

quick guide to

The Planning Application Process

This quick guide will help you find out about the process of making a planning application.

Application Process

The Council deals with about 5000 planning applications a year. The process can be complex depending on the scale of development but essentially the steps involve:

submission

validation

notification/advertising

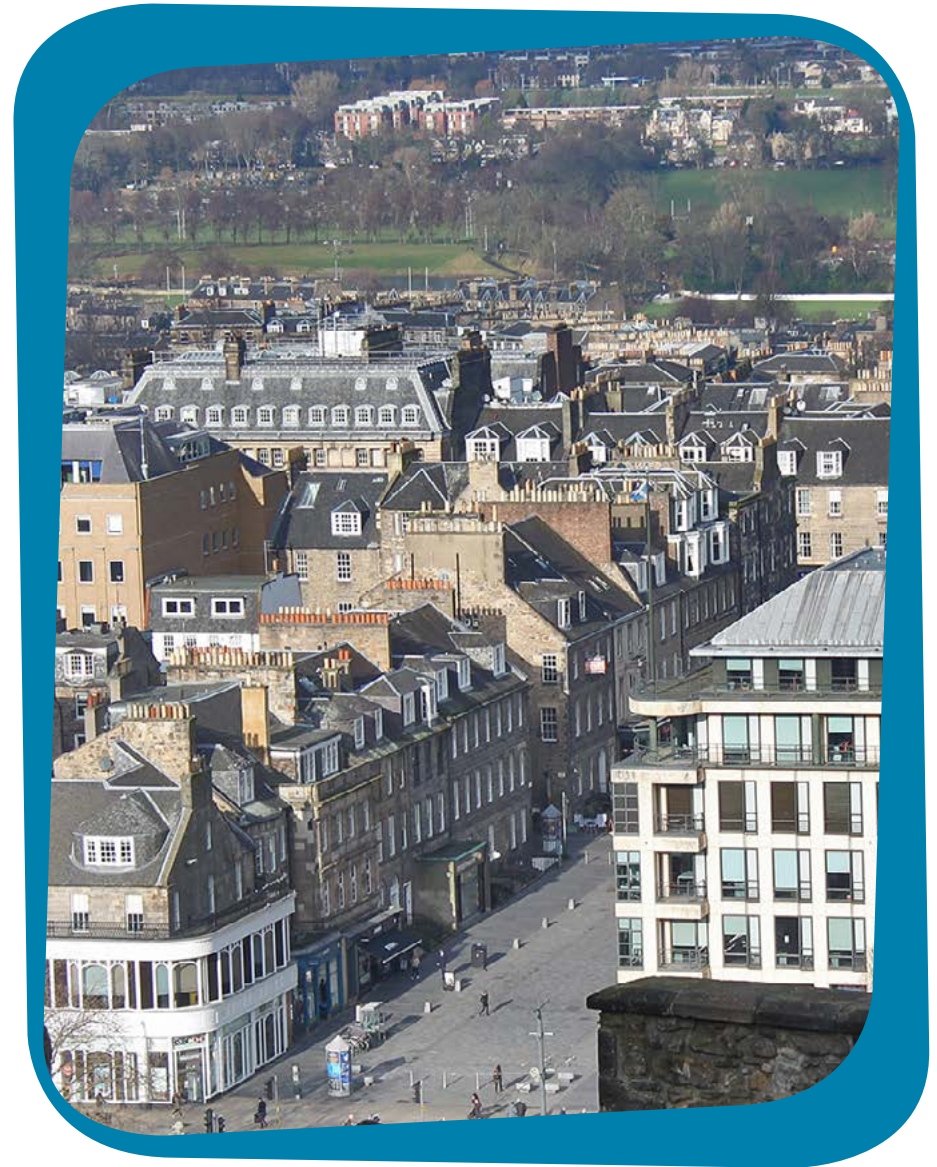
consultation

assessment

decision

appeal/review

For most applications, the Council has 2 months to make a decision unless longer is agreed.



1

Application submitted through [e.planning](#) or on paper.

2

Application checked by Planning technician to make sure it is valid and all the information required is submitted, including a fee.
If anything is missing, the agent will be informed, or the applicant if no agent.
If it is all correct, it is passed to a case officer and an acknowledgement sent.

3

Depending on the type of application, neighbours within 20m might be notified and/or a site notice will be put up and/or the case will be advertised in the local paper.

4

The case officer will decide if there is a need to consult other bodies on the application - this could be Historic Environment Scotland for example.
The community council can ask to be a consultee also.

5

The case officer will visit the site and make an initial assessment.
If the proposal is unacceptable, the agent will normally be informed and the application will either be refused or can be withdrawn.
If it can be made acceptable with amendments, the agent will be informed and amended plans requested.
Meetings will only be held if necessary to discuss the case.
Generally neighbours will not be re-notified if the amended drawings address concerns of objectors.
Where amendments substantially change the application, it needs to be withdrawn and re-submitted.

6

Once the case officer has all the information, a Report of Handling will be prepared with a recommendation to either grant or refuse the application.

7

The application will be decided by either the Development Management Sub-Committee or officers under delegated powers.
A decision will be issued unless a legal agreement or further notification is required.
This will be issued by email if you have submitted the application through ePlanning.

8

Applicants can go to appeal or review if the application is refused or the decision is not made on time.
This has to be done within three months of the decision.

Our Customers

Planning is a frontline service and we deal with high volumes of customer enquiries. We aim to deal with these in line with the **Planning and Building Standards Customer Service Charter**. Please help us to help you by noting the following:

- Check the **National Validation Standards** on the Council website before making your application so it is ready to be validated
- If necessary, the planning officer will contact you about the application. You can check the status on the Council website via the **Planning Portal**
- Understand that due to the volume of applications, planning officers cannot always meet applicants or agents or enter into protracted correspondence
- The agent, if there is one, is the point of contact on planning applications and all communication will be through them.

Other information

You can find out more about planning applications by visiting

www.edinburgh.gov.uk/planning

[A Guide to the Planning System in Scotland](#)