



# Community Council Stakeholder Event

Thursday 29<sup>th</sup> February 2024



# Agenda

- Introduction and welcome - John Hayward
- Overview of Planning Process - John Hayward
- Service Overview – John Hayward
- Local Development Plan update - Debbie Armstrong
- Planning Decisions - Role of CCs – Barry Fotheringham
- Using the Online System – Julie Kerr
- CC Training Requirements – all
- Q&A



# Overview of the Planning Process and SBC Service

John Hayward,  
Planning & Development Standards  
Manager



# What is Planning?

**“The purpose of planning is to manage the development and use of land in the long term public interest”.**

**“Anything which contributes to sustainable development, or achieves the national outcomes, is to be considered as being in the long term public interest.”**

Planning (Scotland) Act 2019

**“The planning system plays a key role in delivering high-quality places for Scotland. It balances competing demands to make sure that land is used and developed in the public's long-term interest.”**

Scottish Government Website

- High level definitions. Primarily concerned with Land Use
- Not always mutually conducive aims: “Planning Balance”
- Acts in Public Interest: Not intended to protect the interests of one party against the actions of another



# The Legal Framework

Town and Country Planning (Scotland) Act 1997

Planning (Scotland) Act 2019

Planning etc. (Scotland) Act 2006

Development Management Procedure Regulations 2013

Control of Advertisements Regulations 1984

Town and Country Planning (Listed Buildings and Conservation Areas) Scotland Act 1997

The Town and Country Planning (General Permitted Development) (Scotland) Order 1992

The Town and Country Planning (Fees for Applications and Deemed Applications) (Scotland) Regs 2017

Environmental Impact Assessment Regulations 2017

The Town and Country Planning(Use Classes) (Scotland) Order 1997

The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010

The Town and Country Planning (Appeals) (Scotland) Regulations 2013

The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009

The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013

Planning (Hazardous Substances) (Scotland) Act 1997

Local Government (Scotland) Act 1973

Caravan Sites and Control of Development Act 1960

And so on...

## Government Circulars



# Planning (Scotland) 2019 Act

- Still being enacted
- Strategic City-Region Plans abolished
- National level Scottish Planning Policy incorporated into NPF4
- National Planning Framework part of Development Plan
- Local Development Plans revised on 10-year cycle
- Frontloading of process; engagement/Evidence Report
- Closer alignment with community planning/Place Plans
- New right for communities to prepare Local Place Plans
- Supplementary guidance relationship with LDP
- LDP delivery programme to be approved by full Council
- Chief Planning Officers

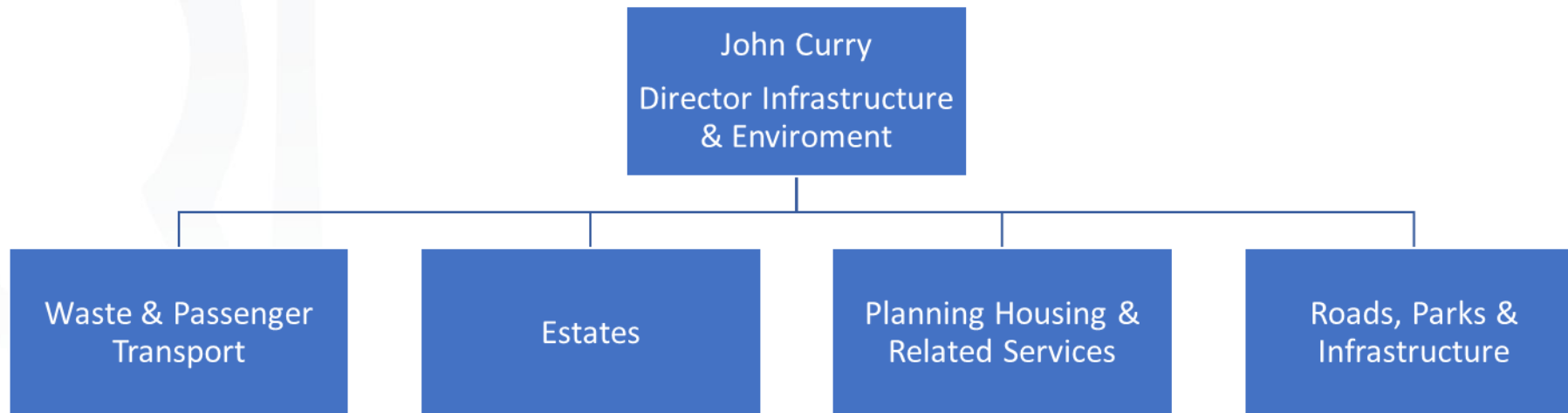


# Planning (Scotland) 2019 Act

- Pre-application consultation changes
- Expanding range of applications that can come to LRB
- Changes to duration of permissions/time limits for submission of details
- Provision to vary time limit conditions
- Agent of Change
- Short Term Lets
- Mandatory training requirement for Councillors
- Performance reporting - National Planning Improvement Co-ordinator
- Infrastructure levy



