

User guide

Introduction

We have designed the ePlanning.scot website to provide an efficient and supportive process for members of the public and professional services (such as architects and agents) to apply for planning permission or appeal against permission which has been refused or against conditions applied when permission is granted.

The online process provides easy-to-use forms to allow you to send in planning applications and appeals online and helps you to send in the relevant form, documents and any associated fee..

This guide describes how to use the site.

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Create a user account

Before you can use the ePlanning Scotland site to manage applications or submissions, you must first create a user account from the home page of eDevelopment.scot. Creating an account gives you access to both the eBuildingStandards.scot and ePlanning.scot services.

1. To create a new user account, click on the button on the Home page.



2. Register your personal details by filling in the following fields.

Personal Details

Please enter your personal details. See help for more information about the User Type options.

User Type: * ☒ Professional User ☐ General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title:

Other Title

First Name: *

Surname: *

Security Questions

Please choose your security questions and answers. These will be used if you ever need to verify your account.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Login Details

Please enter your login details.

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

In order to create an account and use the eDevelopment.scot service to submit applications online, we ask that you read and agree to the [terms and conditions](#) of the service, and are aware of how your personal data will be used as set out in our [Privacy Notice](#).

☒ I agree to the terms and conditions of using the eDevelopment.scot service and consent to the use of my personal data as set out in our Privacy Notice

☐ The Scottish Government aims to continuously improve the eDevelopment site and periodically contact site users to seek their views through emails or surveys. If you wish to be participate in this process, please check this box.

[Save Account Details](#)

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- **User Type** – click to say whether you are a member of the public or a member of a professional organisation.
 - **Title** – Select the title you want to be addressed by.
 - **First Name** – enter your first name
 - **Surname** – enter your surname
3. Please choose your security questions and answers. These will be used if you ever need to verify your account..
- **Security Questions** - select two questions from the drop-down menu and enter the answers (please note that these need to be unique).
4. Your login details are the details that you will use to access ePlanning.scot
- **Email Address** – enter your email address. Enter it again below to confirm that it is correct.
 - **Password** – enter a password that will allow only you to access your ePlanning.scot account.
- Note** – Passwords must be over 10 characters long, must not contain spaces and must satisfy at least three of the following rules:
- At least one English lowercase character (a-z)
 - At least one English uppercase character (A-Z)
 - At least one numeral (0-9)
 - At least one non-alphanumeric character (character other than a-z, A-Z, 0-9)
- Enter the password again below to confirm that it is correct.
5. Click to read the terms and conditions that apply when you use this site. When you have read them, tick the box to show that you agree to them.
6. When you have entered your personal and log-in details, click on the **Save Account Details** button.
7. We will send you an email to the address you entered. This provides final confirmation that you want to create an ePlanning.scot account. When the email arrives, click on the link in the email which will return you to the ePlanning.scot site.



Confirmation your account has been created successfully

Hello V Pershon,

To confirm creation of your account please visit the following URL:

<http://80.4.144.179:81/eDevelopmentClient/custompages/registration.aspx?id=b02fde2e-17e5-4e92-9aa2-0f19f4bdb8c0>

Please Login with the email address and password you originally selected.

This email has been sent from the eDevelopment Scotland. This e-mail and any attachments are private and confidential. If you are not the intended recipient of this e-mail, any disclosure, copying, distribution or use of its contents is strictly prohibited. Please contact the eDevelopment Scotland helpdesk on 0131 244 1450 immediately and then delete it (including any attachments) from your system. All emails and attachments are virus scanned. It is your responsibility to ensure that any onward transmission, opening or use of this message and any attachments will not adversely affect your or the onward recipients' systems or data. Please carry out such virus and other such checks as you consider appropriate.

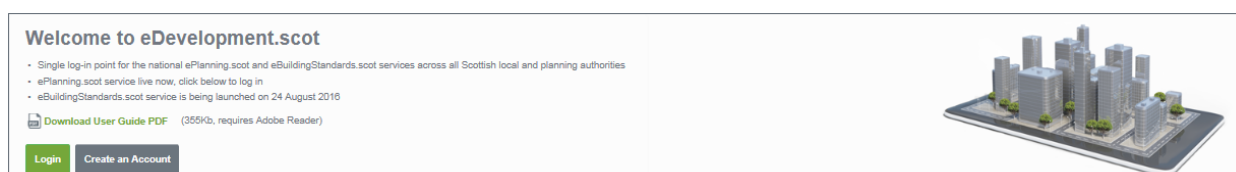
8. When you click on the link, you will be brought back to the last step of setting up your account. You will need to add your address and phone number then click **Save Account Details** to finish.

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Log-in

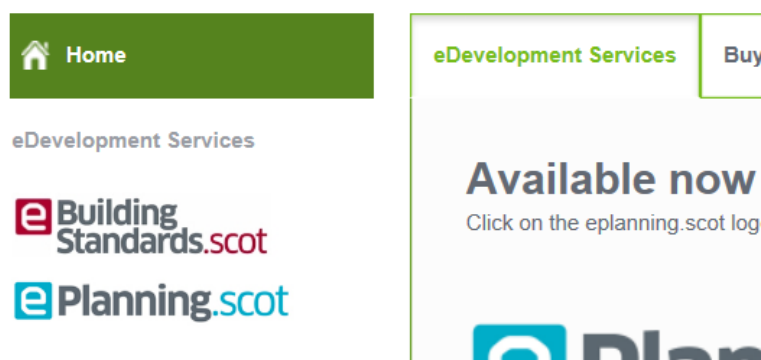
To use ePlanning Scotland, you need to log in to the site using the user name and password you provided when you created your account.

1. Click on the **Log-in** button on the home page.



2. Enter your user name and password, then click on the Log-in button.

3. Once logged on you can navigate to both eBuilding Standards Scotland and ePlanning Scotland using the appropriate icon



Timeout

After a period of inactivity (usually 30 minutes), your session will automatically be logged out. To continue working, you must log in again. Once you have done that you will be returned to your My proposals page.

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Forgotten password

1. If you forget your password, click on the **Forgotten password?** Link.

Enter your email address and then enter a new password twice. Press the **Save** button

2. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link which will bring you back to ePlanning.scot. You will now be able to log in with your new password.

Log-out

When you are finished with ePlanning Scotland, remember to log out by clicking on the **Log-out** button in the menu bar on the left-hand side of the screen.

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My account

Once your account has been created it is a good idea to add further details, such as your address, which you can include in your applications. You can access the My Account page at any time to allow you to update any of your account details.

1. To access your My Account page, click on My Account in the left-hand menu bar.

My Account

Edit your registration details below. Click the Save Account Details button at the foot of the page to save your changes. An asterisk (*) indicates required fields.

You can change your password using the following link: [Change Password](#)

You can unsubscribe from the site using the following link: [Unregister](#)

The Scottish Government aim to continuously improve the eDevelopment site and periodically contact site users to seek their views through emails or surveys. If you wish to be participate in this process, please check this box. ☐

Personal Details

Please enter your personal details. See help for more information about the User Type options.

User Type: * Professional User General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title:

Other Title:

First Name: *

Surname: *

Security Questions

Please choose your security questions and answers. These will be used if you ever need to verify your account.

Contact Details

Please enter your contact details.

Company Name (if appropriate)

Daytime Phone Number: *

Fax Number

You must enter a value for Building Name, Building Number or both: *

Building Name

Building Number

Address 1 (Street): *

Address 2:

Town / City: *

Country: *

Postcode: *

Login Details

Please enter your login details.

Email Address: *

Confirm Email Address: *

[Save Account Details](#)

2. Your personal details and Log-in details will be filled in already, but you can edit these at any time.

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3. Fill in your contact details, including:
 - **company name**
 - **phone number**
 - **fax number**, and
 - **full address**, including postcode.
4. When you have finished, click on the **Save Account Details** button.

Change password

1. To update your password, click on the **Change Password** link in your My account page.

Change Password

You can change your account password using this form. On completion you will be taken back to the registration section. An asterisk (*) indicates required fields.

Current Password *

New Password Details

NB Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.

Password: *

Confirm Password: *

2. Enter your new password then enter it again to confirm it. Click on the **Change Password** button to save the new password.
3. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link which will bring you back to ePlanning.scot. You will now be able to log in with your new password.

