



APPLICATION INFORMATION SHEET – NEW HOUSE

The following information has been compiled by HHL Scotland as a guide to the procedure of the design, development and Planning & Building Warrant process. Not all steps will be applicable to every project and this is a guide only.

MAIN PROJECT STEPS

TIMEFRAME

INITIAL SURVEY:

The majority of projects commence with a detailed survey of the existing buildings/site; this allows HHL Scotland to prepare an 'Existing Plan' of the project, which then acts as the base for future drawings/work.

Within 7 days of appointment

For some rural sites, HHL Scotland might need to appoint an independent Topographical Survey of the site, if this is required we will discuss this directly with you.

The time taken to survey varies dependant on the complexity of any existing buildings/site characteristics, but generally will take up between 2 hours and all day.

Week 1

PRELIMINARY DRAWINGS:

Once the building/site survey has been completed and the existing drawn up; HHL Scotland will prepare 'Preliminary Drawings' for discussion/approvals.

These drawings will be issued to yourself and we would recommend that you take some time to consider/digest the proposal and then we would welcome the opportunity to meet with you to discuss any amendments/ideas you wish to make to the design. – *We will not be offended if you scribble all over our drawings!!*

HHL Scotland will then take on board your comments/discussions and prepare a revised set of drawings for your approval. Don't worry if you have further amendments you wish to make, HHL Scotland always strives to achieve the best possible design/layout for every project and we are happy to work with you to achieve this.

Week 2 - 4

PLANNING PRE-APPLICATION ADVICE

For some new build housing projects, HHL Scotland may consider it worthwhile to undertake 'Pre-application' discussion with the Planning Department. This process is normally offered free by the Council, but is non-binding on them.

HHL Scotland normally anticipates the Council will take a 4-6 week to issue a response – this time period would be over and above the timeframe noted.



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The majority of Councils seek as much information as possible at this stage in order to provide the best possible advice. Normally, as a minimum they seek a Site Plan and description of the proposed development.

As this service is not a 'statutory function' for the Council there is no fixed timeframe or level of information provided.

If we believe this step is required we will discuss this directly with you.

PLANNING APPLICATION:

Once you are satisfied with your project, the next step is to submit a formal planning application. There is two option in this regard; 1) Detailed Planning Approval or 2) Planning Permission In Principle (Outline Planning).

HHL Scotland rarely advocates the submission of Planning Permission In Principle applications for a variety of reasons and instead prefers to submit a detailed planning application (even if we have to use a 'HHL Scotland Standard House Design' initially and then later amend the house design – we will discuss this issue in more detail if required).

Planning Approval is mainly concerned with the how the proposal will look, its impact on neighbouring properties (amenity, privacy and restricting daylighting) and land uses acceptability. The development will be judged against the 'Local Development Plan' & 'Material Considerations' – HHL Scotland will guide you further on this if needed.

The Planning Officer who deals with the application has two options, namely; approval or refusal. A refusal is the exception with over 95% of all planning applications being approved. However, HHL Scotland will closely liaise with the Council to avoid the possibility of receiving a refusal.

Even if a refusal is received, there is various other options available to you and we would discuss these if needed.

BUILDING WARRANT APPLICATION:

A Building Warrant is an approval, granted by a Verifier (the Local Authority) that allows a building to be constructed, extended, altered, demolished or converted to a different use. This application is entirely separate to the Planning Application process.

A Building Warrant is required to be accompanied with various detailed plans and technical specification which are much more detailed than the planning drawings.

The Planning Authority has a statutory obligation to determine your application within a two month period, in reality we would always recommend that you budget 4months for Planning Approval.





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The Building Warrant process is focused on ensuring the building is constructed in such a way that it is fit for purpose and will withstand the weather. This is achieved by showing compliance with the Scottish Building Regulations, which outlines various technical requirements, such as; stair width & pitch, door sizes, insulation requirement etc. Providing the required information is submitted, a Building Warrant cannot be refused.

Scotland will only do this if we are confident about the success of the planning application.

As part of the process for the erection of a new house we will have to appoint a 'Structural Engineer' to certify the proposal has been designed to an acceptable level. HHL Scotland works with various Engineers and will oversee this on your behalf and will pass the Engineers fees onto you to pay directly.


In addition, the Council will also seek various other assessments/third party information, which again HHL Scotland will oversee and pass the fees onto you to pay directly, namely:


 **SAP Calculations** - Similar to when you buy a new white good, a new house has to demonstrate it is energy efficient and this calculation demonstrates this.

 **Percolation/Infiltration Testing & Ground Bearing Capacity** – This test will be done by a qualified Geo-technical engineer and will demonstrate that your site can dispose of foul and/or surface water adequately.

This test is still likely to have to be undertaken even if you are not installing a septic tank and are connecting to the public sewer.

As in most cases Scottish Water will require surface water (water from the guttering) to be dealt with on site via a soakaway system.

 **SEPA Septic Tank Registration** – If your development involves the installation of a septic tank, under SEPA regulations the tank must be registered and this is now required to be done to obtain the Building Warrant.

 **Air Tightness Testing** – The Building Regulations now require new homes to demonstrate that they are built to such a standard so as not to let out hot air.

APPROVALS:

Once both Planning Approval (if required) and Building Warrant is obtained, you are free to commence work.

It is important to note that you have 3 years in which to **start** the work with planning approval, but 3 years in which to **complete** the work with a Building warrant.





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HHL Scotland will provide further guidance sheets once approval is obtained

CONTRACTOR TENDERING/APPOINTING A CONTRACTOR:

This work is not generally included in our initial fee quotation, but we would be pleased to assist with preparing the tender documentation, obtaining estimates from a range of local contractors, scrutinizing these for best value, preparing and agreeing a contract document and appointing the contractors.

HHL Scotland also maintain an unapproved list of local contractors and are happy to make this available upon request.

THE BUILD:






Again whilst not included within our initial fee quotation, HHL Scotland would be pleased to act as a 'Project Manager' for your project.

Normally this work would includes working closely with yourself and the contractors on site in order to ensure compliance with the plans and approvals and

Additionally, HHL Scotland can then then liaise with the contractor(s) throughout the build to ensure that good practice is employed, correct procedures are followed and to ensure that good progress is made until completion.

This work would attract an additional fee and we would be happy to discuss this further if required.

OTHER APPROVAL, CONSENTS & APPLICATIONS:

-  **Road Construction Consents** – If you are required to undertake works within the public road (including the road verge), you will need to contact the Local Authority for approval prior to works progressing.
-  **Scottish Water**
-  **BT**
-  **Gas**
-  **Electric**

Please speak to us if you need clarification and/or further advice on any of the above.