

## Appendix 1

### Prior Notification Validation Checklist for Classes 18 and 22

Requirement	Class	Description
<b>Completed Application Form or written equivalent</b>	Essential for all applications	<p>A completed application form. We would request that you complete the relevant online application form from the Scottish Government Website <a href="http://www.eplanning.scotland.gov.uk">www.eplanning.scotland.gov.uk</a> and submit using the Portal where possible.</p> <p>At present the form for Agricultural and Forestry Conversions can only be submitted by emailing <a href="mailto:planningonline@aberdeenshire.gov.uk">planningonline@aberdeenshire.gov.uk</a>. Please refer to the ePlanning website above for further information.</p> <p>In addition to the form please ensure you include the following details -</p> <ul style="list-style-type: none"> <li>• For conversions to Flexible Commercial uses please indicate the proposed use class(s) or the proposed use where the use class is unknown.</li> <li>• For forestry or Agricultural development proposed under a notification, please clearly state what the requirement or purpose of the development is.</li> </ul>
<b>Appropriate Fee</b>	Essential for all applications	<p>You must include a fee where relevant. The current scale of charges can be viewed on the <a href="#">e-planning website</a>.</p> <p>Please note there is currently no fee for Agricultural or Forestry Private ways</p>
<b>Location Plan</b>	Essential for all applications	<p>A location plan showing the buildings location within the wider area. This could but does not necessarily need to include the agricultural holding provided a Scottish Government Rural Payments Inspections Division (SGRPID) Plan has been submitted.</p> <p>Ideally, we would like a plan based on an up-to-date Ordnance Survey map at a scale of 1:2500 or 1:5000, clearly identifying:</p> <ol style="list-style-type: none"> <li>a. The site of the proposed building outlined in red;</li> <li>b. Other adjoining land owned by the applicant outlined in blue;</li> <li>c. Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear;</li> <li>d. At least 2 named roads should be identified; and</li> <li>e. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes.</li> <li>f. For conversions identify any buildings previously converted under these classes.</li> </ol> <p>Note: In some cases for these developments there may be some crossover between the contents of a location and a site plan. If the site plan contains sufficient information to locate the development in terms of its wider context a location plan may not be required.</p>

<b>SGRPID Farm Unit Plan</b>	Essential for classes 18(b) 18(c) only	This is the formal plan used by the Scottish Government for farm payments. The classes identified restrict the level of development which can be provided for each farm unit under Permitted Development rights. Ideally this should be the plan as per 4 November 2019 which is relevant date in respect of the legislation.
<b>Site Plan</b>	Desirable for all applications	This would be desirable for all Prior Notifications and may avoid the need for Prior Approval
	Essential for classes 18(b) 18(c) 22(a) 22(b)	<p>A helpful site plan should be at scale of 1:500 or 1:200 as appropriate, showing:</p> <ol style="list-style-type: none"> <li>The direction of north;</li> <li>The site of the proposed development outlined in red;</li> <li>Identify the proposed development in relation to the site boundaries and other existing buildings on the site.</li> </ol> <p>Class 18(b), 18(c), 22(a) and 22(b) – all ancillary development should be within the red line. This should include:</p> <ul style="list-style-type: none"> <li>Area to be used as curtilage e.g. garden ground/yard area (which should clearly shown on plans)</li> <li>Hardstanding/Parking</li> <li>Drainage infrastructure</li> <li>Access up to public road (including note on whether there are any works required/whether access is existing or proposed)</li> </ul>
<b>Existing and Proposed Elevations</b>	Desirable for all applications	This would be desirable for all Prior Notifications and may avoid the need for Prior Approval
	Essential for classes 18(b) 18(c) 22(a) 22(b) only	<p>This should be at a scale of 1:50 or 1:00, showing:</p> <ol style="list-style-type: none"> <li>The proposed works in relation to what is already there;</li> <li>Show all sides of the development;</li> <li>The proposed buildings materials, and the style, materials and finish of the windows and doors;</li> <li>Clearly show the elements and proportion of the building which is to be retained and what is proposed to be demolished.</li> </ol> <p>This plan should show the extent of any partial demolition.</p>
<b>Existing and Proposed Floor Plans</b>	Desirable - All	This would be desirable for most Prior Notifications and may avoid the need for Prior Approval
	Essential - 18(b) 18(c) 22(a) 22(b)	<p>This should be at a scale of 1:50 or 1:100 showing:</p> <ol style="list-style-type: none"> <li>The proposal in detail;</li> <li>Where existing buildings or walls are to be demolished;</li> <li>Details of existing building(s) as well as those adjacent of the proposed development where relevant; and</li> <li>New buildings shown in context with adjacent buildings and including property numbers, where applicable.</li> </ol>

<b>Roof Plans</b>	Desirable - All	<p>This would be desirable for some Prior Notifications which involve buildings with complex roof structures but not essential for validation.</p> <p>This should be at 1:50 or 1:100 scale, showing the shape of the roof and specifying details such as the roofing material, vents and their location.</p>
<b>Photographs</b>	Desirable - All	<p>This would be desirable for all Prior Notifications but not essential for validation.</p> <p>Ideally photos would be accompanied by a plan showing the location the photos were taken (i.e a photo survey).</p>