

Submission Guidance

To enable your planning application to be validated there is a minimum amount of information that requires to be submitted. We may also request additional information during the processing of your application in order to assist in determining it. We encourage you to submit your application online and, if you have any difficulty with this process, contact us and we will help. Both online submissions and paper submissions require just one set of plans to accompany the application form.

The following are required for all planning applications:

1. A correct **application form** with all relevant sections completed, signed and dated. The description of the proposal must accurately reflect the proposed development.
2. A **land ownership certificate** to be signed and dated and returned to the Planning Authority along with your application form. (A “Notice to Owners, Lessees and Agricultural Tenants” form must be completed and served (by mail or hand delivery) on relevant parties.)
3. A **location plan** which must identify the land to which the proposal relates and its situation in relation to the locality, in particular in relation to neighbouring land and properties. The application site should be edged in red and any other land in the applicant’s ownership edged in blue. The location plan must be to a scale, preferably 1:1,250 or 1:2,500 for urban locations and 1:2,500, 1:10,000 or even smaller for rural locations where a wide context often requires to be shown to enable identification of where the site is. The plan should display a scale bar. This plan should be fully A4.
PLEASE NOTE: Neighbour Notification is required for all planning applications, other than householder applications, where there is open land within 20 metres of the boundary of the application site (“neighbouring land”) UNLESS all of the neighbouring land is owned by the applicant or the planning authority (Orkney Islands Council). If this exemption applies it should be verified by clearly showing on the location plan ALL land that is in the applicant’s ownership by way of a blue line around the ownership boundary and, where relevant, identifying any land owned by Orkney Islands Council.
4. A **scaled site plan** edging the proposed site in red. Preferred scale – 1:250 or 1:500. The plan should display a scale bar. The site plan should also include the following:
 1. The direction of North;
 2. General access arrangements, landscaping, car parking, and open areas around buildings;
 3. The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
 4. Where possible, all the buildings, roads and footpaths on land adjoining the site including access arrangements;
 5. The extent and type of any hard surfacing;

6. Location of any Air Source Heat Pump for the property;
 7. Boundary treatment including walls or fencing where this is proposed.
5. **Elevation & other drawings.** Existing and proposed elevations should be drawn to scale and ideally include external dimensions. Preferred scale – 1:100 or 1:50. Indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Any work to a listed building or a building in a conservation area will probably require plans to a greater detail (e.g. 1:10). Please contact a Development Management Planning Officer for further information. Other drawings that may form part of your submission include floor plan, section plan, roof plan etc. Preferably these should all be at a scale of 1:50 or 1:100. The plans should display a scale bar. Where an **air source heat pump** forms part of the proposal, please show this on the location plan, site plan and elevation plan. Please also include a manufacturer's specification.
6. The **correct fee(s)**. Most applications will need to be accompanied by a planning fee when they are submitted. Some planning applications may require to be the subject of an advert in the press. Please see our Scale of Fees document for the latest fees (<http://www.orkney.gov.uk/Service-Directory/D/dealing-with-your-application.htm>)

In addition, for certain types of planning applications other supporting documentation may be required before your application can be validated. Most commonly requested are as follows:-

1. A **Design Statement** for most new buildings throughout Orkney, but without exception (because they are required by law) for new buildings and structures (such as wind turbines) in the Heart of Neolithic Orkney World Heritage Site; the Hoy and West Mainland National Scenic Area; a conservation area; the site of a scheduled monument; the curtilage of a category A listed building, or in a historic garden or designed landscape. The statement should explain the design principles and concepts that have been applied to the proposal.
2. A **Landscape and Visual Impact Assessment and/or Zone of Theoretical Visibility (ZTV) map** for wind turbines: see Wind Energy' (April 2013) 'Landscape and Visual Impact Assessment Requirements' for small wind turbines (http://www.orkney.gov.uk/Files/Planning/Development-and-Marine-Planning/Related-Planning/Wind_Energy_Supplementary_Guidance_-_April_2013_-_approved_version.pdf)
3. A **Business Plan** (notably for any new business developments, including holiday lets or guest houses, in the countryside.)

If you have any doubts over whether you have prepared all you need to submit a valid planning application, call a Development Management Planning Officer who can help check.