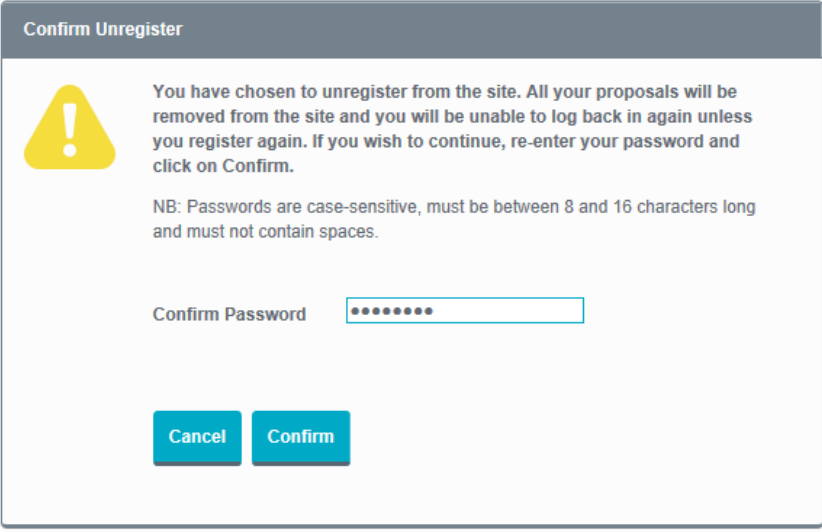
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Unregister

If you no longer want to use ePlanning.scot, you can remove your details by **unregistering**.

Note If you are an organisation administrator, you must first transfer your administrator rights to another user or delete the organisation before you can unregister your details.

1. To unregister your details, click on the **Unregister** link in your My account page.



The image shows a 'Confirm Unregister' dialog box. It has a grey header with the title 'Confirm Unregister'. Below the header, on the left, is a yellow warning triangle icon with a black exclamation mark. To the right of the icon, the text reads: 'You have chosen to unregister from the site. All your proposals will be removed from the site and you will be unable to log back in again unless you register again. If you wish to continue, re-enter your password and click on Confirm.' Below this text, a note in smaller font says: 'NB: Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.' Underneath the note is a label 'Confirm Password' followed by a text input field containing seven dots. At the bottom of the dialog box are two buttons: 'Cancel' and 'Confirm'.

2. Confirm that you want to remove your details from ePlanning Scotland by entering your password in the **Confirm Password** box.
3. Click on the **Confirm** button.

Sharing

It may be helpful to involve other people in your proposals to assist with the completion of your application or submission. For example, if you are the agent you could share the application with your applicant, to allow them to view the application documentation prior to submission. Alternatively you could share the application with other professional users, such as a structural engineer or energy designer, and invite them to upload their plans, specification or Certificate of Design to the application.

You can invite other people to become eDevelopment.scot users and allow them either to view or edit your proposals, and other users can offer you the same invitation.

Professional users can create groups of users from their organisation who can automatically view proposals created by other members.

Receiving a sharing invitation

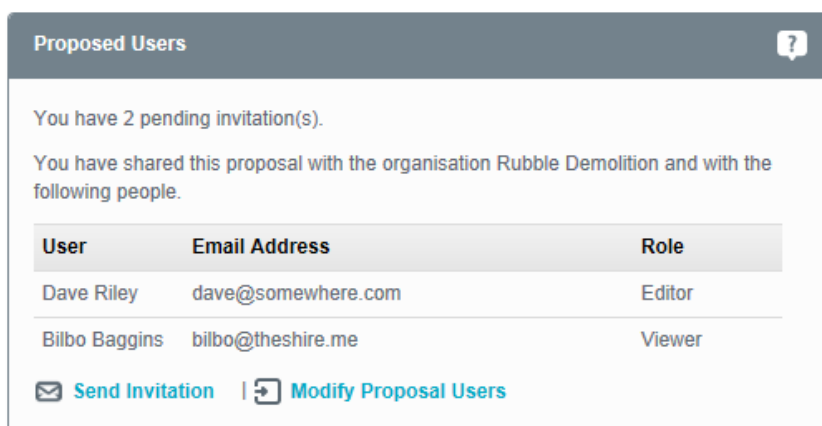
When someone sends you an invitation to view an application, we will send you an email telling you about this.

1. Login to eDevelopment.scot
2. Go to the Sharing tab and you will be asked if you want to accept or refuse the invitation. Click on **Accept**.
3. The invitation will disappear but the proposal will now be showing in "My Proposals".

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Sending a sharing invitation

Once you have created a proposal, you can invite others to view it by clicking on a proposal and going to the **Proposal Users** section in the **Proposal Summary** page. You may invite as many users as you like.





Proposed Users

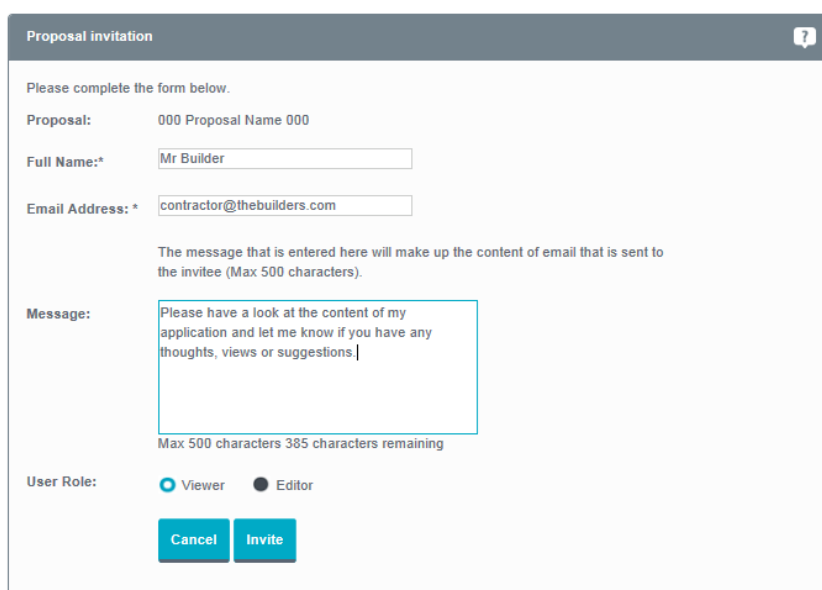
You have 2 pending invitation(s).

You have shared this proposal with the organisation Rubble Demolition and with the following people.

User	Email Address	Role
Dave Riley	dave@somewhere.com	Editor
Bilbo Baggins	bilbo@theshire.me	Viewer

 [Send Invitation](#) |
  [Modify Proposal Users](#)

1. On the Proposal summary page click on **Send Invitation**.



Proposal invitation

Please complete the form below.

Proposal: 000 Proposal Name 000

Full Name:*

Email Address: *

The message that is entered here will make up the content of email that is sent to the invitee (Max 500 characters).

Message:

Max 500 characters 385 characters remaining

User Role: ☒ Viewer ☐ Editor

2. Enter the name of the person you want to invite and then enter their email address.
3. Type a short note in the **Message** box to explain the purpose of the invitation.
4. Select the role that you want this user to have by choosing Viewer or Editor for **User Role**.
5. Click on the **Invite** button.

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Modify proposal users

Once you have invited people to view your application, the number of pending invitations is displayed in the Proposal Users area of the Proposal Summary. You can modify the viewing rights for users who accept the invitation, and allow some of them to edit your proposal if you want to.

Proposed Users

You have 0 pending invitation(s).

You have shared this proposal with the following people

User	Email Address	Role
No users to display		

[Send Invitation](#)
[Modify Proposal Users](#)

1. Click **Modify Proposal Users** on the Proposal Summary page

Invited users will be entered into the 'Users invited to share' area until they either accept or refuse the invitation.

Modify Proposal Users

[User Guide](#)
[Authority Contact Details](#)

The following lists detail the people who can access this proposal. Pending users lists those who have not accepted an invitation.

Individual Users

Your proposal is shared with the following people. They can view or edit the proposal based on the role you have assigned to them.

User	Email Address	Role	Last Active
Dave Riley	dave@somewhere.com	Editor	31/12/2015 09:53:28
Bilbo Baggins	bilbo@theshire.me	Viewer	31/12/2015 10:04:41

[Set as Viewer](#)
[Set as Editor](#)
[Remove](#)

Users Invited to Share

The following people have been invited to share your proposal but have not yet accepted the invitation.

User	Email Address	Role	Invitation Sent
Mr Rubble	b.rubble@bedrock.com	Viewer	31/12/2015 09:51:27

[Send Reminder](#)
[Cancel Invitation](#)

Organisation Users

Your proposal is shared with the following people in your organisation. They can view or edit the proposal based on the role you have assigned them.