# Service Overview

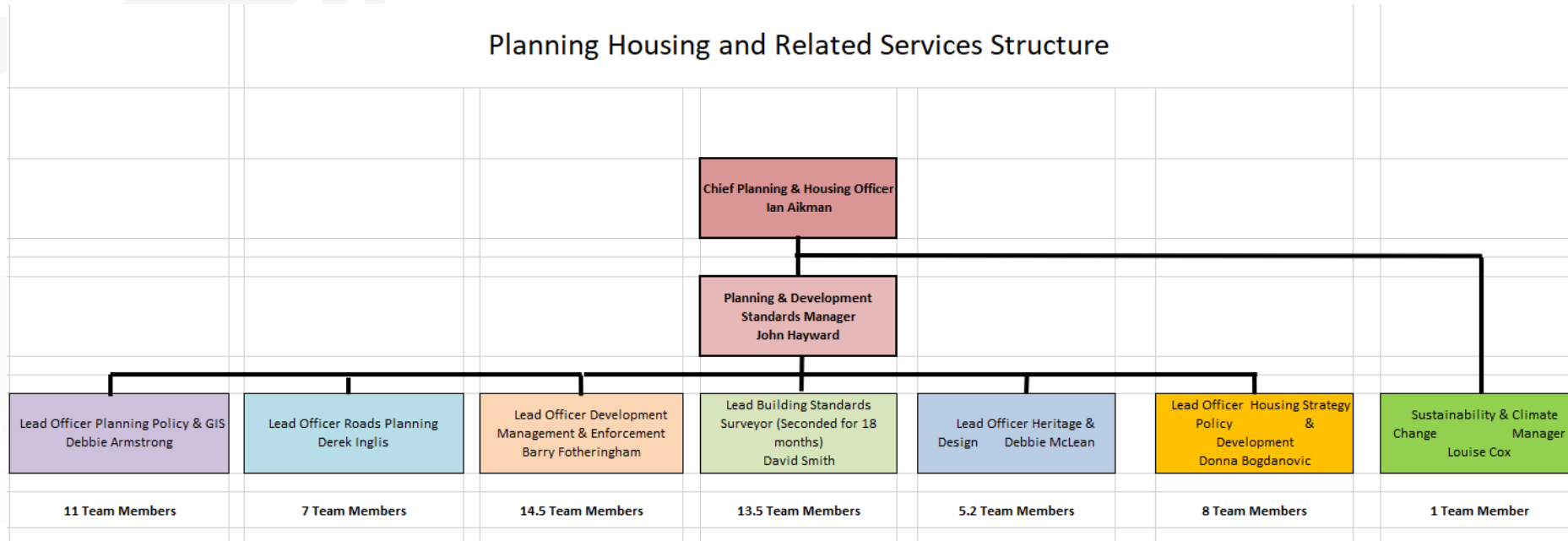






# Service Overview

## Planning Housing and Related Services Structure



## Service Responsibilities

Local Development Plan	Processing of Road Construction Consent Applications	Processing and Determining Planning Applications	Processing of Building Warrants	Listed Buildings	Local Housing Strategy	Sustainable Development Committee
Regional Spatial Strategy	Monitoring new road construction	Listed Building Applications	Process Completion Certificates	Conservation Areas	Strategic Housing Investment Plan	Climate Change Management
Local Place Plans Policy Support	•Advice on:	Conservation Area Consents	Enforcement – Dangerous and Defective Buildings	Landscape advice	Fuel Poverty	Climate Change Route Map
Supplementary Planning Guidance	–Supplementary Planning Guidance	Advertisements	EPBD (Energy Performance Buildings Directive)	Biodiversity	Energy Efficiency	Climate Change Action Plan
Research and Information (incl. GIS)	– Development Plans	Other consents	Safety at Sports Grounds	Protected Trees –TPOs	Private Rented Landlord Registration	Sustainable Development Board
Housing Land Audit	–Planning Applications	Enforcement Registration	Registration	Design Awards & Advice	Scheme of Assistance	Natural Capital
Employment Land Audit	List of Public Roads			CARS		
Vacant & Derelict Land Survey				Archaeology		
Retail Studies						



# Resources

- Significant reduction in resources over last few years
- Allegation that officers difficult to reach
- Statutory Processes must take priority – planning applications and building warrants
- Discretionary aspects still highly valued
- Pre-application advice – charged service, parallel application process
- Implications for capacity and resourcing
- Other enquiries: heritage, trees, forms, requests for meetings/inspections
- Much of this is already available
- Customer Expectation



# Resources

- Provide the same service and answers, but in a different way
- Acknowledge that officers cannot be “on tap”
- 2000 or so enquiries via Customer Services in six-month period
- Doesn’t account for direct emails and phone calls; likely to be treble that number
- Short-term working group to review and consider options
- Categorisation of calls
- Answer lies in improved web presence
- Requires culture change from **all** stakeholders
- Agents have a role in providing guidance to their clients



# When will you engage with the planning process?

- Consultation on the Local Development Plan or SPG preparation
- Consultation on planning applications - scheme of consultation (but not restricted by that)
- Consultation by developers on major applications



