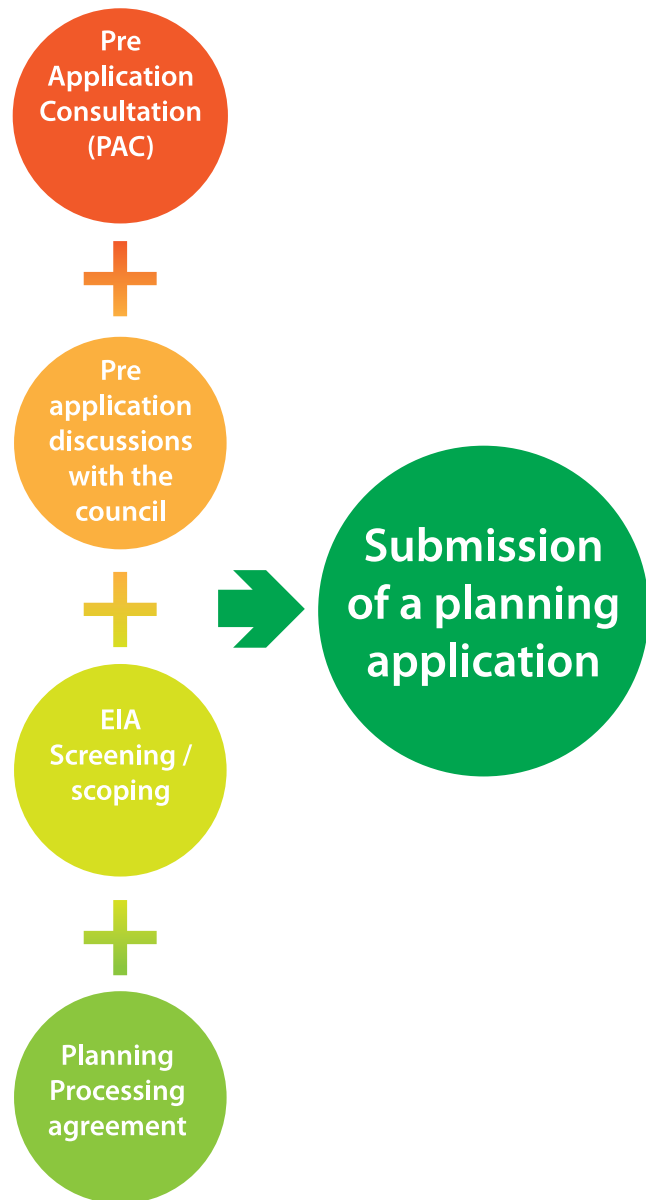
Major Developments

The definition of a 'major development' is detailed within The Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2013. The table below details the criteria and thresholds for major developments.

Type of Development	Criteria/Threshold
Housing	50 or more dwellings or the total area of the site is or exceeds two hectares
Business and general industry storage and distribution	The floor area of the site is or exceeds 10,000 sqm; or The total area of the site is or exceeds two hectares
Electricity Generation	The capacity of the generating station is or, exceeds 20MW
Waste Management	The capacity of the facility is or exceeds 25,000 tonnes; or if used for sludge treatment, a capacity to treat more than 50 tonnes (wet weight) per day
Transport and Infrastructure	The length of the of the road, railway, tramway, waterway, aqueduct or pipeline exceeds eight kilometres
Fish Farming	The surface area of the water is or exceeds two hectares
Minerals Development	The total area of the site is or exceeds two hectares or the gross floor space of any building, structure or erection constructed as a result of such developments exceeds 5,000sqm
Other developments not listed within any single class of the above development	The total area of the site is or exceeds two hectares

Any development which falls under schedule I of the Environmental Impact Assessment (Scotland) Regulations 2017.





Major Developments

In the preparation of proposed developments falling within one of the aforementioned categories it is important to note that a number of additional criteria are required to be met. In this regard it is recommended that developers/applicants/landowners make themselves aware of the process involved with major development applications in order to help ensure the processing of any future planning application is processed efficiently without delay.

This guide identifies and details the key stages involved in the preparation of major development applications, however, it is important to note that this is not designed to be a comprehensive guide and further details on the issues discussed can be downloaded by following the links included throughout.

