

Listed buildings and conservation areas

If your proposal relates to a listed building you will usually need listed building consent as well as planning permission. Some proposals in conservation areas also need conservation area consent. A particularly high standard of design is usually needed for such developments.

What other consents may be required?

Many developments which need planning permission also need a **building warrant**. You should check with the [Building Standards Team](#) for advice.

If your property is rented or affects someone else's land then you will need the owner's consent. For council houses you should contact the Housing Service for **landlord's consent**.

Where can I find out more?

If your work includes creating or altering an access then you may require a **road opening permit** from the [Roads Service](#). The [e-Planning Scotland](#) website provides guidance notes for all the forms you can download. All national planning regulations and national policy is available on the [Scottish Government](#) website.

Specific guidance about West Dunbartonshire planning policies and procedures, and good practice advice notes, are available on the [West Dunbartonshire Council](#) website.

How to contact us

Email us at: development.management@west-dunbarton.gov.uk

Phone us on: **01389 738575**

Write to us: **Development Management,
Council Offices,
Rosebery Place, Clydebank
G81 1TG**

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How to make a Planning Application

The following items must be completed, in any order, before you can submit your application. Your progress is saved at each step.
Online Reference: 000000002-004

Item	Status	Preview (PDF)
Advertisement Consent	complete	Preview All
Main Details	complete	Preview
Booklet	complete	Preview

Welcome to ePlanning Scotland

- submit planning applications and appeals to your planning authority
- share proposal information with others
- [download User Guide PDF](#) (820Kb, requires Adobe Reader)

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- Which Form? Wizard
- Fee Calculator

Need to submit using paper?

Please Note : These forms are provided for your convenience only, they do not form part of the ePlanning process. Should you wish to submit your application using ePlanning you can [create an account](#).

Whilst you can still submit your planning application or appeal using a paper form, please be aware that it will take longer for your application to be received and validated. Other disadvantages with paper forms include more opportunity for error, for example in the information to be submitted. The Scottish Government and Planning Authorities therefore prefer you to submit your application or appeal electronically using this website. If you do need to use a paper form please ensure that you have downloaded and completed all the relevant

Application Forms and Guidance Notes

The following forms can be downloaded and printed for use as part of a planning application to a Planning Authority in Scotland. All these links will open in a new window.

Applications which can also be submitted via the ePlan process

- [Planning Permission Forms Package](#)
- [Planning Permission Guidance Notes](#)
- [Land Ownership Certificate \(Planning Permission and Householder Application\) Guidance Notes](#)
- [Land Ownership Certificate \(Listed Building Consent or Conservation Area Consent\) Guidance Notes](#)
- [Householder Application Forms Package](#)



How can I apply?

There are two ways to submit a planning application: an online submission or the paper application form and plans.

Online applications

You can apply online through the following website:

<https://eplanning.scotland.gov.uk>

Paper applications

Application forms can be downloaded from the ePlanning Portal <https://eplanning.scotland.gov.uk>. Completed paper applications should be submitted to the address at the end of this leaflet.

Please fill out the forms carefully as failure to provide all of the information required may result in a delay in determining your application. If we do require additional information we will contact you by letter. If the requested information is not provided within 21 days we may treat the application as having been withdrawn or refuse it on the grounds of insufficient information.

What do I need to include?

In addition to the application and ownership forms, You will need to submit a **location plan** with your application. This is usually a 1:1250 Ordnance Survey plan or similar. The application site must be edged clearly with a red line. It should include all land necessary to carry out the proposed development. For householder applications the red line will usually be the same as your property boundary. A blue line must be drawn around any other land owned or controlled by the applicant close to or adjoining the site.

You must provide **adequate drawings** to illustrate clearly what you are proposing. These should be to scale and may include block plans, elevations, floor plans and cross-sections, all depending on what you propose to do. If submitting a paper application, one copy of each plan is required.

The **planning fee** (if applicable) can be paid by secure online payment, by cheque, or in cash at the Planning office.

Details to show in plans

If you are proposing new or extended buildings (including house extensions), a change of use, or any development which would affect parking or access, you should include details of the existing and proposed parking and access arrangements. For development affecting access onto a public road you may also need to show visibility splays and gradients. Pedestrian and cycle access and facilities should also be shown if relevant.

Drawings should also accurately show any changes to existing site levels and levels adjoining to the site. Significant trees and shrubs that will be lost or retained within or adjacent to the site should also be shown.

Additional supporting documents

Some applications may require additional information because of the particular nature of the proposal or the site. For example: a design statement may be required for a significant development in a conservation area, a flood risk assessment for a site within a flood plain, or a wildlife/habitat survey for a site with a nature conservation interest. We are always happy to discuss requirements before you make an application.

Major developments

There are special consultation procedures for very large applications (e.g. 50 or more new houses). Some large applications may require special technical reports such as environmental, transport or retail impact assessments.

What will it cost?

Planning fees are set by the Scottish Government and depend on the nature and scale of the work proposed. For householder applications there is usually a flat fee of £202.00 but there are some exemptions for disability adaptations and repeat applications. The [scale of fees](#) can be viewed on the Council website.

In some cases an advert in the local press is required because of the nature of the application or for neighbour notification purposes, in which case there is an additional **advertising fee** of £125.00.