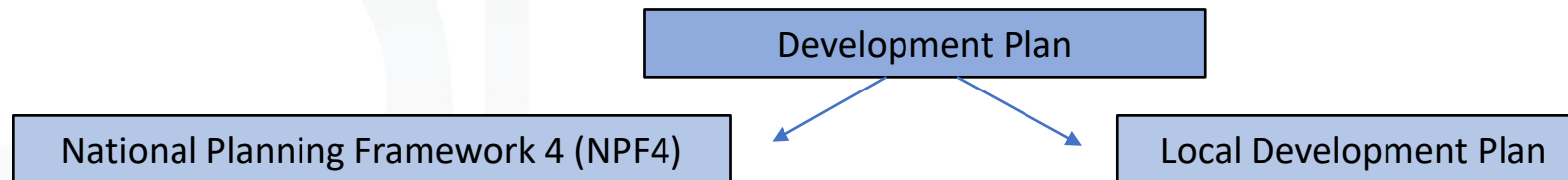
# Development Plan Policy

Debbie Armstrong,  
Lead Officer, Planning Policy & GIS



# Development Plan

- Statutory Development Plan comprises National Planning Framework 4 (NPF4) and the Local Development Plan (LDP)
- Statutory Duty to produce a LDP every 5 years
- LDP must set out detailed policies and proposals to guide development and land uses to inform and help planning decisions



## National Planning Framework 4 (Adopted 13 February 2023)

- Sets out the long term National spatial strategy for Scotland to 2045, in line with 6 overarching spatial principles
- 33 national planning policies covering 3 key themes (Sustainable places, Liveable places and Productive places)
- Replaces the former SESPlan Strategic Development Plan and Scottish Planning Policy
- Sets out the Minimum All-Tenure Housing Land Requirement (MATHLR) for each Local Authority at a national level
- Priority focuses throughout NPF4 are climate change, securing positive effects for biodiversity and the transition to net zero

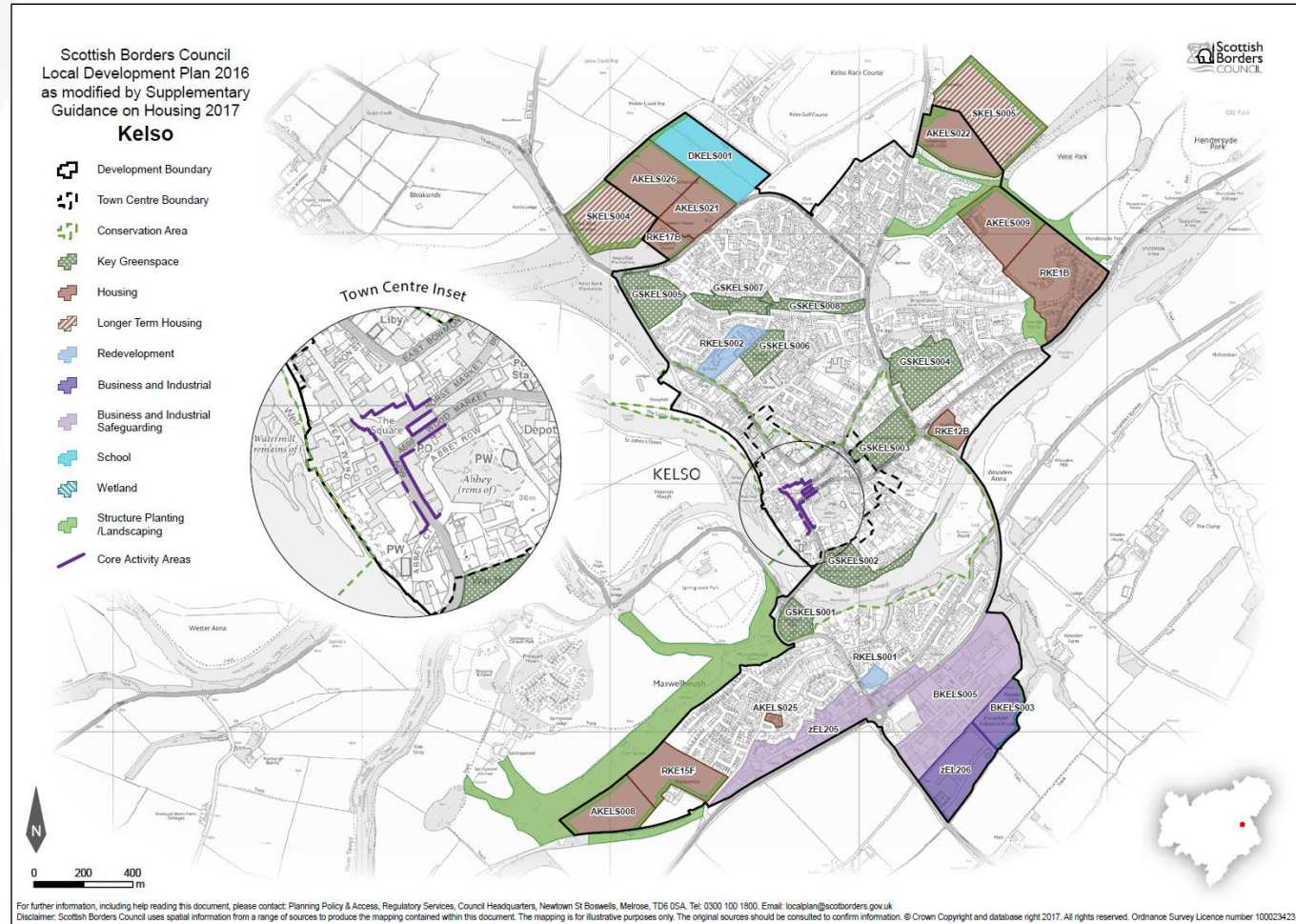
## Local Development Plan (Adopted May 2016)

- Housing Supplementary Guidance (Adopted November 2017) – identified an additional 916 housing units
- Volume 1: 55 polices, covering 5 themes (Place making and design; economic development; housing development; environmental promotion and protection; infrastructure and standards). Appendix 2 sets out the housing land requirement (HLR) for the Plan period and the supply of land.
- Volume 2: 90 Settlement Profiles. Profiles make reference to placemaking considerations, where possible preferred areas for future growth, key infrastructure considerations and any changing context for the development of the settlement.
- Settlement maps: Include a development boundary and where relevant identify a range of land use allocations and designations. List of site requirements for each allocation which identify matters to be addressed at the planning application stage.