The Overall Process

Developers are required to undertake Pre-Application Consultation, encouraged to undertake pre-application discussions with the Council at the earliest opportunity and are advised to complete a Processing Agreement. The Council seeks to ensure all steps are completed prior to the submission of a formal planning application.

As a developer you will be expected to be aware of the relevant National, Regional and Local planning policies.



National Policy

National Planning Framework, Scottish Planning Policy, Planning Circulars **and** Advice Notes

Regional Policy (Glasgow and Clyde Valley Structure Plan)

Strategic Development Plan

Local Policies

East Dunbartonshire Council Planning Policies

You will also be expected to undertake relevant survey work which may be pertinent to your development. Whilst survey work and site investigation is not strictly required prior to the pre-application consultation and advice, it can prove a valuable tool to inform the scale and form of development on a site. A list of likely required survey information is listed in Appendix I.

Pre Application Consultation Major Development

Applications which are considered major developments are required to undertake Pre-Application Consultation (PAC) with the local community. PAC aims to ensure local communities are better informed about major development proposals and provides opportunities for communities to give their views on the development before a formal planning application is submitted.

Pre-Application Screening

Prospective applicants may submit a notice to the planning authority (a 'pre-application screening notice') asking East Dunbartonshire Council Planning Department to make a statement as to whether the proposal would be of a class that requires statutory PAC. Under section 35A(5) and Regulation 5, the 'pre-application screening notice' must contain:

- a) A description in general terms of the development to be carried out
- a) A description in general terms of the development to be carried out
- b) An address - if the site at which the development is to be carried out has a postal address
- c) A plan showing the outline of the site at which the development is to be carried out - sufficient to identify the site
- d) Detail as to how the prospective applicant may be contacted and corresponded with
- e) A statement as to whether a screening opinion or screening direction has previously been issued on the need for EIA in respect of the development.

The form can be downloaded from the eplanning website.

Pre-Application Discussions

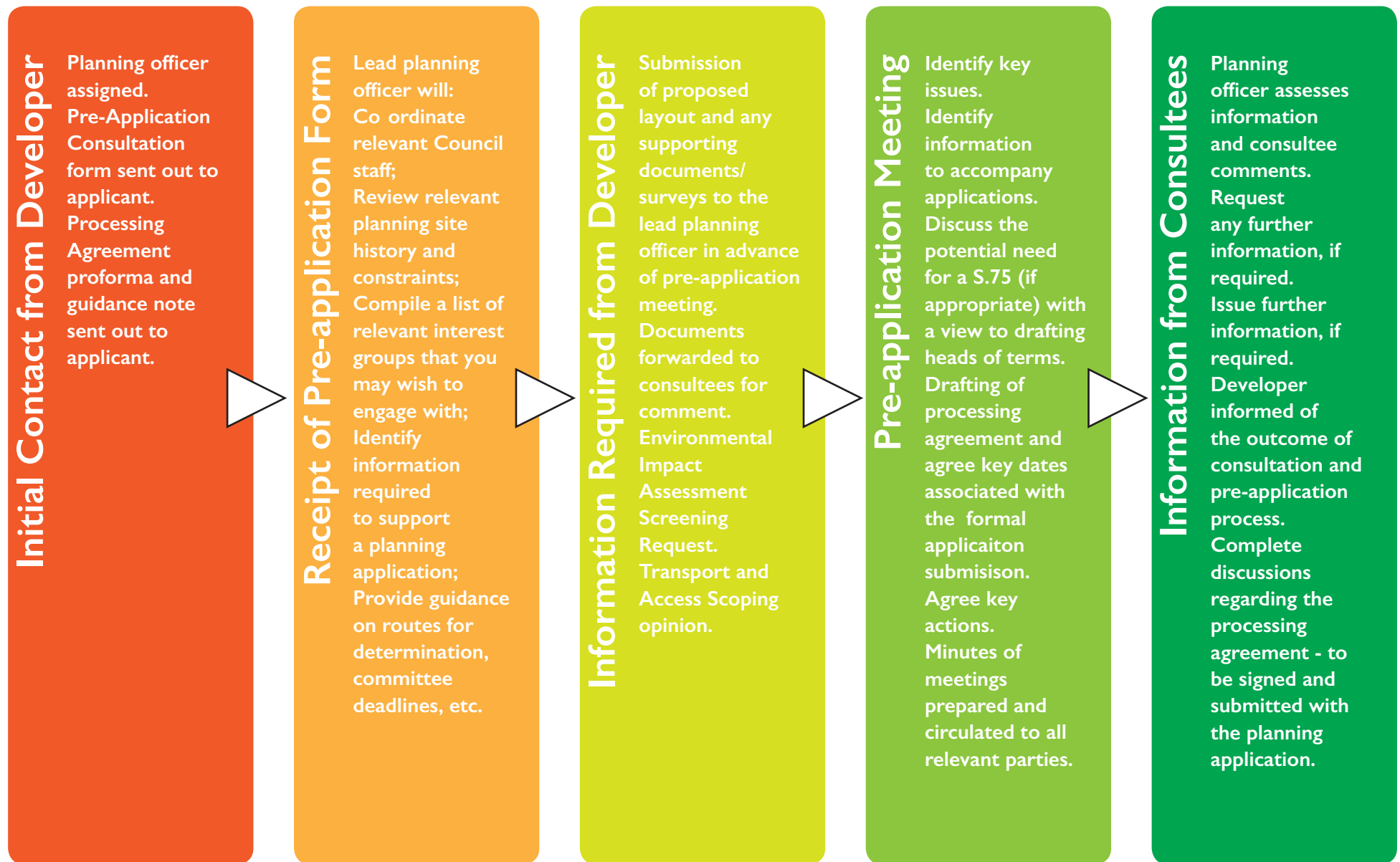
East Dunbartonshire Council welcomes and encourages early discussion with applicants and developers prior to the submission of any planning application concerning a major development. The submission of a comprehensive and fully-formed application will benefit all parties and enable timeous and quality decision-making. Well-managed pre-application discussions can help identify any issues early and reduce the time taken to deal with the actual planning application.

