

COMMUNITY COUNCIL ADVICE NOTE: Glossary of planning terms

November 2016

There are three main parts to the planning system:

- a. development plans
- b. development management
- c. enforcement and appeals/reviews

A. Development plans

The development plan is a document that sets out what type of development should take place where, and which areas should not be developed. It sets out the best locations for new homes and businesses and protects places of value to people or wildlife.

Development plans are made up of strategic development plans, local development plans and supplementary guidance. *Decisions on planning applications must be based on the development plan in the first instance.*

Term	Short name	Definition	How community councils can get involved
Strategic Development Plans	SDP	Sets out long term vision and a strategy to deal with key planning issues that extend beyond planning authority boundaries. They do not need to cover detailed planning issues as these are covered by local development plans prepared by each planning authority.	The planning authority will prepare and publicise a development plan scheme including a participation statement setting out how and when people can get involved in the preparation process.
Local Development Plan	LDP	Detailed statement of the planning authority's policies and proposals for the development and use of land. There may be several within a single planning authority area.	
Development plan		Programme for preparing and reviewing the	

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scheme		strategic or local development plan, which includes a participation statement.	The planning authority will prepare and publicise a development plan scheme including a participation statement setting out how and when people can get involved in the preparation process.
Main issues report	MIR	Report published by the planning authority at an early stage in preparing each strategic or local development plan identifying the key issues that face the area.	
Proposed plan		Public stage in the preparation of a strategic or local development plan after the main issues report. Represents the planning authority's view of what the final content of the plan should be.	
Development plan examination		Scottish Ministers assessment of unresolved issues raised in representations on strategic or local development plans. This happens before plans can be approved and adopted.	
Supplementary guidance	SG	Detailed guidance, for example on design in connection with a strategic or local development plan. Sometimes this is statutory and forms part of the Development Plan	Specific topic/area consultation exercises.
Area development framework	ADF	Sets out a vision for a specific part of the City, taking the opportunity to look collectively at individual developments, plans and aspirations for these areas.	
Master plan		Explains how a site will be developed, describing and illustrating the proposed urban form in three dimensions.	

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B. Development Management			
Development management is the process of deciding whether to grant or refuse planning permission and other related consents. Decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise.			
Term	Short name	Definition	How community councils can get involved
Planning concordat		Agreement between City of Edinburgh Council Planning, Edinburgh Chamber of Commerce and the Edinburgh Association of Community Councils on how they will work together on major development proposals.	Individual community councils have been invited to 'sign-up' to the concordat which means they agree to work with developers and Planning as set out in the concordat step by step process.
Major development		Legislation categorises all developments as either local, major or national. Major developments include proposals such as 50 or more houses, large supermarkets, offices or hotel development etc.	Major and national development proposals require pre-application consultation with communities at least 12 weeks before a planning application is submitted. Community councils have a statutory role in this process.
Pre-application consultation	PAC	A legal requirement for applicants for national and major developments to consult with communities before any planning application is submitted. A proposal of application notice must be submitted to the Council as part of this process.	The community council must be consulted and served a copy of the proposal of application notice.
Proposal of application notice	PAN	Part of the pre-application consultation process, a formal notice to the Council giving information on a proposed major or national development proposal and outlining the intended community consultation.	The applicant must send a copy of the notice to the community council whose area the application site lies within, as well as any adjoining community councils.

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Pre-application consultation report	PAC report	The report must be submitted to the Council with major or national planning applications. The report must outline what community consultation took place, any changes to proposals as a result and how community comments were addressed.	The community council will have an opportunity to view the report and make comments on its content to the planning officer.
What is Development?		Set out in legislation. Has to be a building or other type of operation or significant change of use. Also has to have an impact on the exterior of the building.	Community councils can only comment when the works are development and need permission.
Permitted development	PD	Set out in legislation. Works that can be done without needing to apply for planning permission even if they are development.	Community councils can only comment when permission is needed.
Full planning permission	FUL	Full details of proposed development.	Community councils can make comments on FUL proposals at PAC stage and once an application has been submitted.
Planning permission in principle	PPP	To establish whether the principle of developing a piece of land is acceptable without preparing detailed plans. Does not give the right to go ahead with the proposal as conditions will be attached which require to be approved in an approval of matters specified in conditions application.	Community councils can make comments on PPP proposals at PAC stage and once an application has been submitted.
Approval of matters Specified in conditions	AMC	Application for the submission of details required by conditions imposed on the granting of planning permission in principle.	Community councils can make comments on AMC proposals once an application has been submitted (no requirement for PAC).
Weekly list		A list of applications received and decided that week provided to the community council and the wider public.	All community council planning reps and secretaries receive a copy of the weekly list.

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Consultee status		Community councils can choose to be a statutory consultee on any planning application. We automatically make them consultees on national and major developments. Generally consultee status should be used for more significant proposals.	Community councils have 1 week from the date of the weekly list to advise that they want to be a consultee. They then have 21 days to comment.
Neighbour notification		The Council has a legal requirement to inform people with an interest in neighbouring land (within 20 metres of an application site boundary) that an application has been submitted and how to make comments.	
Representation	Rep	A comment made on a planning issue by a member of public, statutory consultee and other stakeholders. Comments can include objections, general comments and expressions of support.	The community council can make representations on planning applications or request to be consulted as a statutory consultee.
Material consideration		Matters which are relevant to planning issues. These include effect on traffic and parking, appearance of the area, impact on a conservation area or setting of listed building, loss of landscape feature, noise, overshadowing, daylight, privacy etc.	When community councils make material comments, these must be considered by the Council.
Non-material planning considerations		Matters about individual's personal concerns such as loss of view, house price or ownership.	Non-material comments cannot be taken into account when dealing with planning applications.
Development management sub committee	DM sub	Some planning decisions are taken by the Development Management Sub-Committee. This happens particularly if the proposal is significant or potentially controversial. The	

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		Committee usually meets every two weeks, except during holiday periods, and is open to the public	
Scheme of Delegation		This is a scheme either approved by the Council or Scottish Ministers which allows planning officers to make decisions on applications.	Community councils can ask their ward councillors to request the application be decided by Committee but they must give good reasons.

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C. Enforcement and appeals		
Planning Enforcement plays an important role in monitoring development and investigating potential breaches of planning control.		
Term	Short name	Definition
Enforcement register		The Enforcement Register contains a summary of notices served under the Town and Country Planning Acts and related legislation.
Directorate for Planning and Environmental Appeals	DPEA	A Directorate of the Scottish Government whose reporters assess planning appeals on behalf of Scottish Ministers.
Appeals		Appeals are usually made following the refusal of planning permissions or non-determination of an application within the specified period. Appeals to Scottish Ministers are only available for those applications determined by Committee or delegated under the 1973 Scheme of Delegation - these may include major applications, listed building consent, advert consent and conservation area consent.
Local review body	LRB	The City of Edinburgh Planning Local Review Body is made up of 5 councillors from the Planning Committee and meets every 2 weeks to review decisions.
Local review	LR	If the applicant is unhappy about the non-determination or refusal of the application under the scheme of delegation for local developments, they can request a review by local review body.
Third party right of appeal		There is no third party right of appeal in Scotland. This means that only applicants can ask for an appeal or a review. If third parties are aggrieved with decisions, they would have to go through the Scottish courts.