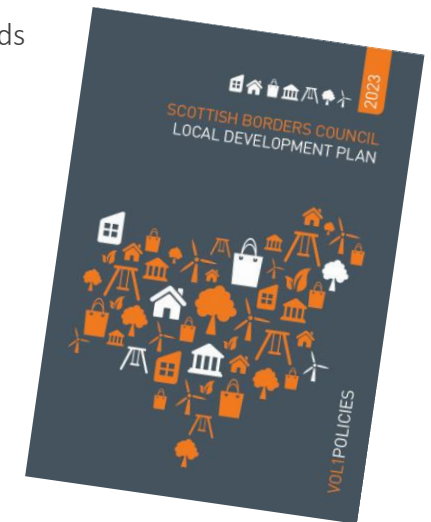
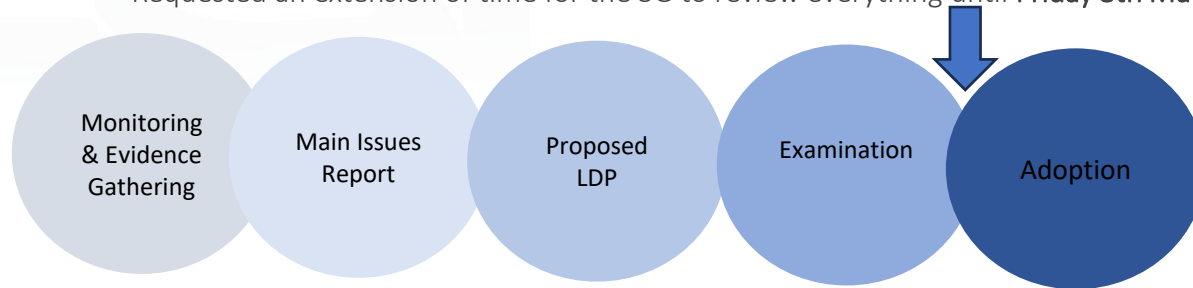
# Adopted LDP 2016





# Proposed Local Development Plan

- Began work on the Proposed Plan in 2017, last of the current 5 year style Local Plans
- **Pre-MIR Engagement:** Review of existing allocations, call for sites, localities meetings, series of engagement events (drop-in sessions & workshops), As part of the engagement undertook questionnaires and used the Place Standard Tool.
- **Main Issues Report (MIR):** Produced 2017/18 and identified the key areas of change that needed to be addressed in the Proposed Plan
- **MIR Consultation:** November 2018 to January 2019. Wide public consultation including CC's, survey, drop-in sessions and workshops.
- **Preparation of Proposed Plan:** Produced 2019/20
- **Proposed Plan Consultation:** November 2020 to January 2021 during the pandemic and we utilised a range of online engagement methods
  - Just over 1,000 representations received
- **Examination:** Proposed Plan submitted to Scottish Ministers in July 2022
- **Decision by Reporters:** Examination Report received in July 2023
  - Proposed Plan updated with all modifications set out within Examination Report
- **Intention to Adopt:** Proposed Plan sent to Scottish Ministers in December 2023
  - Requested an extension of time for the SG to review everything until **Friday 8th March**