Other benefits include:

- Savings in time and money
- Improvements in quality
- Greater understanding of how policies will be applied
- Identifying the need for specialist input at an early stage
- Assisting in the preparation of proposals for formal submission.

A range of consultees who will ultimately comment on your application will also be involved. You should consider your proposals carefully and provide as much information about it as early as possible.





Consultees who are present at pre-application meetings or who provide written comments on the proposal can be contacted at any time for further specialist advice if required, however, all contact should be directed through the planning officer. The developer should then work on the proposal and submit draft copies of key documents and plans to the Planning Service and consultees for further assessment before submitting a formal planning application. It is important to note that any advice offered by officers at the pre-application stage does not constitute a formal response by East Dunbartonshire Council and reflects the professional opinion of the officers involved.

Some major developments may also be subject to an Environmental Impact Assessment (EIA) if they fall under a Schedule 1 or Schedule 2 development designation. You should also contact the Planning Service separately about this as soon as possible to discuss screening and scoping under the terms of the Environmental Impact Assessment (Scotland) Regulations 2017.

It would be beneficial to do this before any pre-application discussions to allow consultees to feedback on any draft Environmental Statement and allow the Environmental Statement to inform the initial proposals for the development.

Formal Planning Application Process

Following the pre-application stage, it is anticipated that the application will be fully formed and supported by the required information and documentation, which has been highlighted and discussed as part of the process. Failure to submit all the required information could lead to an invalidation of the application or delays in the processing of the application. If the application is submitted with all the necessary details the application will pass through the system more easily. Applications for major developments should be determined within four months.



Process for a Major Development Application



- Validation acknowledgement
- Submission should include:
 - Pre Application Consultation Report
 - Planning Processing Agreement (PPA)
 - All other survey and assessments relating to the site
- Consultation requests sent 14 days for a response
 - Site visit
 - Request for additional information
- Consultation responses considered
 - Letters of representations considered
 - Feedback to applicant and review Processing Agreement
 - Progress with section 75 with a view to agree heads of terms (if required).
- Case Officer prepares and finalises report four weeks before planning committee
 - Planning Board papers available three working days before committee
 - Planning Board Site Visit (by councillor request)
- Negotiation and conclusion of legal agreement (if required).
- Issue Decision Notice

As a result of pre-application discussions, modifications to developments where the planning application has been submitted should be limited to matters of detail only. If there are major changes which make the application and description materially different to what has been notified to neighbours, a fresh application or re-notification may be required.

