

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

HOUSEHOLDER APPLICATIONS – FORMATION OF DORMER WINDOWS

1. 1 copy of the completed planning application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used for rural properties and large sites if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed site layout plans at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings.
5. 1 copy of existing and proposed elevations and roof plans, scale 1:100 or 1:50. The elevation drawings should show what the host building (including roof) looks like from the outside and specify the window details including: the materials; the number of and configuration of the panes of glass; the means of opening; and the dimensions of the frames including astragals. Cross-sections showing frame dimensions should be submitted

Both side elevations of all dormers should be shown; alternatively if the side elevations of the dormer are handed one side elevation drawing will be sufficient if it makes clear that the alternate elevation is handed. Details of all external finish materials, including for the cheeks and fascia, should be clearly indicated.

6. 1 copy of proposed cross section through all proposed dormers, scale 1:100 or 1:50, showing floor and ceiling heights.
7. 1 copy of existing and proposed floor plans, scale 1:100 or 1:50, showing the layout of the building.
7. The correct fee.

Note: Midlothian Council has produced Supplementary Planning Guidance for Dormer Extensions. The document can be viewed via the Planning Policy pages of the Council's website http://www.midlothian.gov.uk/info/198/planning_policy or copies can be obtained from the Duty Planner on 0131 271 3302.