## Next Steps:

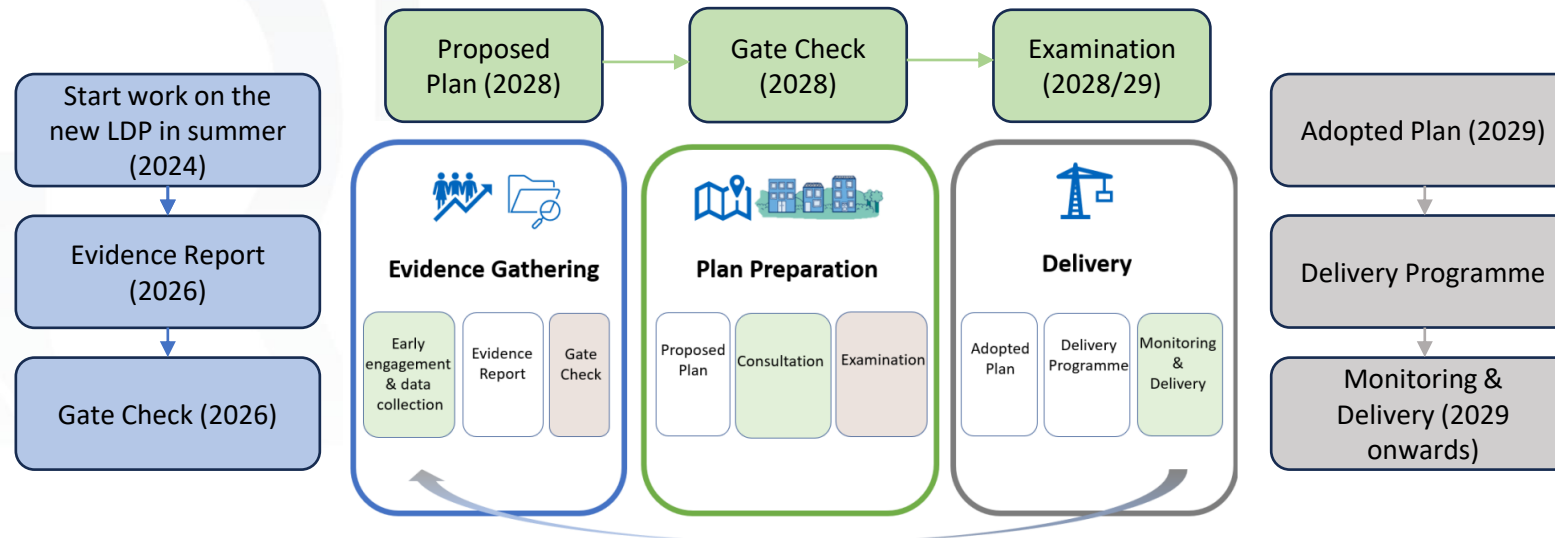
- Anticipate that we will hear back from Scottish Ministers next week
- **Adoption date:** Anticipate Spring, but could be into early summer
- Once adopted this LDP will form part of the Development Plan, alongside NPF4





# New style Local Development Plan

- Moving forward, Planning Authorities are required to produce a **10 year LDP**, start work once the Proposed Plan has been adopted hopefully Spring/Summer
- The new style LDP must be in accordance with NPF4 and the steps involved in producing the Plan have changed to the old style 5 year Plans
- New Plans will be **Place-based, People-centred** and **Delivery-focused**



- Dates are indicative only and are subject to change, depending on the outcome of the current Proposed Plan and adoption date
- **Evidence Gathering:** DPS, invite communities to prepare Local Place Plans (acknowledge this is already happening), gather and collate evidence, seek views from the wider public, prepare Evidence Report, collate environmental baseline information, submit Evidence Report to SM, gate-check and potential hearing sessions.
- **Plan Preparation:** Work to inform the Plan - develop Spatial Strategy, call for sites if required, public engagement and undertake site assessments. Preparation of Proposed Plan – Delivery Programme, Environmental Report and any other assessments required. Undertaken public consultation on the Proposed Plan and associated documents. Further to consultation, modify the Proposed Plan where appropriate, prior to submitting to SM for the Examination process.
- **Delivery:** Need to keep the Plan under review, any changes in characteristics, impact of policies and proposals.



# Useful links

- National Planning Framework 4 (NPF4): <https://www.transformingplanning.scot/national-planning-framework/>
- Adopted Local Development Plan (2016): [www.scotborders.gov.uk/ldp](http://www.scotborders.gov.uk/ldp)
- Housing Supplementary Guidance (2017): [Housing Supplementary Guidance | Scottish Borders Council \(scotborders.gov.uk\)](http://www.scotborders.gov.uk/housing-supplementary-guidance)
- Proposed Local Development Plan (2023): [www.scotborders.gov.uk/ldp2](http://www.scotborders.gov.uk/ldp2)
- Scottish Government, Transforming Planning, Engagement: [Engagement | Transforming Planning](http://www.scotborders.gov.uk/engagement)
- Local Place Plans: [Local place plans | Local Place Plans | Scottish Borders Council \(scotborders.gov.uk\)](http://www.scotborders.gov.uk/local-place-plans)
- Research: [Planning research | Scottish Borders Council \(scotborders.gov.uk\)](http://www.scotborders.gov.uk/planning-research)
- LDP Guidance: [Local development planning guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/local-development-planning-guidance)
- Map Advanced: [Find it - Map advanced – Scottish Borders Council \(scotborders.gov.uk\)](http://www.scotborders.gov.uk/find-it-map-advanced)



# Planning Application Process and the Community Council Role

Barry Fotheringham,  
Lead Officer, Development  
Management & Enforcement



# Development

“the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land” (S.26, TCP(S)A 1997)

- *But not:*

Internal works, works within road boundaries, infrastructure works, agriculture, forestry

## “Permitted Development”

- General Permitted Development Order



# Types of Consent

- Planning Permission
  - Full Planning Permission
  - Planning Permission in Principle
  - Approval of Matters Specified in Conditions (Reserved Matters)
- Listed Building Consent
- Conservation Area Consent
- Advertisement Consent



# The Application Process

- Validation and Registration
- Weekly List: Publication online (Public Access)
- Consultation (21/28 days):
  - Neighbours
  - Internal/Statutory Consultees
  - Community Councils
- Allocation to Officer
- Site Visit/ Virtual Site Visit – photos/ video/ officer knowledge
- Report Preparation
- Authorisation of Recommendation



# Scheme of Delegation

## Which Applications come before Committee?

- All “Major” applications (e.g. over 2ha or 50 houses)
- Recommendation to approve a planning application, where:
  - At least 5 letters of representation from separate households:
    - Must be on genuine planning grounds
    - Must be “within time”
  - The application is significantly contrary to the Development Plan.
  - An objection has been received from a statutory consultee.
- Member Referral (5 SBC Councillors) within one month
- Application submitted by an elected Member of SBC



# Making Planning Decisions

## Section 25 of the 1997 and 2006 Acts

“Where in making any determination under the planning Acts, regard is to be had to the development plan, the determination shall be made in accordance with the plan unless material considerations indicate otherwise.”