User	Email Address	Role
Fred Flintstone	fred@theflintstones.com	Primary Contact

[Set as Viewer](#)
[Set as Editor](#)
[Set as Primary Contact](#)

2. To change a user's rights from viewing to editing, select them and press **Set as Editor**.

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3. To change a user's rights from editing to viewing, select them and press **Set as Viewer**.
4. To delete a user's ability to view your proposal, select them and press **Remove user**.
5. Users invited to share gives you a list of the users you have sent an invitation to but who have not yet accepted or refused. You can send a user a reminder email by selecting them in this section and clicking on the **Send Reminder** button. To withdraw the invitation, select the user and click on the **Cancel Invitation** button.
6. If you are a member of an organisation, your proposals will be accessible by all of your organisation's members.

Organisation Users		
Your proposal is shared with the following people in your organisation. They can view or edit the proposal based on the role you have assigned them.		
User	Email Address	Role
Fred Flintstone	fred@theflintstones.com	Primary Contact
<div>Set as Viewer</div> <div>Set as Editor</div> <div>Set as Primary Contact</div>		

These users will have one of the following roles.

- **Primary Contact** – the main user involved in the proposal. Only the Primary Contact can carry out the user roles for this proposal. If you created the proposal, this will be you unless you make another user the primary contact.
 - **Editor** – a user who can work on the proposal, editing the proposal details and filling in the attached forms.
 - **Viewer** – a user who is not directly involved in completing the proposal but is allowed to view the proposal for information purposes only.
7. To make another member of your organisation the primary contact, select them and click on the **Set as Primary Contact** button.
- Note** When you transfer primary contact status to another user, you will automatically lose the ability to change the user status of that proposal unless you're the administrator of the organisation.
8. To allow a member of your organisation to edit the details of the proposal, select them and click on **Set as Editor**.
 9. To restrict a member of your organisation to only viewing this proposal, select them and click on **Set as Viewer**.

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Organisations

Professional users can create groups of users, known as organisations. Organisations are used to allow members to collaborate on the proposals created by their colleagues. Generally these correspond to a business organisation or group of individuals who often work together. To register an organisation on ePlanning.scot, click on Sharing in the left-hand menu then click on **Register a new organisation** on the Sharing page.

Register Organisation

You can register an organisation from this page. An asterisk (*) indicates required fields.

Register new organisation

Please enter a name for the organisation.

Organisation Name *

Cancel
Register Organisation

1. Enter a name for the organisation then click on the **Register Organisation** button.
2. Enter the name of the person you want to invite to join the organisation, then enter their email address.

Send Invitation

This page allows you to invite users to join your organisation. An asterisk (*) indicates required fields.

Add Invitation Details

Please complete the invitation form below with the required details.

Organisation Name Design&Build

Name * A Singh

Email Address * a.singh@outlook.com

Message Please join the organisation

Cancel
Invite

Invitations Already Sent

This table contains a list of invitations which have been sent. If an invitee chooses to join the organisation their name will no longer appear on this list.

Name	Email	Invitation Sent
S Moore	simon.moore@gov.scot	18/04/16 11:51

3. Type a short note in the **Message** box to explain the purpose of the invitation.
4. Click on the **Invite** button.
5. Users who have not yet accepted or refused the invitation are listed under **Invitations Already Sent**. Those who choose to join the organisation will disappear from this list.

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Joining an organisation

If you are invited to join an organisation, you will be sent an email. You can accept or refuse the invitation. Once you have accepted the invitation, the organisation's details will be shown in your Sharing page and all of the proposals that belong to the members of the organisation will be available in your My proposals page.

Notes

- You cannot remove yourself from an organisation. Only the organisation's administrator can do that.
- If the organisation is deleted, all users that belong to it (except the administrator) will lose access to the proposals.

Managing organisations

When you create an organisation, you are automatically made the organisation's administrator. This allows you to invite further users, remove existing users, or transfer the administrator role to another user.

Design&Build
This page displays the details of the organisation and allows you perform changes to the organisation itself, like inviting new members and delete the organisation itself.
[Invite Member](#) | [Delete Organisation](#)

Organisation Members
The following table contains a list of users who have joined the organisation. You can set a user as the administrator or remove a user using the form controls found in the table.

User Name	Email	Set as Admin	Remove
D. Forrest	d.forrest@convert.com		
S. Demolish	s.demolish@builder.com	Set as Admin	Remove
C.Construct	c.construct@gmail.com	Set as Admin	Remove

Pending Organisation Invitations
The following table contains a list of users who have been invited to the organisation. You can send a reminder or choose to remove a user using the form controls found in the table.

Email	Invitation Sent	Send a Reminder	Remove
joiners@construct.com	18/04/18 11:51	Send Reminder	Remove

1. To invite another member to the organisation, click on **Invite Member** and enter the name, email address and invitation message. Then press **Invite**.
2. To remove a user from the organisation, click on the **Remove** button next to their name.
3. To transfer administrator rights to another organisation member, click on **Set as Admin** next to their name.
4. Pending organisation invitations shows you the list of users you have sent an organisation invitation to

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but who have not yet accepted or refused. You can send a user a reminder email by clicking on **Send Reminder**. Or, to withdraw the invitation, click on the **Remove** button.

5. If the organisation is no longer needed, you can delete it by clicking on **Delete Organisation**.

When you delete an organisation, you will also be given the option of deleting the user accounts of the organisation's members. If you delete the user accounts, the proposals that were shared by the organisation become the property of only the administrator.

If you do not take this option, the proposals go back to their original owners.

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Proposals

The main purpose of ePlanning.scot is to help you create, manage and send in planning applications and appeals. All of this is done in your My proposals area.

A proposal includes a number of activities. Your My proposals area provides a number of tools to help you to work out which activities you need to do and allows you to keep track of their status until your proposal is ready to send in.

Proposal activities

You will need to carry out some, or all, of the following activities to complete your proposal:

- **Do you need planning permission?** – decide whether your proposal needs planning permission.
- **What is the address of the proposal?** – choose which address or location the proposal refers to.
- **Fill in appropriate forms** – decide which forms you need for your proposal and fill them in.
- **Attach location plans** – decide whether you need location plans. If you do not already have access to location plans, the ePlanning.scot provides links to three accredited location plan providers.
- **Attach supporting documents** – if you need additional drawings, plans, images or reports to support your application, you can upload these and submit them with your application forms.
- **Send in certificates** – sign and send in any certificates which are needed.
- **Pay fees** – work out which fees will apply and pay the total amount.

As your proposals will stay active until you send them in, you can carry out these activities at different times until your proposal is ready. Once you have submitted your application, if you find that you need to add more supporting documents, you can do this by submitting the **Post Submission Additional Documents** form by clicking “Add Additional Forms” in the Proposal Summary.

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My proposals

Your My Proposals list displays all of the proposals in which you have some involvement.

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.

[New Proposal](#)

Active Deleted

Show Proposals

- All
- I Manage
- I Can Edit

Sort By

- Proposal Name
- Planning Authority
- Primary Contact
- Proposal Reference
- Date Started

One
West Lothian Council
test
Primary Contact: Fred Flintstone | Started: 19-05-2014 | Proposal Reference: 100000008

4th July update
Falkirk Council
Test update 1
Primary Contact: Fred Flintstone | Started: 04-07-2014 | Proposal Reference: 100000071

July 17th
Falkirk Council
Test on July 17th
Primary Contact: Fred Flintstone | Started: 17-07-2014 | Proposal Reference: 100000075

Forms test 2 17/07/14
Falkirk Council
Test 2
Primary Contact: Fred Flintstone | Started: 17-07-2014 | Proposal Reference: 100000077

- Under Show Proposals, click on **All** to display all of the proposals available to you. These will include your own proposals, as well as proposals that you have been invited to contribute to, either as a viewer or an editor.
- Click on **I manage** to display only the proposals you are the primary contact for.
- Click on **I can edit** to display the proposals you have been allowed to contribute to as an editor. You can sort the listed proposals in a number of ways.
 - Proposal Name** – sort alphabetically by the name of the proposals.
 - Planning Authority** – sort alphabetically by the planning authority.
 - Primary Contact** – sort alphabetically by primary contact.
 - Proposal Reference** – sort by the proposal reference.
 - Date Started** – sort by the date you made your proposals (this only applies to proposals you own).

Active proposals are proposals currently in progress. When a proposal has been completed and sent in, you can delete it. You can see proposals deleted during the last 90 days in the **Deleted** area. Submitted forms will be deleted automatically after 90 days.

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Creating a proposal

1. To create a new proposal click on **New Proposal** in the My proposals page.
2. Identify the location of the proposal site. There are four ways of doing this.
 - **Address Search** – the address of the property.
 - **Easting and Northing** – the easting and northing references of the proposal location.
 - **Map Search** – an interactive map used to find a property when you do not know the exact address.
 - **No Exact Address** – you would use this option to identify a location where you cannot find an exact address or where the development covers several addresses.

Address Search

If the address of the proposal is a building and you know the address or part of the address, you can enter that here.

