

Applying for planning permission

To ensure the most efficient handling of your application, we would ask that you take note of the following when making your eplanning.scot application:

- When uploading, drawings must be correctly orientated
- It is essential that uploaded drawings are given their unique reference number, including any revision number
- You can use the proposal sharing option to allow other nominated parties to participate during the pre-submission process. E.g. clients can make payment, consultants can upload their drawings or reports, etc
- There is a submission limit of 5mb per drawing/document and 100mb per package. If your submission package exceeds this, after you have lodged your initial submission and received your acknowledgement, you can use the post submission form to upload additional material
- The post submission form must also be used for amended drawings/documents
- The portal should also be used to submit information after permission is granted
- When using the post submission form, the planning reference number issued by us (e.g. 17/0000/FUL) must be quoted, rather than the online 12 digit reference given at initial registration. You will receive this reference number with your acknowledgement from us that we have received your application.