# Making Planning Decisions

## Process concerned with Land Use Planning

“Planning authorities are expected to consider the views of local residents when determining a planning application. Nevertheless, local opposition to a proposal is not, by itself, a reasonable ground for the refusal of a planning application, unless that opposition is founded on valid planning reasons which are supported by substantial evidence. While the planning authority will need to consider the substance of any local opposition to the proposal, their duty is to decide a case on its planning merits”. (DCLG Circular 8/93)



# Material Considerations

- **Yes:**

- Suitability of site/development
- Suitability of development
- Relationship with surrounding developments and uses
- Design
- Scale
- Materials
- Roads/Access
- Disturbance: e.g. noise, smell
- Loss of Privacy
- Economic or Community Benefits, where justified and evidenced
- Meeting Identified Needs
- Adequacy of infrastructure
- Previous decisions on application site

- **No:**

- Protection of individual or business interests
- Views from adjoining sites/houses
- Property Value
- Personal circumstances
- Moral, political or ideological considerations
- Cost of development
- Need for development (with some exceptions)
- Over-provision of facility
- Land ownership/legal rights over land
- Issues covered by other legislation



# Role of Community Council

- Formal consultee, where request is made, or amenity of area is affected
- SBC takes more proactive approach
- Provision of local knowledge and background
- Provide views representative of community relevant to development being proposed
- Major applications – pre-application consultation



# Major Development: Pre-Application Notification

- Promotes Community Engagement
- Applicant must consult Community Council
- At least one public event (CC can advise)
- Opportunity for CC to gather views
- No direct role for SBC
- All feedback to developer
- Normal consultation/representation process once application submitted



# Major Development: “Section 36” Developments

- Not Planning Applications
- Wind Farms and Battery Storage; Generating Capacity >50MW
- Council is not the determining authority; just consultee
- Energy Consents Unit (Scottish Government)
- SBC role to consider against policy and make technical assessments
- We submit our view to ECU
- Communities and CCs must make their representations direct to ECU
- It is not SBC role to reflect views of communities



# Automatic Consultation with CCs

- “Bad Neighbour” Development (e.g. noise, smells)
- Applications which might affect the character of a Conservation Area
- Applications that are likely to be of general interest to the community and, as a result, may result in representations.
- Applications that are considered to be of significant local interest for economic, social or environmental reasons
- Applications for all new houses.
- Listed Building Consent
- Any applications for which a request is made within 7 days



# Things to Consider: Your Role as CCs

- Different CC sizes and organisation
- Planning sub-committee
- Single point of contact for planning matters
- Decisions may need to be made outwith normal cycle of meetings
- Circulation of plans/links electronically for comment
- CCs do not need to be formally consulted to comment on applications
- Weekly List
- Restrict comments to planning merits of proposal
- Local Development Plan



# Things to Consider: Making Comments

- Focus on Impacts of Development
- Material Planning Considerations
- LDP land allocations and AMC applications : principle already established
- Measure of Local Feeling; seek views of community
- “Development Jigsaw”
- SBC has duty to determine applications timeously
- Not appropriate to resist acceptable development because an alternative might be preferable or because of opposition levels
- Declaring an interest (land or applicant/objector/supporter)





# Things to Consider: Making Comments

- Views should be expressed in clear and unambiguous terms.
- Indicate if no consensus
- Opposition of an application: Reasons on relevant planning grounds. Refer to policy if possible.
- Where qualified support for an application is expressed, conditions can be suggested.
- Larger schemes, consider gathering wider local views (may require additional time)
- If making representations as a private individual; make clear.
- Contact case officer for advice

*"The primary responsibility for the operation of the planning system lies with strategic development planning authorities, and local and national park authorities. However, all those involved with the system have a responsibility to engage and work together constructively and proportionately to achieve quality places for Scotland. This includes the Scottish Government and its agencies, public bodies, statutory consultees, elected members, communities, the general public, developers, applicants, agents, interest groups and representative organisations."*  
 Scottish Planning Policy 2014

### Introduction

The aim of this guidance note is to provide basic information to Community Councils on planning matters, and to signpost further information.

The Scottish Government is responsible for developing planning policy in Scotland but the implementation of that policy is primarily a local function. The responsibility for planning matters in the Scottish Borders, including the processing and determination of planning and related applications, rests with Scottish Borders Council

Within SBC, planning is dealt with by the Planning and Related Services Department.

Planning law can be complex and the Government has issued Planning Advice Notes (PANs) and circular guidance to supplement the legal framework. These must be taken into consideration by Local Authorities when developing systems, local policies and taking decisions.



Community Councils have a formal, statutory role in the planning system and must be consulted on a variety of issues. Advice on Community Councils and Planning is given in [PAN 47](#). It is national planning policy to encourage community involvement in the planning system and there is current advice on [Community Engagement](#). In addition, Community Councillors should familiarise themselves with the [SBC E-planning system](#), which is now the primary means of accessing information on planning applications.