Section 75

If there is a need for a Section 75 legal agreement, the Developer Contributions Supplementary Guidance - together with consultations - will be used to identify appropriate developer contribution as early in the process as possible. Following a decision on the application by the Planning Board, the Council's Legal Services will be instructed to prepare a Section 75 legal agreement in consultation

with the applicant's solicitor. This legal process can be started prior to the determination of the application, however, this will be at the applicant's risk and cost. This could include any developer contribution package or other matters which are to be dealt with which cannot be dealt with through a planning condition.



Appendix I

EDC Development Applications - Documents to be submitted as part of planning application

This document is intended to give applicants a list of documents required as part of a planning application. Please note that whilst the list is thorough it is not exhaustive.

Plans (scale and paper size marked on drawings)

1. Elevations including sections through the canopied areas or in shots in the building form together with details of underbuilding (this should include bin stores for flatted units)
2. Floor plans
3. Roof plan
4. Junction improvements
5. Site Layout – existing and proposed 1:500
6. Location Plan 1:2500 showing the site in relation to the nearest classified road
7. A plan showing existing and proposed on a site layout
8. Landscaping Plan
 - a. In association with planting scheme and schedule
 - b. Images and description of any proposed play equipment
9. Sections of the site in relation to adjacent properties and retailing structures
10. Retaining structures (if required)
11. Details of proposed renewable technology to be installed ref Policy 15 LDP
12. Fencing and walls (detailing any sound minimisation)
13. Noise attenuation if required
14. Demonstration that waste vehicles can access (tracking)
15. Details of renewable technologies
16. Cycle shelters
17. Car parking
18. Swept path analysis
19. Topographical Plan (existing and proposed)
20. Site sections
21. Demonstrate adequate garden ground
22. Retaining walls and associated structures detailing cut and fill

Transport Assessment

(Scoping opinion to be sent to wTransport and Access)

1. To include a travel plan framework
2. This needs to clearly detail the options explored and reasons for discounting
3. Provide justification on the finalised proposal
4. Details of the proposed solution. Drawings and details of the processes required to attain them (provide sufficient information for consultees to assess and approve).

Noise Impact Assessment

1. Demonstrate whether sound barriers/other solutions are required
2. The report will be required to assess internal and external receptors

Air Quality Assessment

1. Taking into account source and internal and external receptors to the site

Drainage details (inc. calculations and survey results i.e. CCTV) and FRA if required

1. This will require to tie into the ecological and environmental reports

Coal Report (if required)

Contamination report (if required)

Landscape Visual Impact Assessment (LVIA)

1. This will require to tie into the ecological and environmental reports

Ecological and Environmental Surveys and associated report undertaken by suitably qualified persons. These documents should include a management and improvement plan as appropriate

- I. The reports are required to cover the standard details expected from ecological and environmental reports. In addition, it is important that the management plan also take into account
 - a. Permanent man-made intervention (use of the space – pavements, etc.)
 - b. Light
 - c. Human interference
 - d. Flooding and drainage solution
 - e. Construction phase

Play/Open Provision

- I. Details of on or off-site provision (if required)

Planning Statement

Design and Access Statement

Detailing the design principles and concepts that have been applied to the development. This should include reference to the technical reports as appropriate.

A full list of drawings and technical reports with associated reference numbers shall be provided

CONTACT DETAILS

For more information about Major Developments or any other planning information please contact:

Development Applications (Planning)
Place, Neighbourhood & Corporate Assets
East Dunbartonshire Council
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ

Email: planning@eastdunbarton.gov.uk
Telephone: 0141 578 8600

DISCLAIMER

East Dunbartonshire Council will make every effort to ensure that the advice given at the pre-application process is as accurate as possible. However, any comments made by planning officers at the pre-application stage do not constitute a formal decision of the Council. Pre-application comments are made without prejudice to any decision by the Council on any application for planning permission that may be forthcoming and do not commit this Council to granting planning permission.



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Other formats

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Communications Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank,
Kirkintilloch, G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुवाद करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

October 2017