

USING THE EPLANNING PORTAL TO APPLY FOR HOUSEHOLDER PLANNING PERMISSION: A Quick Guide



This information sheet is aimed at anyone who wishes to submit a householder planning application using the ePlanning portal.

- If you are unsure if you need to apply for planning permission, please have a look at this [guidance](#)
- Many Council planning departments also provide a free duty planner service for enquiries
- For additional assistance, you can also make an enquiry to our [Advice Service](#)
- Please note that If you live in a listed building you will also have to apply for [listed building consent](#)

Update: Update: The Planning (Scotland) Act received Royal Assent in July 2019 and introduces many changes to the Scottish planning system. A programme for introducing reforms has been prepared by the Scottish Government. National Planning Framework 4 was adopted by Scottish Ministers on 13 February 2023 representing a very significant change to the Scottish planning system.

This information sheet provides impartial information about the Scottish planning system and was written by chartered planners.

THE SCOTTISH PLANNING SYSTEM

- Planning impacts on everyone in terms of the places we live in and how they may change, whether with regard to major development proposals or changes to our homes. The Scottish planning system is overseen by The Scottish Government, who prepare and implement planning legislation, policy and guidance. Overall, planning is seen as a key factor in meeting Scotland's National Outcomes, with these being based on the UN Sustainable Development Goals.
- The purpose of planning as set out in the Planning (Scotland) Act 2019 is "to manage the use and development of land in the long term public interest". Addressing climate change sits the forefront of current planning policy. Alongside this lies a desire for a system of governance with greater public participation in planning and placemaking, with new opportunities under the 2019 Act for local communities to prepare Local Place Plans.

Background Information

WHAT IS THE EPLANNING PORTAL?

The ePlanning portal is a website provided by the Scottish Government where you can submit planning applications (and other types of applications) for any area in Scotland.

CAN I SUBMIT A PAPER OR PDF PLANNING APPLICATION?

Most planning applications are submitted through the ePlanning portal, and it is relatively easy to use. However, you can also [access pdf forms](#) to print out or type into. Note that some planning authorities may apply extra charges for processing paper applications.

What documents do I need to submit with my planning application?

As a minimum, you will be asked to submit the following plans with your planning application:

- Location Plan (scale 1:1250)
- Block/Site Plan: (scale 1:500) showing the house in context

Both of the above can be purchased via [this link](#) on the ePlanning portal.

You will also need to supply plans showing the before and after of your proposal. Any architect or architectural technician will be able to prepare the plans that you need, and usually offer a service to submit these documents via the ePlanning portal on your behalf.

If you plan to use a kit product (e.g., shed, new windows etc), a pdf of a manufacturer's spec document may be acceptable, as long as it has visuals and measurements.

Your planning authority may have additional guidance on other items to be submitted with your application before it can be assessed – this can be checked on their website. This [overall guide](#) to validation of planning application is also referenced on the ePlanning portal.

GETTING STARTED: SETTING UP YOUR ACCOUNT AND CREATING YOUR PLANNING APPLICATION

You first need to create your account which can be done [here](#). Additional guidance on this is available [here](#).

Next, click on the blue ePlanning button on the left of the screen:



This will take you to the page where you can create your planning application by clicking this button:



You then need to enter the address that the planning application refers to, and on the next screen, a note for yourself of what the applications is (this is useful if you are submitting several planning applications).

On the next screen choose the **Select Forms from a List** option, then choose the second option - **Householder Application** option.

Planning Permission
This form can be used to apply for most types of planning permission, except Householder. Use for Planning Permission Specified in Conditions. You may also use this form for mineral works if the Planning Authority does not object.

Householder Application
Use this form if you are a householder wishing to apply for consent to alter your dwelling, garage or vehicle.

Listed Building Consent
Use this form to apply for permission to alter, extend or demolish a listed building.

Conservation Area Consent
Use this form to apply for permission to partially or substantially demolish a building in a conservation area.

Advertisement Consent
Use this form to apply for permission to display one or more advertisements or signs.

Tree Works
Use for works to trees in a conservation area or subject to a tree preservation order.

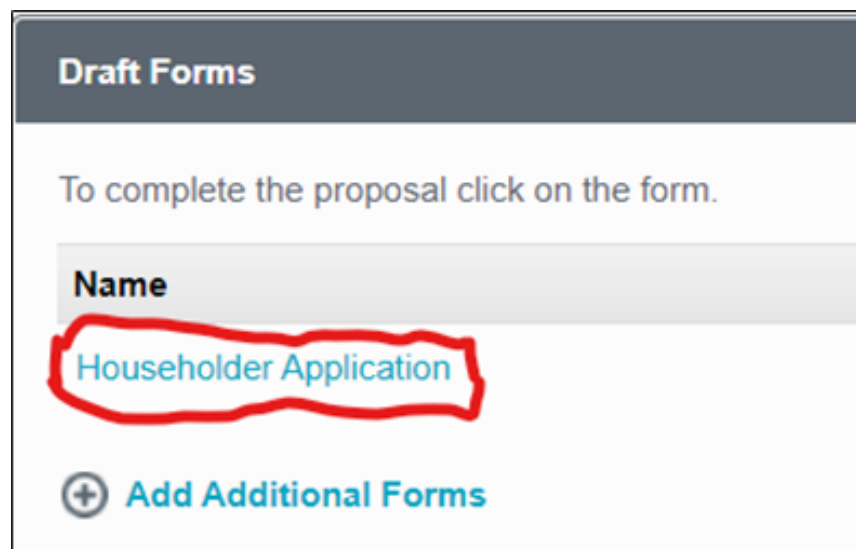
Then, click the Add Forms button:



And on the next screen – if you are happy with the summary information given, click the Create Proposal button:




You should now be on a screen called **Proposal Summary** and you need to click on the relevant planning application you want to progress:



Draft Forms

To complete the proposal click on the form.

Name
Householder Application

 **Add Additional Forms**

NEXT STEPS

You should now be on a screen called **Application Summary**.

This sets out the eight sections all of which you need to complete before submitting your planning application (n.b: several stages are relatively short and simple).

Householder Application	
The following items must be completed before you can submit your application. Your progress is saved at each stage.	
Heads of Planning Scotland (HOPS) provide guidance on the national standards for validation for planning applications on what is required for a planning application to be valid. The guidance is available here	
Online Reference: 100389473-001	
Item	Status
Main Details	✗ incomplete
Certificate of Ownership	✗ incomplete
Location Plan	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete
Fee	✗ incomplete
No fee has been entered	

NOTES ON EACH STAGE

Main details

This is the longest section and should be completed with as much detail as possible.

You will need to provide a description of what work your planning application covers, e.g., **Single storey extension and addition of 2 dormer windows to the roof to existing dwelling.**

There will then follow a series of questions about the site and your proposal that you need to answer. If any of the questions are not relevant to your planning application just answer with the “no” option.

Certificate of Ownership and Notice to Owners

This section asks about who owns the site that your planning application refers to (n.b: you do not necessarily need to be the owner of a site in order to submit a planning application for it).

If you are the owner of all the land that the planning application refers to, you will be asked to complete Certificate A.

If you do not own the property and/or all the land that your planning application refers to, you will be asked to fill out Certificate B, download a copy and send it to the relevant landowner/s. It is a legal requirement that you do this, based on land ownership, 21 days before the date of your planning application.

There are additional questions about agricultural holdings and tenants that may be relevant in some cases.

Location Plan

For this section, you are required to upload your location plan document. If you don't have a location plan already, this page gives links to various websites where you can purchase your location plan. They are reasonably easy to use after a bit of trial and error.

Supporting Documentation

In this section, you have to upload all other documents relating to your planning application, e.g. architects' plans, reports, supporting statement, design statements, photos – or anything else you have been asked or decided to provide.

Email Notification

This section only needs to be completed if you want emails relating to your planning application to be sent to someone else as well as to the email of the account holder.

Checklist

Here you are simply asked to confirm that you have completed all the required sections.

Fee

Here you need to enter the fee that applies which for a Householder planning application is £300. If you want to check this, you can use [the fee calculator option](#).

WHAT HAPPENS AFTER I HAVE SUBMITTED MY PLANNING APPLICATION?

Once you have submitted your planning application, it will be sent direct to your planning authority (i.e. your local Council or National Park).

It is quite common that you will be contacted for further information or with queries before your planning application can be validated.

After your planning application has been validated, a case officer will be appointed who will manage and make a recommendation for determining your planning application.

Your neighbours within 20 metres of the red line on your location plan will receive neighbour-notification letters and may wish to comment on, support or object to your planning application. Anyone who wants to can also comment/support/object even if they have not received neighbour notification.

Householder planning applications - like any planning applications - are assessed with regard to the Development Plan and any relevant material considerations. The issues below are commonly taken into account in assessing householder planning applications:

- **Design:** impact of your proposal on the wider area – particularly important for Conservation Areas
- **Overlooking:** impact of increasing your views over neighbouring garden ground
- **Privacy:** impact of increasing direct views into neighbouring windows
- **Overshadowing/loss of daylight/sunlight:** impact of your proposal on light into neighbouring windows and on sunlight into neighbouring gardens
- **Trees:** in Conservation Areas, or for any tree covered by a Tree Preservation Order, loss of these will be taken into account. Be careful too that you do not impact the Root Protection Area of neighbouring trees.

For more information about how planning applications are determined, see information sheet 3 on Material Considerations

HOW CAN PAS HELP?

If you are still unsure or need impartial and independent advice, then PAS may be able to help. Please submit your enquiry to our planning helpline using [this enquiry form](#) or phone 0300 323 7602* (*calls cost no more than a national call rate).

WWW.PAS.ORG.UK