

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

NON HOUSEHOLDER LOCAL DEVELOPMENTS INCLUDING ERECTION OF DWELLINGHOUSE/S, ERECTION OF AND EXTERNAL ALTERATIONS TO NON-RESIDENTIAL BUILDINGS

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. Existing and proposed access to the site and car parking spaces should be clearly indicated. If a new vehicular access is to be formed details of visibility splays should be provided. Where appropriate site plans should indicate swept path analysis for service vehicles.
5. 1 copy of existing and proposed elevations and roof plans, scale 1:100 or 1:50. The drawings should show what the building looks like from the outside and clearly state all external materials.
6. 1 copy of existing and proposed floor plans, scale 1:100 or 1:50, showing the layout of the building.
7. Details of proposed hard and soft landscaping works including;
 - a. existing and finished ground levels and floor levels for all buildings, open space and roads in relation to a fixed datum;
 - b. existing trees, landscaping features and vegetation to be retained; removed and protected during development;
 - c. proposed new planting in communal areas and open space;
 - d. location and design of any proposed walls, fences and gates, including those surrounding bin stores or any other ancillary structures;
 - e. drainage details, watercourse diversions, flood prevention measures and sustainable urban drainage systems to manage water runoff;
 - f. proposed car park configuration and surfacing; and
 - g. proposed footpaths and cycle paths.
8. The correct fee.

Supporting Statements

The following supporting statements are commonly required for the assessment of applications relating to non-householder local developments. Failure to supply such information may delay the assessment of the application and may result in refusal of the application. The list is indicative, depending on the nature of the application further supporting information may be required; for further advice on what supporting information may be required please contact the Duty Planner on 0131 271 3302 or development.management@midlothian.gov.uk prior to submitting the application.

Details of ventilation and air conditioning equipment including noise emissions. Such information will be required for all applications relating to food preparation on a commercial basis.

Agricultural appraisals/business case. Such information will be required for all applications relating to the erection of dwellinghouses in the countryside with the exception of those relating to policies HOUS5 or DP1 of the Midlothian Local Plan.

Biodiversity.

Information demonstrating compliance with policy NRG3 of the Midlothian Local Plan.

Details of anticipated traffic movements.