The screenshot shows the 'Create a New Proposal - Step 1 of 5' form. It has four tabs: 'Address Search' (selected), 'Easting and Northing', 'Map Search', and 'No Exact Address'. Below the tabs, there are instructions and two search methods. The first method is 'Postcode Search', which requires a full postcode (e.g., 'EH30 9HZ') and a 'Postcode Search' button. The second method is 'Address Search', which requires at least two fields: 'Building Name', 'Building No', 'Street Name', 'Town/City', and 'Postcode'. There is an 'Address Search' button at the bottom of these fields. A help icon (?) is visible in the top right corner of the form area.

1. If you know the postcode, enter it into the Postcode box and click on **Postcode Search** to display the search results list.
2. Or enter at least two pieces of information into the Address search fields then click on the **Address Search** tab.
3. You don't have to enter information in every field, but the more information you supply the easier it will be to find the correct address.

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- Click the **Address Search** button to display the search results list.

Create a New Proposal - Step 1 of 5

This page displays a list of addresses that match your search criteria.

Search Results

Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.

Page Size: 10 25

Address	Town	Postcode
19 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
21 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
23 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
25 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
25A STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
26 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
27 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
28 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
29 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ
30 STATION ROAD	SOUTH QUEENSFERRY	EH30 9HZ

Results page: 1 2

Refine Search

No Exact Address

- If there are lots of results, you can choose how many to display on one page by clicking on a **Page Size** button. Move between pages by clicking on the **Results Page** number you need.
 - When you have found the correct address, click on its name.
 - Review the details then click on the **Confirm Address** button (now see Confirm planning authority).
- Note** If you discover a minor mistake in your address details, we recommend that you complete your proposal and then email your planning authority to report the mistake.
- If there are too many results in the list, click on the **Refine Search** button to return to the **Address Search** page and enter more information.
 - If you cannot find a match, click on the **No Exact Address** button. If you have a broadband connection, you can select **I can use the mapping tool** to use the interactive map tool to find the address (see Map search). Click on **Continue**.
 - Otherwise, select **I cannot use the mapping tool** and click on **Continue**. This allows you to contact your planning authority to get information on the address that you can use in your proposal.

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Create a New Proposal - Step 1 of 5

This page allows you to identify your site location without selecting a known address. You should use this option only if you cannot find your exact address using the standard search options or where the development covers multiple addresses.

Site Location Selection Options ?

Please select the most appropriate option in order to identify the location of your site:

☒ **I can use the non-accessible Mapping Tool**
By selecting this option and clicking on Continue, you will be taken to an interactive Map which you'll be able to use to identify the location of your site

☐ **I cannot use the non-accessible Mapping Tool**
By selecting this option and clicking on Continue, you will be taken to a page which gives you further options in order to specify the location of your site.

[Back to Search Options](#) [Continue](#)

11. To contact your planning authority, select **Not Yet** and click on **Continue**. Select the appropriate planning authority and use the contact details to ask for the information you need. Either click on the **Return Later** button to leave the proposal so that you can go back to it when you have the information, or if you get the information immediately, click on the **Previous** button and continue.
12. When you have the information you need, you can return to this page, click on **Yes** and enter the information you have been given. Click on **Use as Site Location**, then click on **Confirm Address** (now see Confirm planning authority).

User guide

Easting and northing search

Eastings and northings are map references that you can use to point to a precise location. This search method is useful when you want to give a proposal location that does not currently have an address (for example, a plot of land).

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address search, Easting and northing search, Map search and No exact address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address SearchEasting and NorthingMap SearchNo Exact Address

You must provide both the northing and easting and a short description of the site location.

Easting: *

Northing: *

Location Description: *

Max 250 characters 195 characters remaining

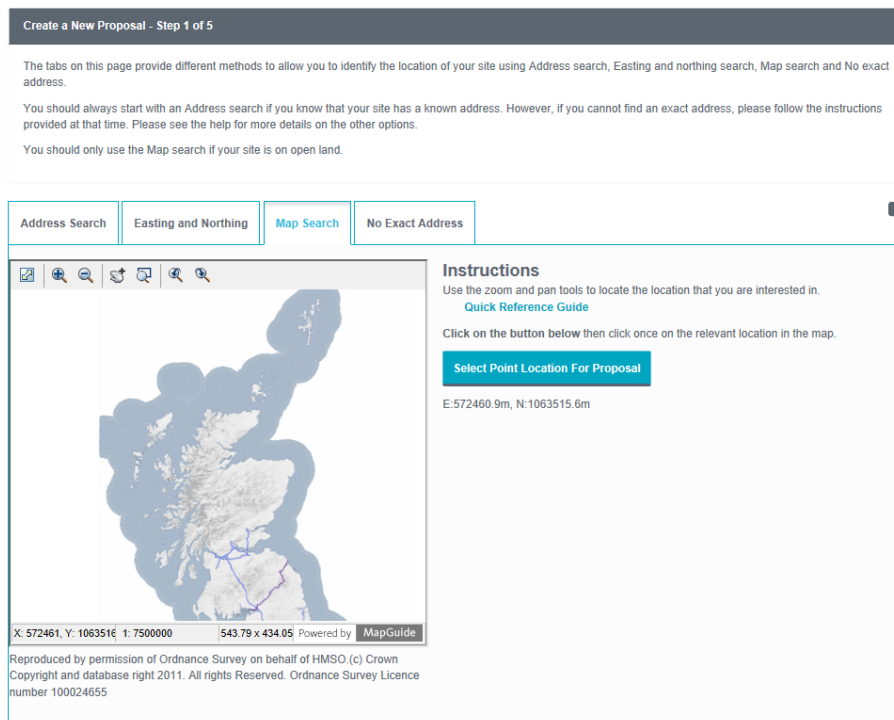
SaveUse Map

1. If the easting and northing search fields are not displayed, click on the **Easting and Northing** search tab.
2. Enter the easting value (between 0 and 500000) in the **Easting** box and enter the northing value (between 500000 and 1300000) in the **Northing** box.
3. Give a brief description of the location.
4. To use these references to define the proposal location, click on **Save**.
5. Click on the **Confirm Address** button (now see Confirm planning authority).
6. To check that these references have given you the correct location, you can view it on the interactive map. Click on the **Use Map** button (see Map search).

User guide

Map search

If your area of interest to the proposal is on open land, you can use the Map search feature to identify the location using an interactive map.



1. If the interactive map is not displayed, click on the **Map Search** tab.
2. The interactive map contains a number of tools to help you zoom in and find the correct address.



- **Initial map view** – click this to zoom the map out to show the whole of Scotland.
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to.
- **Zoom out** – select this tool then click on the map to zoom out.
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button pressed down, drag the cursor in the direction that you want to pan.
- **Zoom to rectangle** – to zoom in on a certain area, select this tool then click and drag the cursor to draw an area on the map.
- **Previous view** – to return to the previous view, click on this tool.
- **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed.

User guide

- **Select address** – to identify a location on the map that you want to use for the proposal location, select this tool and click on the desired point on the map. If you click on a building, the address will be displayed. If you click anywhere else, only the easting and northing reference will be displayed.

E: 317325.2m, N: 674335.8m 21.5 x 23.8 (km)

- **Eastings and northings reference** – displays the easting and northing reference of the place on the map that the cursor is currently pointing at.
- **Map area** – displays the dimensions of the area displayed by the map.

3. Use these tools to find the correct property. Click on the **Select Point Location for Proposal** button, then click on the map to identify the property.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address search, Easting and northing search, Map search and No exact address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search

Eastings and Northings

Map Search

No Exact Address

Instructions

Use the zoom and pan tools to locate the location that you are interested in.

[Quick Reference Guide](#)

Click on the button below then click once on the relevant location in the map.

Select Point Location For Proposal

E:313217.3m, N:678103.9m

0 features selected

Powered by MapGuide

4. To use the exact easting and northing reference as the proposal location, click on **Use this point as site location**.
5. Click on **Confirm Address**.

No Exact Address

If there is no postcode address for the area that your site covers, you can enter a description of a site location here. Also, if your development covers several addresses, you can use this option to describe the site area. However, your planning authority should be consulted in these cases.

1. Select the **No Exact Address** tab and click on **Continue**

2. If your site is on open land, you can use the Map search feature to identify the location using an interactive map. Select **I can use the Mapping Tool** and click on **Continue**.

Note If your site covers several addresses, select **I cannot use the Mapping Tool** and click on **Continue**.

3. You will need to discuss with your local planning authority and agree the description of the site location that you are going to use. Select **Yes** and click on **Continue** if you have already done this. Otherwise, select **Not Yet** and click on **Continue**. You will then be given a drop-down list of contact details for all local authorities so that you can contact them to discuss.