Community Councils play a key part in both Development Planning and Development Management. SBC welcomes their role in expressing local opinion whether on wider policy matters or on individual planning applications. The views of Community Councils, where properly expressed and relevant to planning, are important material considerations in the determination of any application.

### Development Planning

Development Plans provide a vision of how places should develop, including those areas which should receive special protection.

SBC is one of 6 planning authorities in South East Scotland (Scottish Borders, East Lothian, Midlothian, Edinburgh, West Lothian and Fife) which has been involved in the production of a co-ordinated Strategic Development Plan for the wider region ([SESPlan](#)).

The Local Development Plan adds detail to national and regional policy and is the core document against which planning applications are assessed. The Local Development Plan goes through an extensive consultation process in its development before being adopted by the full Council and it must also be approved by the Scottish Government. The current plan runs to 2025.

Community Councils are statutory consultees and are asked to put forward views and local knowledge at the consultative stages.

# Community Council Guidance Note





# E-Consultation

- **System completely electronic**
  - Electronic notification for all CCs
  - All CCs to respond electronically
  - Paper copies of major applications – e.g. windfarms, available at HQ
  - Reasonable requests for paper copies
  - Set up – quick and easy
  - Notification by email – with hyperlinks to application
  - Response sent to: [dcconsultees@scotborders.gov.uk](mailto:dcconsultees@scotborders.gov.uk)
  - Do not send to case officer or other e-mail address



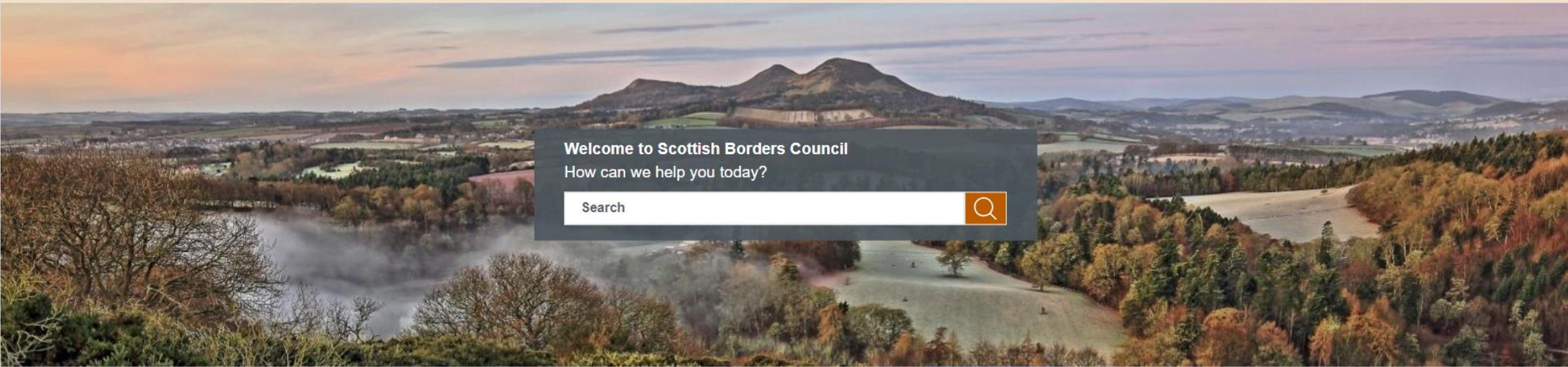
# Public Access

**Julie Kerr – Business Systems Officer**

<https://www.scotborders.gov.uk>



**Planning portal maintenance**  
Please note that public access and the planning portal will be unavailable from approximately 5pm on Monday 26 February due to essential maintenance. Apologies for any inconvenience.



Welcome to Scottish Borders Council  
How can we help you today?

Search

- Benefits & Financial Support
- Bins, rubbish and recycling
- Council Tax
- Schools and learning
- Planning and building**
- Roads, travel and parking

[Comment on a planning application](#)  
[Pre-application for planning permission](#)  
[Windfarms](#)  
[Apply for a building warrant](#)  
[Local development plan](#)  
[More from Planning and building >>](#)

- Your Council
- Emergencies and safety
- Events and venues
- Jobs
- Libraries
- Birth, marriage and death





### Planning portal maintenance

Please note that public access and the planning portal will be unavailable from approximately 5pm on Monday 26 February due to essential maintenance. Apologies for any inconvenience.

[Home](#) / [Planning and building](#) / [Planning applications](#) / [Comment on or object to a planning application](#)

## Comment on or object to a planning application

Any individual, group or organisation can make comments of objection or support for a planning application while it is open for consultation.

### How to comment on a planning application

#### Online

To comment online you must [register](#) on the [public access portal](#). It only takes a couple of minutes and will also allow you to track applications and save searches.

Once registered, please follow the steps below:

1. Log in to your account Select 'Search>Planning>Simple search' and find the application you wish to comment on
2. On the right side of the page select 'Make a public comment'
3. Enter your comments
4. Select 'Submit'

#### By post

To comment by post, please write to the following address and include the following:

- date
- name and address of the sender
- reference number of the application
- address of the site
- your comments

### Planning applications

[Appeal a planning decision](#)

[Applications affecting the historic environment](#)

[Comment on or object to a planning application](#)

[Landscape guidance](#)

[Major developments](#)

[Planning application decisions](#)

[Planning enforcement](#)

[Submitting a planning application](#)

[Viewing a planning application](#)

[What needs planning permission](#)



[Home](#) / [Planning and building](#) / [Planning applications](#) / [Public access portal](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

**Note:** Please be advised that if you are searching on an address where it is a development site or a location this may be a non-postal property and would not have a post code associated with it. Please use Locality/Town/Street Name in the property search screen to find the site.

## Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

**Simple** [Advanced](#) [Weekly/Monthly Lists](#) [Property](#) [Map](#)

**Applications** [Appeals](#) [Enforcements](#)

Status:

Enter a **keyword**, **reference number**, **postcode** or **single line of an address**.

an idox solution

### Planning – Applications Search

[Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property Map

**Applications** Appeals Enforcements

#### Reference Numbers

Application Reference:

Alternative Reference:

#### Application Details

Description Keyword:

Applicant Name:

Application Type:

Community Council:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

#### Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Received:  to:

Date Validated:  to:

Date Actual Committee:  to:

Decision Date:  to:





Home / Planning and building / Planning applications / Public access portal

[Search](#) [My Profile](#) [Login](#) [Register](#)

## Planning – Weekly List

Search Planning Applications either validated or decided in a given week.

[Simple](#) [Advanced](#) **[Weekly/Monthly Lists](#)** [Property](#) [Map](#)

**Weekly List** [Monthly List](#)

Community Council:

Week beginning:

Show applications:  
 Validated in this week  
 Decided in this week

[Search](#)

an idox solution



Home / Planning and building / Planning applications / Public access portal

[Search](#) [My Profile](#) [Login](#) [Register](#)

**Note:** Please be advised that if you are searching on an address where it is a development site or a location this may be a non-postal property and would not have a post code associated with it. Please use Locality/Town/Street Name in the property search screen to find the site.

## Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

**Simple** [Advanced](#) [Weekly/Monthly Lists](#) [Property](#) [Map](#)

**Applications** [Appeals](#) [Enforcements](#)

Status:

Enter a **keyword, reference number, postcode** or **single line of an address**.

[Search](#)

an idox solution





Home / Planning and building / Planning applications / Public access portal

Search My Profile Login Register

### Planning – Application Summary

Help with this page

23/01882/FUL | Alterations and extensions to dwellinghouse | 21 Craigmyle Park Peel Galashiels Scottish Borders TD1 3LA

Save search Refine search Track Print

Details Comments (1) Constraints (10) Documents (22) Related Cases (1) Map

Summary Further Information Contacts Important Dates

Reference	23/01882/FUL
Alternative Reference	100655421-001
Application Received	Tue 19 Dec 2023
Address	21 Craigmyle Park Peel Galashiels Scottish Borders TD1 3LA
Proposal	Alterations and extensions to dwellinghouse
Status	Registered
Appeal Status	Unknown
Appeal Decision	Blank Field

There are 22 documents associated with this application.

There are 0 cases associated with this application.

There is 1 property associated with this application.



Search  My Profile  Login  Register

### Planning – Planning Application Documents

[Help with this page](#)

23/01882/FUL | Alterations and extensions to dwellinghouse | 21 Craigmyle Park Peel Galashiels Scottish Borders TD1 3LA

Details

Filter By:  Document Type:

You can select up to 25 documents to download in one archive file at a time.

	Date Published	Document Type	Description	View
<input type="checkbox"/>	23 Jan 2024	Consultation Reply	CONTAMINATED LAND OFFICER	
<input type="checkbox"/>	19 Dec 2023	Other	DESIGN STATEMENT PART 1 OF 2	
<input type="checkbox"/>	19 Dec 2023	Other	DESIGN STATEMENT PART 2 OF 2	
<input type="checkbox"/>	19 Dec 2023	Drawing	EXISTING SITE PLAN	
<input type="checkbox"/>	19 Dec 2023	Drawing	EXISTING GROUND FLOOR PLAN	
<input type="checkbox"/>	19 Dec 2023	Drawing	EXISTING FIRST FLOOR PLAN	
<input type="checkbox"/>	19 Dec 2023	Drawing	EXISTING FRONT AND REAR ELEVATIONS	
<input type="checkbox"/>	19 Dec 2023	Drawing	EXISTING SIDE ELEVATIONS AND SECTIONS	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED SITE PLAN	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED GROUND FLOOR	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED FIRST FLOOR	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED ROOF PLAN	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED REAR ELEVATION	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED SOUTH ELEVATION	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED NORTH ELEVATION	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED FRONT ELEVATION	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED SECTION 1	
<input type="checkbox"/>	19 Dec 2023	Drawing	PROPOSED SECTION 2	
<input type="checkbox"/>	19 Dec 2023	Other	APPLICATION SUMMARY PDF	
<input type="checkbox"/>	19 Dec 2023	Application Form	APPLICATION PDF	
<input type="checkbox"/>	19 Dec 2023	Drawing	A LOCATION PLAN	
<input type="checkbox"/>	19 Dec 2023	Neighbour Notification List	NEIGHBOUR NOTIFICATION LIST	



# E-Consultation Process

<https://www.scotborders.gov.uk>

**Julie Kerr – Business Systems Officer**

[jakerr@scotborders.gov.uk](mailto:jakerr@scotborders.gov.uk)

Tel: (01835) 826795



# Information Overload



Questions?  
Training?