

Dumfries and Galloway Council

PLANNING SERVICES

Permitted Development Enquiry

Guidance Notes - March 2024



The benefits of the permitted development enquiry service

This form can be used to find out if a development is permitted or if planning permission is required for proposed works. The form can be used for all types of development including works to a dwellinghouse or within its curtilage (ie. alterations and extensions to a dwellinghouse and any development within the garden of a dwellinghouse including domestic garages, outbuildings and other minor works), minor alterations to commercial premises, proposed changes of use to a property etc.

What is permitted development?

Permitted development rights allow owners/occupiers of properties to undertake certain works without the need for planning permission. Permitted development rights are granted by the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended), however most classes of development are subject to a set of limitations and conditions.



Information that should be submitted in support of your application

You will need to submit the completed [Permitted Development Enquiry Form](#), the necessary drawings and the application fee.

You should ensure the form is fully completed, including the following:-

- **Name;**
- **Address;**
- **Contact details (telephone number and/or e-mail address);**
- **Site address; and**
- **Existing and Proposed use of the building (if applicable); and**
- **Details of proposal (including proposed external finishes if applicable).**

Plans that should be submitted in support of your application

- A location plan of the site at a metric scale of either 1:1250 or 1:2500 with the boundary of the site outlined in red;
- A site/block plan at a metric scale of 1:500 or 1:200 with the proposed development clearly identified (the dimensions of the proposed development (measured externally) should be clearly annotated as should the distance of the development from the boundary of the curtilage);
- A proposed floor plan at a metric scale of either 1:50 or 1:100 showing the proposed alteration and/or extension (dimensions should be clearly annotated). If the extension relates to a dwellinghouse the footprint of the original dwellinghouse (as built or as it was on 1st July 1948 if it was built before then) should also be annotated (measured externally);
- Elevation drawings of the proposed development at a metric scale of either 1:50 or 1:100 annotated to include all external dimensions (depth, width and eaves/ridge heights);
- In relation to an enlargement of a dwellinghouse by addition or alteration to the roof (ie. dormer windows) the external dimensions of the proposed development must be shown as well as the distance of the proposed development from all elements of the existing roof (ie. eaves, edge and ridge); and

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The above drawings do not require to be architecturally drawn but should be produced to a metric scale (as detailed above) and to a reasonable standard to allow a full assessment and determination of the proposal. Please note that all measurements must be taken externally from the lowest adjacent ground level.

Should further information be required in order to make a determination the case officer will contact you directly.

Application Fee

Please refer to the Schedule of Fees for the amount to be paid, which must accompany the application. Payment can be made by Pay it on Dumfries and Galloway Council's homepage.

Submitting your application

The enquiry form and drawings should be submitted in electronic format to planningpreapplicationofficer@dumgal.gov.uk

What happens next?

Once your application has been submitted it will be checked to determine whether the form has been fully completed, the plans submitted are sufficient enough for us to be able to make a determination of the proposal and also that the correct fee has been paid.

A planning officer will then assess your enquiry and provide a written response advising whether the development is considered to be permitted or requires planning permission.

Where we confirm that planning permission is not required, please make sure that you have checked whether any other relevant permission or consent is required by any other Council service or external agency, e.g. building warrant, road opening permit, CAR license, etc.

If we confirm that planning permission is required for your development, we also offer a [Pre-Application Advice Service](#) to let you know if your proposal is likely to be acceptable or not before you submit a planning application.

Disclaimer

Please note that the assessment will be made on the basis of the information provided by yourself or your agent (if applicable) and is not a formal determination as to whether or not planning permission is required. Should you wish a formal determination as to whether or not a specific development requires planning permission you should submit an application for a Certificate of Lawfulness.

Please also note that correspondence and details relating to permitted development enquiries are treated confidentially. However, if a request is made under the Freedom of Information (Scotland) Act 2002 we may be obliged to reveal details of your enquiry. If you believe your enquiry is confidential, please explain why on the enquiry form.