4. Once you have agreed a description of the site location with the local authority and selected **Yes** at the above stage you will be given a drop-down list of authorities. Select the authority that the site location comes under and enter your description in the box. Click on **Use as Site Location**.
5. You will be asked to check and confirm the description that you entered, click on **Confirm Address**.

User guide

Confirm planning authority

Once you have chosen the proposal location, the appropriate planning authority will be displayed.

The screenshot shows a web interface for 'Create a New Proposal - Step 2 of 5'. It includes a header with 'User Guide' and 'Authority Contact Details' links. Below, it states: 'This page shows the Planning Authority associated with the location selected.' The main section is titled 'Confirm Planning Authority' and contains the text: 'You have selected the following:'. It lists 'Site Address: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ.' and 'Planning Authority: City of Edinburgh Council'. At the bottom are 'Previous' and 'Next' buttons.

1. Check the planning authority that is suggested.
2. If this is correct, click on the **Next** button.
3. If it is not correct, please contact the relevant authority direct. You can find the authority contact details by clicking on **Authority Contact Details**.

Name proposal

You now need to name the proposal and give it a short description. This is only for your reference on the website.

The screenshot shows a web interface for 'Create a New Proposal - Step 3 of 5'. It includes a header with 'User Guide' and 'Authority Contact Details' links. Below, it states: 'An asterisk (*) indicates required fields.' The main section is titled 'Proposal Name and Details' and contains the text: 'Please complete the Proposal Name and Proposal Details fields. You are required to complete the Proposal Name and Proposal Details fields. The Proposal Name must be unique. This name is for your use only and will not form part of the submission. Please use a name that clearly identifies the proposal for your purposes.' It lists 'Site Location: 23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ.' and 'Proposal Name: *' with a text box containing 'Attic Conversion'. Below that is 'Proposal Details: *' with a text box containing 'Conversion of attic space to form bedroom with en suite.' At the bottom are 'Previous' and 'Confirm Details' buttons.

1. Enter a name for the proposal in the **Proposal Name** box.
2. Briefly describe the proposal in the **Proposal Details** box.
3. Click on **Confirm Details**.

User guide

Select forms

At this stage you can choose which forms you will need to fill in and send with the application. You do not have to do this at this stage, but you may find it easier if you do.

Create a New Proposal - Step 4 of 5

[User Guide](#) | [Authority Contact Details](#)

This page allows you to continue with the proposal creation and add application/appeal forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit with your application or appeal.

☒ Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☐ Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

☐ Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.

[Previous](#) [Select](#)

1. From the options provided, choose one of the following and press **Select**.
2. **Select forms using a wizard** – we recommend this if you are not sure about the planning process or which form you need to add.

Create a New Proposal - Step 4 of 5

[User Guide](#) | [Authority Contact Details](#)

An asterisk (*) indicates required fields.

The Proposal

What would you like to do? *

☒ Apply for permission to carry out works in relation to an existing residential property. This would include developments such as an extension, a new garage or outbuilding, dormer windows, boundary fencing or a change of use where a residential property already exists.

☐ Apply for permission in all other circumstances. This would include developments such as the creation of a new residential property, commercial and industrial developments, advertisements and agriculture and forestry works

☐ Appeal against a decision made by a planning authority, against a notice which has been served upon you or against the non-determination of an application.

☐ Confirm whether proposed works or a change of use requires planning permission.

☐ Confirm whether works or a change of use already carried out are lawful.

[Previous](#) [Next](#)

The **‘Which form?’ wizard** leads you through a number of questions related to the nature of your proposal. Once you have answered the questions on each page, the wizard will recommend one or more forms you need to fill in. The ‘Which form?’ wizard selects only the forms you need. It does not offer forms that might be suggested as possible or optional.

You can access the ‘Which form?’ wizard at any time by clicking on the **‘Which form?’ wizard** link in the left-hand menu bar.

User guide

3. **Select forms from a list** – if you are a little more experienced with the planning process and know which forms you will need, you can choose the forms appropriate to your application direct.

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page lists the application and appeal forms that can be added to the proposal.

Online Forms

Please select any forms that you wish to submit with your application or appeal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.

☒ **Planning Permission**
 This form can be used to apply for most types of planning permission, except Householder. Use for Planning Permission, Planning Permission in Principle, Further Applications and Approval of Matters Specified in Conditions. You may also use this form for mineral works if the Planning Authority does not have a separate Minerals form.

☐ **Householder Application**
 Use this form if you are a householder wishing to apply for consent to alter your dwelling, garage or vehicle run-in.

☒ **Listed Building Consent**
 Use this form to apply for permission to alter, extend or demolish a listed building.

☐ **Conservation Area Consent**
 Use this form to apply for permission to partially or substantially demolish a building in a conservation area.

☐ **Advertisement Consent**
 Use this form to apply for permission to display one or more advertisements or signs.

☐ **Tree Works**
 Use for works to trees in a conservation area or subject to a tree preservation order.

☐ **Prior Notification and Approval**
 Use this form to notify the planning authority of proposals to determine whether prior approval is required.

☐ **Certificate of Lawfulness - Existing Use**
 Use this form to obtain a decision from the planning authority on whether planning permission is required for existing building works or development that have previously taken place.

☐ **Certificate of Lawfulness - Proposed Use**
 Use this form to obtain a decision from the planning authority that a proposed use or works do not require planning permission.

☐ **Notice of Review**
 Use this form to seek a review of your application by the Local Review Body.

☐ **Appeals against Refusals and other decisions**
 Use this form to submit an appeal against a planning or other decision.

☐ **Appeals Notice**
 Use this form to submit an appeal against a statutory notice served under planning legislation.

☐ **Post Submission Additional Documents**
 Use this form to submit documents relating to a previously submitted application.

Back to Options

Add Forms

Once you have chosen the correct forms, click on the **Add Forms** button.

4. **Create proposal without forms** – instead of adding the forms now, you can choose to skip this step. You can then add the forms later or copy them from a previously created proposal by choosing this option.

Create proposal

The final step in creating your proposal is to check the proposal summary and enter the proposal into your My proposals area.

Create a New Proposal - Step 5 of 5

User Guide

 |

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

?

Below are the details entered for the creation of a new proposal.

Proposal Name:

Attic Conversion

Proposal Description:

Conversion of attic space to form bedroom with en suite.

Site Address:

23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ.

Selected Forms

?

The Planning Authority for this proposal is **City of Edinburgh Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Planning Authority and on completion will be sent to the Planning Authority for processing.

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website Terms and Conditions (Data Protection) and, If I am not the applicant(s)/appellant(s), I undertake to draw the applicant(s)/appellant(s)' attention to that clause.

- Planning Permission
- Listed Building Consent

Previous

Create Proposal

1. Read carefully through the proposal summary and the list of selected forms and make sure that these are accurate.
2. If you need to make any changes, click the **Previous** button and step back through the process to the step that needs changing.
3. When you are happy that the proposal details are correct, click on the **Create Proposal** button.

Completing a proposal

In **My proposals**, click on a proposal name to view the **Proposal Summary**.

Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary

Attic Conversion
Conversion of attic space to form bedroom with en suite.

[Edit Proposal Details](#)

Status: Active
 Primary Contact: Fred Flintstone
 Date Started: 30/12/2015
 Proposal Reference: 100006315

Planning Authority

City of Edinburgh Council
Business Centre G.2 Waverley Court 4
East Market Street Edinburgh EH8 8BG

Tel: 0131 529 3550
 Fax: 0131 529 6206
planning.systems@edinburgh.gov.uk

Draft Forms

To complete the proposal click on the form.

Name	Delete
Listed Building Consent	Delete
Planning Permission	Delete

[Add Additional Forms](#)

Site Location

23 STATION ROAD, SOUTH QUEENSFERRY, EH30 9HZ

[Change Address](#)

Help

[User Guide](#)
Help and guidance with completing this proposal.

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
No Submitted Forms	

Proposed Users

You have 0 pending invitation(s).

You have shared this proposal with the organisation Rubble Demolition and with the following people.

User	Email Address	Role
No users to display		

[Send Invitation](#) | [Modify Proposal Users](#)

In this area you can:

- fill in the application forms you selected when you created the proposal
- add** new forms or copy existing ones
- review forms that you have already sent in
- edit the **proposal details**
- edit the proposal **site location**
- invite** people to view the proposal and manage their roles (see Sharing), and
- contact the relevant **planning or appeals authority**.

User guide


Application form

To send in your proposal you need to complete the relevant form(s). This process is likely to include providing supporting material such as plans/drawings, providing certificates of design or construction and, where appropriate, paying the fee.

