

Public Events

At least one public event must be held to allow the public to make comments to the developer on the proposal. These events should provide genuine opportunities for the public to engage with the developer. The event should be held in an accessible location and at a time to maximise attendance. The Council will comment on the adequacy of the proposed event but does not usually participate in the event itself.

It should be emphasised to the community that the plans presented to them may be subject to change before the formal application stage. Any comments made at this point are between the community and the developer. Representations from communities and individuals will still need to be submitted to the Council when a planning application is submitted.

Pre-Application Consultation Report

Following completion of the consultation process, the developer must prepare a PAC report which demonstrates that the statutory requirements have been carried out. This report shall be included with the planning application and cover:

- who has been consulted;
- details of the consultations including copies of adverts, minutes of meetings, drawings and plans used, etc;
- compliance with any additional requirements specified by the Council;
- A summary of comments received; and
- Details of how the applicant has responded to these comments, including any changes as a result of PAC.

A planning application will be returned if there is no PAC report or the required level of consultation has not been carried out.

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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Pre-Application Consultations: National and Major Applications



National and Major Developments

All **National** and **Major** Developments (as defined by the Scottish Government) require pre-application consultation with communities by the developer. West Dunbartonshire currently has no National development identified within the National Planning Framework. **Major** Development is defined as follows:

Environmental Impact Assessment 'Schedule 1' development	(As defined in the EIA Regulations)
Housing development	Number of units \geq 50, or area of the site \geq 2 ha
Business, general industry, storage & distribution	Gross floor space \geq 10,000m ² . or area of the site \geq 2 ha
Electricity generation stations	Capacity \geq 20 megawatts.
Waste management or disposal facilities	Capacity \geq 25,000 tones per annum
Construction of new or replacement roads, railways, tramways, waterways, pipelines	Length of infrastructure \geq 8km
Fish farming	Surface area covered \geq 2 ha
Any development not falling wholly within a single class of development described above	Gross floor space of the structure or building \geq 5,000m ² or area of the site \geq 2 ha

Pre-application Screening Notice

A **screening notice** can be submitted by developers to obtain the Council's view on whether or not their application is defined as Major Development. This notice is optional and is intended for situations where the applicant is uncertain. The application form can be downloaded from the Scottish Government website.

Proposal of Application Notice

Where a pre-application consultation is required the developer must submit a "**Proposal of Application Notice**" (PAN) to the Council at least 12 weeks prior to the submission of an application. The PAN can be submitted on-line using the ePlanning Scotland website, or paper forms can be sent to the Planning and Building Standards office.

The PAN should give details of the site (including a location plan), the development proposed, and the nature of the consultation to be carried out. The notice will be included in the Council's weekly list of applications.

The Council will respond within 21 days of receiving the Notice and will advise whether the proposed pre-application consultation arrangements are satisfactory. If necessary, the Council will request changes to the consultation arrangements.

Minimum Consultation Requirements

Pre-application consultation always involves engagement with the local community council(s), if any. A [list of all community councils](#) is available on the Council's website. Developers must formally consult each community council whose area is affected by the proposed development, and provide copies of the PAN to them.

The developer must also hold a public event, such as a meeting or exhibition, so that members of the community can see what is planned. An advert must be placed in a local newspaper publicising the event, at least 7 days before the it takes place. The advert must include:

- Location and description of the proposed development and where further information can be obtained;
- The date and place of the public event;
- Information on how and by when comments can be made; and
- A statement that comments made to the developer are not representations to the Planning Authority.