
SCOTTISH STATUTORY INSTRUMENTS

2013 No. 155

The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

PART 4

Procedure by planning authority

List of applications

21.—(1) The list of applications to be kept in accordance with section 36A of the Act (lists of applications) is to be kept in two sections.

(2) The first section must—

- (a) in relation to applications for planning permission made to the planning authority, include the information specified in paragraph (4);
- (b) in relation to applications referred to in regulation 12(1) made to the planning authority, include the information specified in paragraph (4) and also a description of the matter in respect of which the application is made; and
- (c) in relation to applications made to the Scottish Ministers in respect of development in the district of the planning authority which have been notified to the planning authority—
 - (i) include the information specified in paragraph (4);
 - (ii) identify those applications as having been made to the Scottish Ministers under section 242A of the Act; and
 - (iii) include a statement that representations may be made to the Scottish Ministers and where any such representations should be sent.

(3) The second section must, in relation to proposal of application notices received by the planning authority, include the information specified in paragraph (4)(a), (b) and (d) and—

- (a) details as to how the prospective applicant may be contacted;
- (b) the earliest date on which an application for planning permission in respect of the development may be submitted to the planning authority; and
- (c) where the planning authority give notice to the prospective applicant under section 35B(7) of the Act, specify any additional persons to whom a proposal of application notice is to be given and any additional consultation to be undertaken as regards the proposed development.

(4) The information is—

- (a) the reference number given to the application by the planning authority, or as the case may be, the Scottish Ministers;
- (b) the site location;
- (c) the name of the applicant and, where an agent is acting for the applicant, the name and address of that agent;

- (d) a description of the proposed development to which the application relates; and
 - (e) the date of expiry of the period mentioned in section 34(4)(a) of the Act (period within which application may not be determined).
- (5) The list of applications is also to contain a statement as to how further information in respect of an application may be obtained from the planning authority.