If you have not filled in a form fully, it will be listed in the **Draft Forms** section of the **Proposal Summary** page. You can delete any draft form by clicking the **Delete** button.

Draft Forms

To complete the proposal click on the form.

Name	Delete
Listed Building Consent	

[+ Add Additional Forms](#)

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
Householder Application	15/12/2015

Forms which you have completed will be listed in the **Submitted Forms** area. These forms are kept for up to 90 days during which you can refer to them for information or copy them for use in other applications. 90 days after you have sent a form in it will be deleted from your application. **You should note that 90 days after you have sent a form it will be deleted from your application.**

User guide

Completing a form

1. In the Draft forms area of the Proposal summary click on the name of the form to access the **Application Summary** page.

Application Summary

Planning Permission

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 100008315-001

Item	Status
Main Details	✓ complete
Certificate of Ownership	✗ incomplete
Location Plan	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete
Fee	✗ incomplete

No fee has been entered

Planning Authority

City of Edinburgh Council
 Business Centre G.2 Waverley Court 4 East Market
 Street Edinburgh EH8 8BG

Tel: 0131 529 3550
 Fax: 0131 529 6206

✉ planning.systems@edinburgh.gov.uk

Help

Preview Planning Permission
 PDF opens in a new window

Form Guide (PDF opens in a new window)
 Download this document for guidance on completing this specific form. The link will open a new window.

Download Whole Contents
 Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.

[Back to Proposal Summary](#)

2. Each section of the application has a status displayed. You need to fill in each section and change all of the status indicators to ticks. Remember that you do not have to fill in an application all at once, you can log out and return to fill more of it in at a later time.

Each form has a number of different sections. You need to fill in each of these sections. Depending on the type of form, these may include the following:

- **Main Details** – is the main body of the application form where most of the questions are asked.
- **Certificates of ownership** – a series of questions will determine which certificates of ownership you need and allows you to sign them electronically.
- **Location Plan** – as covered in the previous section of this guide, all applications require a location plan.
- **Supporting Documentation** – this is where you can upload electronic copies of all your drawings, photos, statements or any other documents to support your application.
- **Email Notification** – If you want a client, colleague or neighbour to get an automated email when you send in your application, this is where you provide their email address.
- **Checklist** – is a list of items and activities which you need to have done before the application

User guide

is ready to be sent to the authority.

- **Declaration** – allows you to review the application and sign an electronic declaration that it is accurate and a true representation of the information that you want to provide.
- **Fee** – the fee calculator will ask a number of questions to help you find what the fee for your application is. If you know how much the fee is, you do not need to use the calculator.
- **Payment Method** – this section only appears if there is a fee to pay. This is where you declare how you want to pay for your application when you send it in.

Main Details

1. Click on the title of the section to begin filling out the form.

Applicant or Agent Details

User Guide | Form Guide | Form Help | Authority Contact Details

An asterisk (*) indicates required fields.

Progress: 26%

Are you an Applicant, or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☐ Agent

Do you want to use your registered account details? *

☐ Yes ☐ No

Save And Exit Clear Page Previous Next

2. Navigate through the form using **Next** and **Previous** buttons, answering the questions (if there are 'mandatory questions' on the page you will not be able to go any further until you have answered these). The **Progress bar** at the top shows how far through the section of the form you are.
3. You can clear the current page by clicking on the **Clear Page** button.
4. You don't have to fill in a form all in one sitting. You can save what you have done so that you can come back to it later by clicking on **Save and Exit**.

Location plan

User guide

You have to send a location plan as part of your application because it shows clearly the property that is covered by the proposal. If you do not already have a location plan, we recommend that you buy a location plan from one of our accredited suppliers. The three suppliers that are listed on the ePlanning.scot portal all provide an efficient and professional service. You will be able to choose the size of plan to suit your application, mark it up with the relevant information and save it to your computer. Once you have bought and saved your location plan, you are ready to attach it to your application.

Add location plan


User Guide | Form Guide | Form Help | Authority Contact Details

You must send a location or site plan with your application. It should preferably be based on Ordnance Survey information on a scale of 1:1250 (4 Ha), and include a North point. It should contain enough information of the surrounding area to allow the site to be clearly identified, for example, landmarks, road junctions and so on.


The land your application or appeal relates to must be outlined in **RED** and any other adjoining land you own in **BLUE**.

Purchase a Location Plan


If you need to buy a location plan, you can choose from one of our three accredited location plan providers below by clicking on the images below. When you are ready to attach your location plan, please click on 'continue' in the 'Add Location Plan Options' section at the bottom of this page.



- Ordnance Survey Location Plans for your planning application.
- Preview free and download your plan instantly.
- Free paper copies with every order.
- Lowest prices online.
- Telephone helpline available 6 days a week for queries and orders.



- Compliant maps for planning
- Competitive pricing
- No hidden or up front charges
- Simple step process for home users
- Advanced tools for professionals
- Edit purchased plans at no cost



- FREE to Register, Search and View
- Simple to use
- Competitively priced
- Fast Secure Payment
- Scottish Government Approved
- Block and Location Plans
- A Range of scales Available
- Receive your maps instantly
- Mark boundaries

[View example location plan \(opens in a new window\)](#)

Add location Plan Options

Attach Location Plan

- We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.
- The maximum file size is 5Mb.

Continue

1. Click on **Location Plan** in the Proposal summary. If you need to buy a location plan, you will find that we have provided three accredited suppliers for you to choose from.

Attach location plan

1. To attach your location plan to the form, click on the **Continue** button in the Add Location Plan Options section of the Add location plan page.

Location plan options ?

Please select the required option

☒ **Uploaded**

- Select this option if you want to attach a file from your file system as your Location Plan.

☐ **Posted**

- Select this option if you want to post a copy of a document as your Location Plan.

Continue

2. Click on whether you want to **Upload** an electronic copy of the location plan or **Post** in a hard copy.

Upload Location Plan

User Guide | Form Guide | Form Help | Authority Contact Details

An asterisk (*) shows the areas that you have to fill in.

Location Plan Details ?

Please select the file that shows the location plan for this application.

Document Title:

Location Plan

Attach File: *

H:\Location_Plan-1010170-1.pdf **Browse...**

Paper Size:

A3

Document Type:

OS Extract

You must confirm that the document has been printed and includes the required scale/dimension details.

☒ The file has been printed from the submitted format and verified.

☒ The plan is clearly annotated with a scale bar/dimensions.

Cancel **Save**

3. To upload the plan, click on the Browse button to find the file in your computer. Select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the boxes to show that you have printed the file and checked it contains the correct scale and dimension details, then click on the **Save** button.

User guide

4. To show that you are going to post a hard copy of the plan, enter the document title, select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the check box to show that you have followed these instructions, then click the **Save** button.
5. Once uploaded, you can view or remove a location plan by clicking on **Location Plan** in the Application summary.

User guide

Supporting Documentation

You may want to upload or post other documents to support your application (for example, site photographs or architects' reports). While we recommend that you upload electronic copies of documents, the contact details of the planning authority are provided on the application summary page of your application.

1. To upload or make a record of what you are going to post, click on **Supporting Documentation** in the Application summary page.

Supporting Documentation

User Guide

Form Guide

Form Help

Authority Contact Details

Planning applications: You must include supporting documents for most applications, for example architect drawings.

Appeals: You must include all documents that you intend to rely on to support your appeal and any documentation which you have already sent to the planning authority.

Additional documentation: You must include all the extra documents the planning authority have asked for or provide all the documents you want to be considered.

We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.

You can attach the documents online or send these documents by post.

Please post your supporting documents to your planning authority or the Directorate for Planning and Environmental Appeals (DPEA) using the contact details in the link above. (This does not apply to extra documents sent after the application or appeal has been made using the Post Submission Additional Documents form.)

Add details of the documents you will be providing in the panel below.

Details of Supporting Documentation

This panel shows details about the documentation that you have already added that you intend to supply electronically or by post in support of your application or appeal. You can modify these details by clicking on the Edit or Delete links adjacent to each document. Click the Add Document to continue to add more documents.

If **attaching electronic files**, each file must be no larger than 5Mb (5120Kb) and you may supply up to 100Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact your planning authority or the DPEA for further instructions. Please also ensure that wherever possible documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

If **entering details about a paper document** you intend to post, it must be sent on paper which is no larger than A0 size (approximately 1.2m X 0.84m). However it is also recommended that you supply additional supporting documents electronically on CD or DVD by post to avoid large emails or the need to scan documents. **Note: All documents or disks that you intend to post should be sent to the Authority's contact address shown on this page.** (This is not applicable to Post Submission Additional Documents.)

