COMMUNITY COUNCIL ADVICE NOTE:
Finding information on planning proposals   Nov 2016

There are several ways of finding information on planning proposals.

Pre-Application Stage	
There is a statutory process for commenting on national and major development proposals at pre-application stage. Developers must consult with the local community as part of this process. Any public event will be advertised in the press. The local community council will be served a copy of the Proposal of Application Notice. Look out for details of planning proposals on community council websites.	

Application stage	
Neighbour notification	Neighbours who live within 20m of the application boundary will receive a letter from the Council about the planning application.
Newspaper adverts	Some applications are advertised in the newspaper on a Friday notably if the address is a listed building or within a conservation area or it raises particular neighbourhood issues.
Site notices	Some applications require a site notice to be placed near the property notably if the address is a listed building or within a conservation area.
Planning and Building Standards Online Services	Once you have registered to view or comment on planning applications, you can save searches so that you will be notified of any new applications that match the saved search details. See example below.
Weekly list (online)	The on-line Weekly List of applications is updated daily during the working week, and will contain a statement as to how further information on an application may be obtained.

COMMUNITY COUNCIL ADVICE NOTE:
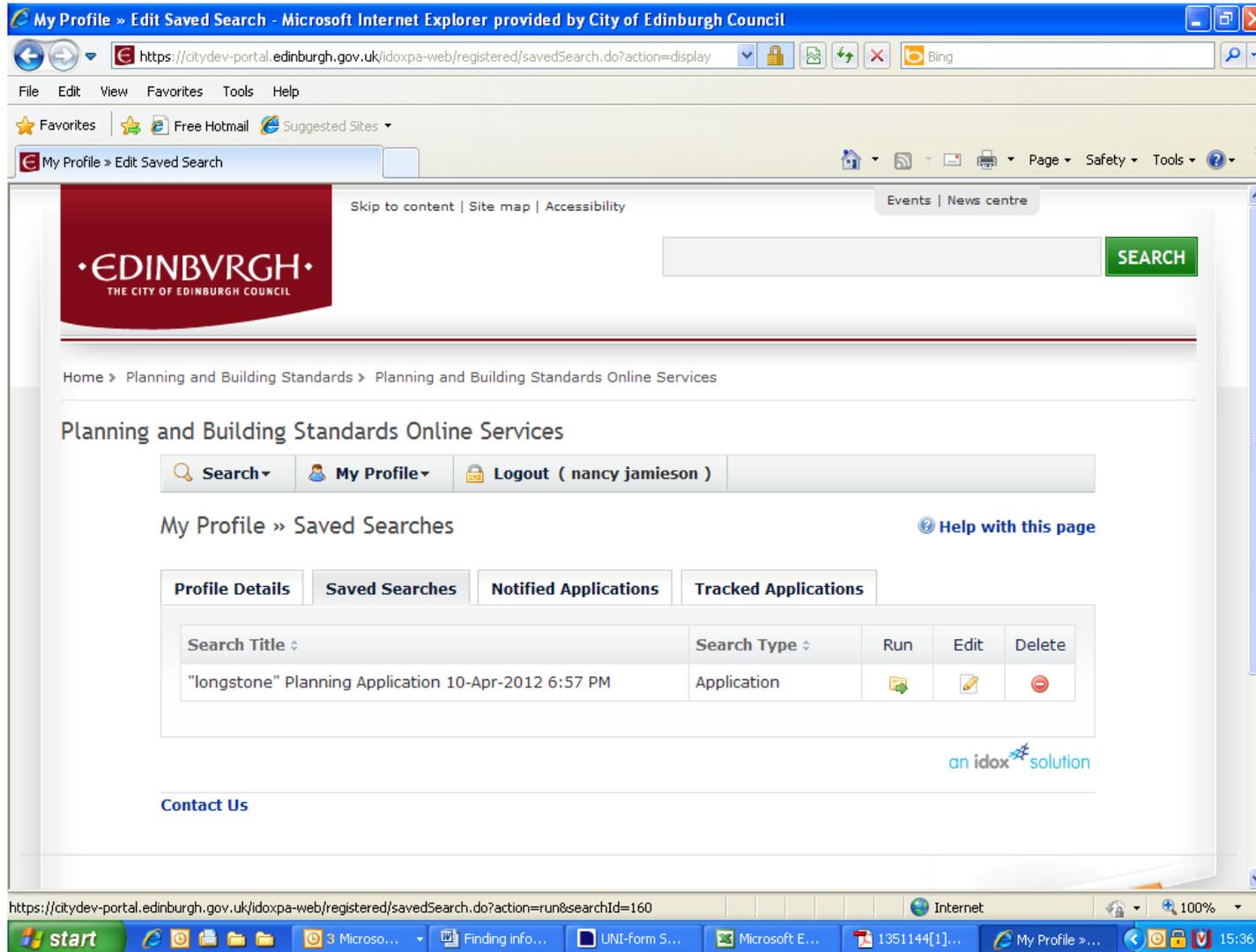## Finding information on planning proposals   Nov 2016

Weekly list (applications received and decided)	A weekly list of all applications received and decided the previous week, including proposal of application notices, is published every week. This is emailed to community councils and others on the distribution list.
Tell Me Scotland	Tellme Scotland is a portal for accessing public information notices issued by local authorities across Scotland. You can search for planning notices or sign up to receive alerts within a specified radius of a postal code. Currently planning notices are only those that are advertised in the press.

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You can enter keywords such as Marchmont or postcodes and save these as searches. You can then be notified by email of any new cases that match your searches or you can run the search manually to find cases with this reference. See example below.

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You can also track applications that interest you and you can be notified of any updates.