

NOTICE TO OWNERS / TENANTS

ADVISING OF AN APPLICATION FOR PLANNING PERMISSION ON LAND OR PROPERTY WHICH IS OWNED OR LEASED BY YOU

To Name

Address.....

.....

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As an owner or tenant, this notice is to inform you that I have made an application to West Lothian Council for planning permission for :

Description of Proposal

.....

.....

Site Address

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.....

Attached to this notice is a location plan which identifies the application site.

A complete set of plans and other particulars relating to the application may be examined at West Lothian Council's Development Control Unit, County Buildings, Linlithgow. This is open from 8.30 am to 5.00 pm Monday to Thursday and from 8.30 am to 4.00 pm on Friday.

In some cases you may receive this notice before the Council receives the application and in order to avoid a wasted journey to the Development Control office you may wish to telephone in advance to ensure that the application is in fact available for inspection. The staff of the Unit will be pleased to help you if you call them on 01506 775222.

IF YOU WISH TO COMMENT ON THIS APPLICATION, PLEASE WRITE TO THE DEVELOPMENT CONTROL UNIT **WITHIN 21 DAYS** OF THIS NOTICE. IF YOU DELAY, YOU MAY FORFEIT THE OPPORTUNITY OF HAVING YOUR VIEWS CONSIDERED PRIOR TO THE APPLICATION BEING DETERMINED.

Applicants Name

Address

.....

.....

(The grant of planning permission does not affect the owners' right to retain their property unless there is some provision to the contrary in an agreement or lease. The grant of planning permission for non -agricultural development may affect tenants' security of tenure)

Signed **Date Notice Sent**.....

..... (if signed by agent)

WHAT IS THIS NOTICE FOR?

This notice and the information attached to it has been served on you by the person making an application to the Council for planning permission. Because you either own or lease the land/buildings which they wish to develop, they are legally required to inform you of their proposals and you have been given the right to make representations on the development.

WHAT SHOULD I DO NOW?

If you want to find out how the proposal may affect you, it is advisable that you first see the plans. These will be available at the Development Control Unit in Linlithgow and a Planning Officer will be available to explain them to you. However for a fuller discussion, it is suggested that you make a prior appointment with the Officer. In some instances, particularly with a major application, plans may also be available for inspection at a Council office or Library in the vicinity of the application site but you should first check with the Development Control Unit to see if this applies in this instance.

In any event you may have received this notice before the Council actually receives the application and it is therefore advisable that you telephone the Development Control Unit (01506) 775222, before calling in to view the plans. If this happens, the 21 day period which you have been given to make representations will be adjusted accordingly.

HOW DO I MAKE REPRESENTATIONS?

If there is something about the proposal which you would like to comment on, then you should make representations in writing to: The Development and Building Control Manager, Development Control Unit, County Buildings, Linlithgow EH49 7EZ.

The Council can only consider representations made on valid planning grounds. These are called "material considerations" and some examples are listed below (this list is not exhaustive):

- *Contrary to the Local Plan / Structure Plan*
- *Appearance (design, materials etc.)*
- *Traffic, parking or access problems*
- *Residential amenity (noise, overshadowing etc.)*
- *Drainage / infrastructure problems*
- *Impact on natural or built environment*

WHAT HAPPENS IF I MAKE REPRESENTATIONS?

Any representations made will be open to public view, in whole, or in summary and will be taken into account by the Council when making a decision. Your written representation will first be acknowledged and you will then be advised of the Council's decision as soon as practicable. You should however be aware that you do not have a right of appeal against the Council's decision once the application made has been determined.