You are currently using 0% of your quota - 0 Kb of 100 Mb

Title	Document Type	Size	Status	Action
<div>Add Document Details</div>				

Please indicate whether you have added details of all the documentation you intend to provide.

☒ I intend to add more supporting documents later.
 ☐ I have finished adding supporting documents and this section is completed.

Save

2. Click on the **Add Document Details** button.

Supporting Documentation

 User Guide |  Form Guide |  Form Help |  Authority Contact Details

Attachment Type Options

Please select the required option.

☒ Uploaded

- Select this option if you want to attach a file from your file system.
- For multiple applications in the same proposal, use an existing Location Plan you have created on the site.
- We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.
- The maximum file size is 5120 Kb.

☐ Posted

- Select this option if you want to post a copy of a document.

[Continue](#)

- Choose whether you are going to upload or post your document. If you are posting the document, the only change to the steps below is that there will not be an Attach File **Browse** button. **Note**, paper documents might be able to be posted on CD/DVD but we recommend speaking with the relevant Authority first.

Supporting Documentation

 User Guide |  Form Guide |  Form Help |  Authority Contact Details

An asterisk (*) indicates required fields.

Upload Document


Please complete or modify the details listed below as appropriate.

Document Title: *

Description: *

Attach File: * [Browse...](#)

Paper Size 

Document Type: 

Your document may be printed by the planning authority or DPEA. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

- ☒ I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

[Cancel](#)

[Upload](#)

User guide

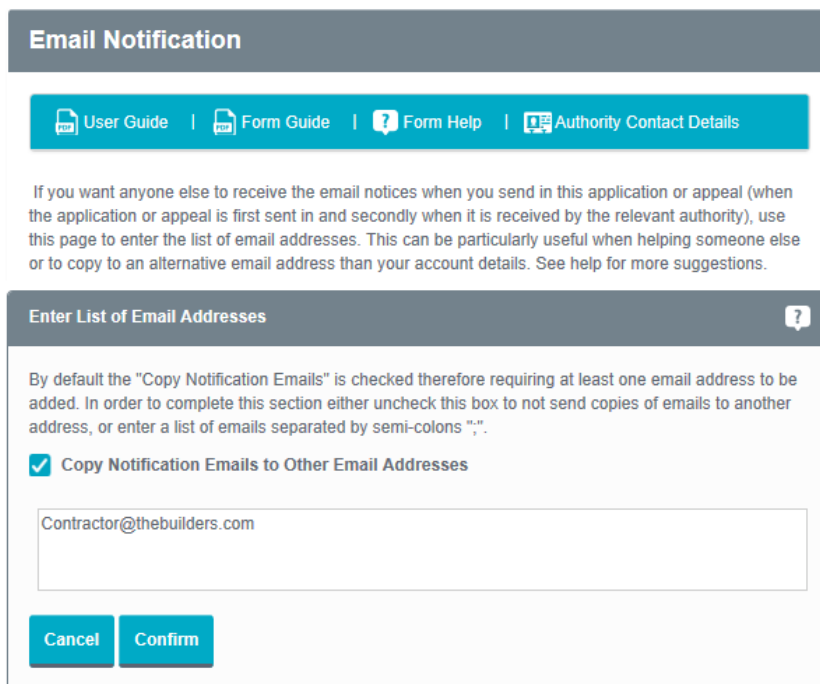
4. Enter the **Document title** and a short **Description**.
5. Click on the **Browse** button to find the file on your computer.
6. Select the paper size of the document and select what kind of document it is. It is important that these details are correct. Tick the box to show that you have followed these instructions, then click on the **Upload** button.
7. Once documents have been uploaded or marked for posting, you can edit or delete them by entering the Supporting Documentation page again from the Application summary.

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Email Notification

If you want to let people know when you send in this application, you can enter a list of email addresses in the Email Notification tool.

1. Click on Email Notification in the **Application and appeals summary** page.



The screenshot shows the 'Email Notification' section of the application. At the top, there is a navigation bar with links: 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below this, a text block explains the purpose of the tool: 'If you want anyone else to receive the email notices when you send in this application or appeal (when the application or appeal is first sent in and secondly when it is received by the relevant authority), use this page to enter the list of email addresses. This can be particularly useful when helping someone else or to copy to an alternative email address than your account details. See help for more suggestions.'

Below the text is a form titled 'Enter List of Email Addresses' with a help icon. The form contains a checkbox labeled 'Copy Notification Emails to Other Email Addresses' which is checked. Below the checkbox is a text input field containing the email address 'Contractor@thebuilders.com'. At the bottom of the form are two buttons: 'Cancel' and 'Confirm'.

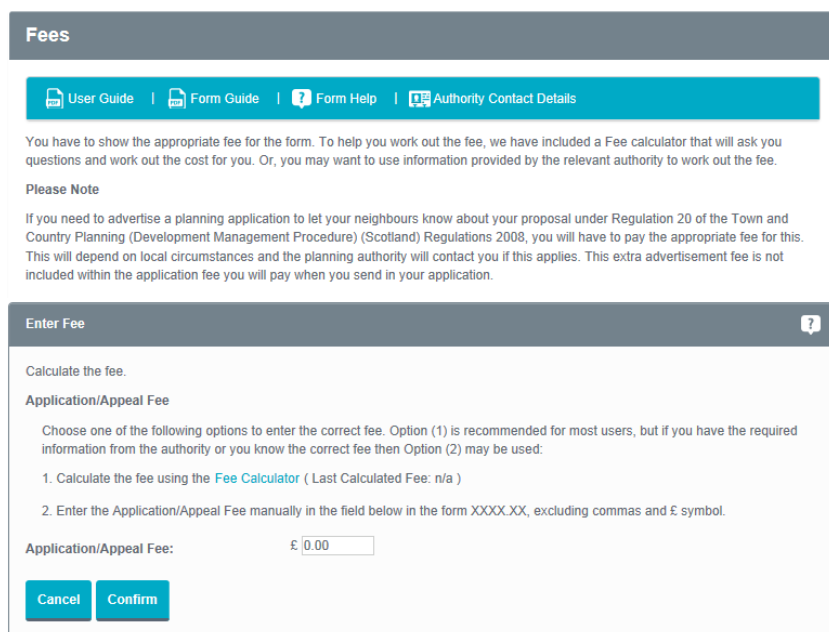
2. Enter a list of email addresses in the box provided. Separate each address with a semicolon (;).
3. The checkbox to send the emails is ticked by default, once you have added all the email addresses you want, click on the **Confirm** button.
4. If you do not want to send any email notices, remove the tick from **Copy Notification Emails to Other Email Addresses** and press **Confirm**.

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Fee

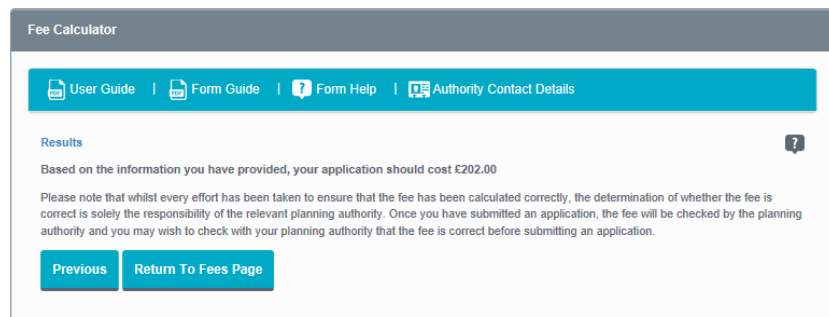
The Fees part lists the chargeable parts that apply to your application, helps you to work out the total due and allows you to enter a fee. You can use the fee calculator to work out what you need to pay. **Note** Not all applications or appeals have a fee. If this is the case, this option will not be present.

1. Click on **Fee** in the Application summary.



The screenshot shows the 'Fees' section of the application summary. It includes a navigation bar with links to 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below the navigation bar, there is a paragraph explaining the fee calculation process. A 'Please Note' section provides additional information about advertising fees. The 'Enter Fee' section contains a 'Calculate the fee.' instruction, a 'Choose one of the following options to enter the correct fee.' instruction, and two numbered options. Option 1 is 'Calculate the fee using the Fee Calculator (Last Calculated Fee: n/a)'. Option 2 is 'Enter the Application/Appeal Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.' Below the options, there is a text input field for 'Application/Appeal Fee' with a value of '£ 0.00'. At the bottom of the section are 'Cancel' and 'Confirm' buttons.

2. To work out the fee that you need to pay, click on **Fee Calculator** (this is also available direct from the left-hand menu). Or, if you already know what the fees are, you can type them into the box.
3. Follow the wizard through, answering all of the questions to arrive at the charges that apply. Click on **Return to the Fees Page** and you will find that the fee amount is in the Application/Appeal Fee box.



The screenshot shows the 'Fee Calculator' results page. It includes a navigation bar with links to 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below the navigation bar, there is a 'Results' section with a 'Based on the information you have provided, your application should cost £202.00' message. A paragraph below the message states: 'Please note that whilst every effort has been taken to ensure that the fee has been calculated correctly, the determination of whether the fee is correct is solely the responsibility of the relevant planning authority. Once you have submitted an application, the fee will be checked by the planning authority and you may wish to check with your planning authority that the fee is correct before submitting an application.' At the bottom of the section are 'Previous' and 'Return To Fees Page' buttons.

4. Click on the **Confirm** button.

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Payment method

In the Application summary page, click on **Payment Method**.

The screenshot shows the 'Payment Method' section of the ePlanning.scot application. At the top, there is a navigation bar with links: 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below this, a message states: 'The method of payment you select here will be applied once you have submitted the application or appeal. You won't be able to submit the application or appeal until you select one of the options below.' The main section is titled 'Select a Payment Method' and contains the instruction 'Please select a method of payment'. There are five radio button options: 1. 'I am the agent and the applicant will pay directly' with a note that the application won't be validated until payment is received. 2. 'Credit/Debit Card' with a note to choose this for online payment. 3. 'Cheque' with a note to choose this for payment by cheque. 4. 'Departmental Charge Code' with a note to choose this for payment by Departmental Charge Code. 5. 'Telephone' with a note to choose this for payment by telephone. At the bottom, there are 'Cancel' and 'Save' buttons.

Choose how you want to pay the fees. Your application or appeal will not be processed until payment is received.

- **Pay Direct** – Client to pay option. (Only available on applications being completed as an Agent)
- **Online (by Credit/Debit Card)** – pay using a credit or debit card when you send in the application. In selecting this option, you will be taken to your local authority's payment engine in order to make payment. You will be need to return to ePlanning to submit your application.
- **Cheque** – send a cheque to your local authority. You will be asked to enter details of your cheque (i.e. cheque number, dates, etc.) before submitting the application.
- **Departmental Charge Code** – for local authority departments to register an internal payment.
- **Telephone** – make a payment over the phone. You will be asked to enter details of this payment before submitting the application.

Note Your planning authority may not offer all these options.

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Sending in the application

- Once you have filled in all of the parts of the application or appeal, you have a new option to continue to the next page and send in the application.

Application Summary

Planning Permission

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 100008315-001

Item	Status
Main Details	✓ complete
Certificate of Ownership	✓ complete
Location Plan	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee	✓ complete
Amount to pay: £ 202.00	
Payment Method	✓ complete

You have now completed all sections.


Click Next to review your form and make any payments, if necessary.

Next


Planning Authority


City of Edinburgh Council
Business Centre G.2 Waverley Court
4 East Market Street Edinburgh EH8 8BG


Tel: 0131 529 3550
Fax: 0131 529 6206

 planning.systems@edinburgh.gov.uk

Help

 [Preview Planning Permission](#)
PDF opens in a new window

 [Form Guide \(PDF opens in a new window\)](#)
Download this document for guidance on completing this specific form. The link will open a new window.

 [Download Whole Contents](#)
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.

[← Back to Proposal Summary](#)

- Click on the **Next** button. Review the Submission summary page. If you are happy that the application is as you want it, click on the **I Accept** button and then the **Submit** button.
- If you chose to pay any fee online you will be asked to enter your payment details on the following screen. If you chose to pay by cheque, phone or by departmental charge code, enter the details in the Submission payment screen

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Submission Payment

User Guide | Form Guide | Form Help | Authority Contact Details

You will need to pay the sum indicated using the following payment method before your application or appeal can be submitted.

Pay by Cheque ?

Please write your name, address and Online Ref No (below) on the reverse of the cheque.

Online Reference: 100006315-001

Amount: £ 202.00

Cheques should be made payable to the following authority for the amount above. It should be posted to:

City of Edinburgh Council
Business Centre G.2, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

[Visit authority website](#)

Bank Name: * Bank of Scotland

Account Holder's name: * J Public

Cheque Number: * 0001234

☒ Has the cheque been signed?

☒ Have you written the Online Reference on the back of the cheque?

Proceed

- Once you have filled in the relevant sections, click **Proceed**.
- If you chose to send email notices to other users, they will be sent an email now.
- The completed **Submission Summary Page** displays all of the relevant information about your application or submission. You can view the application in PDF format by clicking **View Form PDF (opens in a new window)**.
- Your application or submission will be kept on the system for 90 days after you send it.

To keep a copy for your records, click **Download a copy of my submission** and save the file to your PC. Or, you can get a printed copy of the summary by clicking **Printable Version (opens in new window)** and click Print.

Adding documents after submitting an application

If you find that you need to add documents after you have sent your application, or you have been asked to replace a document. You can do this from the proposal you have already created.

1. In the Draft forms area of the Proposal summary click on the **Add Additional Forms** link
2. Select the option **Add from a list of standard forms** and click **Continue**.
3. Scroll down the list and select the Post Submission Additional Documents form and click the **Add** button.
4. You will be returned to the Proposal summary page once you have added the Post Submission Additional Documents form. You will now have the form in the Draft forms section of the Proposal summary page.
5. Click on this form to access the Application Summary page.
6. Each section of the application has a status displayed. You need to fill in each section and change all of the status indicators to ticks.
7. Please refer to the notes in the section above on how to add supporting documents.

Remember that you do not have to fill in an application all at once, you can log out and return to fill more of it in at a later time.

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Deleting proposals

1. If you no longer need a proposal, you may decide to move it from the Active list in the My proposals page to the Deleted tab. This removes the proposal, but allows you to refer to it for up to 90 days after it was deleted. To do this, click on **Delete Proposal** in the Proposal summary page.

2. To view deleted proposals, click on the **Deleted** tab in the My proposals page.

3. Under Show proposals, click on **All** to display all of the proposals that were available to you or click on **I manage** to display only the proposals for which you were the primary contact.
4. You can sort the deleted proposals in a number of ways
 - **Proposal Name** – sort alphabetically by the name of the proposals
 - **Planning Authority** – sort alphabetically by the planning authority
 - **Primary Contact** – sort alphabetically by the primary contact
 - **Proposal Reference** – sort by the proposal reference
 - **Date Deleted** – sort chronologically by the date your proposals were deleted.
5. Once a proposal has been deleted, you can return it to the Active list again by opening the proposal and

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clicking on **Restore Proposal**.

Hints & Tips

On the **Proposal Summary** page there is a hints and tips box on the right hand side of the screen. There is useful guidance here on common problems encountered when making an initial, or post, ePlanning application. These include:

1. How to submit revised drawings
2. How to submit additional documents (including SER Certificates)
3. Application is still in draft after paying a fee
4. Where to calculate a fee
5. How to share proposals
6. Checking on the status of your application
7. What reference number to use in the forms

The screenshot shows the 'Proposal Summary' page in the ePlanning.scot system. The browser address bar shows 'laning.scot/ePlanningClient/CustomPages/ProposalSummary.aspx'. The page displays a 'Proposal Reference' of 100094876. On the left, there are sections for 'Draft Forms' (listing 'Householder Application' and 'Planning Permission' with delete icons), 'Submitted Forms' (showing 'No Submitted Forms'), and 'Proposed Users' (showing 'You have 0 pending invitation(s)'). On the right, there is a 'Site Location' section with the address '16 BRUNSWICK STREET LANE, EDINBURGH, EH7 5JA' and a 'Change Address' link. Below this is a 'Hints and Tips' box with several expandable sections: 'Has my application been received by the council?', 'How do I submit additional documents to my application?' (with detailed instructions), 'How do I submit revised drawings?', 'My application is still show in draft despite me paying the fee', 'How much will my fee be?', and 'Can I share my proposal with a colleague, client or friend?' (with instructions on how to share).

1. Click on the hint and tip that is relevant to your issue and help text will drop down underneath the

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heading.

If the hint and tips do not provide you with the help you need then you can call or email the support desk. The contact details are in the next section.

Contact Details

The eDevelopment Support Desk – can assist you with IT support for the eDevelopment Portal. If you have a query or need assistance using the eDevelopment.scot service, please email us at:

Email: edevelopment@gov.scot

PAS – Pre-planning advice and planning information can be obtained from PAS (also known as Planning Aid Scotland). PAS who provide a free, impartial, independent, enabling, and professional planning advice service (subject to eligibility) to help you understand and engage with Scotland's planning system.

PAS Web: <https://www.pas.org.uk/>

PAS Tel: 0300 323 7602

Local and Planning Authorities – A list of contacts for each Scottish Authority is available [here](#).