

# Development Management

## Pre-Application Planning Advice Form

### Operating a Business from Home



If you are considering a business from home, you should be sure that you have obtained all the necessary permissions to enable you to operate within legislation.

Each case requires individual consideration and assessment of whether a planning application is required, in terms of the Town and Country Planning (Scotland) Act 1997, as amended. Reference must also be made to the Town and Country Planning (Use Classes) (Scotland) Order 1997, as amended, and the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended.

Completing this questionnaire may enable Orkney Islands Council as planning authority, to advise if planning permission would be required for the operation of the business, and whether the development is likely to be supported in policy terms.

Note that answers provided may be used in planning conditions should the development require planning permission and be approved, for example the maximum number of customers/clients in a day, so answers should be provided as accurately as possible.

This form is designed for **proposed** businesses. If any works or business operations have already started without planning permission, questions should be answered using actual figures rather than proposed, supplemented by confirmation of the operation and details of the existing business in the 'further relevant information' box.

You may complete and submit this form electronically or by hand. If by hand, please complete all sections using BLOCK CAPITALS.

Contact name:	
Contact address:	
Contact telephone number:	
Contact email address:	

<p>What is the nature of the business?  For example, hairdresser, beauty treatment, architect, retail (including cake box), craft making, child minding, etc.</p>	
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### Details of the property

<p>Where within the property is the business proposed? For example, a room in the house, garden, outbuilding, etc.</p>	
<p>Does the room, outbuilding, etc. already exist?</p>	
<p>Would the room, outbuilding, etc. be used solely for this purpose? If no, confirm any other purposes.</p>	
<p>What other alterations or extensions would be made to the property in relation to the business? (For example, paths, gates, lighting, parking spaces.</p>	

### Employees

<p>How many people (including you) would be employed by the business?</p>	
<p>How many of these people <u>do not</u> live at the property?</p>	

### Parking provision

<p>What is the maximum number of vehicles that would park at the property during operation of the business?</p>	<p>Family/Personal.</p>	
	<p>Business-related vehicles.</p>	

How many car parking spaces are there at the property?	
Are there on-street parking restrictions?	

### Customers/clients

Would customers/clients visit the premises? If <u>never</u> any customers, move to the 'Deliveries' section below.	
As a maximum, on which days and during which times would customers visit the premises?	
Maximum number of clients on the premises at any given time.	
Maximum number of clients in any day.	
Typical length of each appointment.	
Would a waiting area or other facilities be provided for waiting customers?	
Confirm if business income is mainly from customers being on the premises (beauty treatment, hairdresser, child minding, etc.) or mainly without customers being present (architect, accountant, online sales, etc.).	
Confirm if customers are by prior appointment only, passing trade, or a mixture of both. (Note 'prior appointment only' means <u>never</u> any customers without a booking.) If appointments, include how these are managed.	

## Deliveries

Would goods be delivered to the property (including by local delivery companies)? If yes, provided description	
When would these be delivered?	
Where would these goods be stored?	
Would any goods/products being purchased or collected from the property? If yes, provide a description.	

## Operation of business

What machinery/equipment would be used in relation to the business?	
What materials/ingredients would be used by the business?	
Provide details of fumes, odours and noise that would be caused by any works in relation to the business.	
What waste would be produced by the business and how would it be disposed of?	

## Other information

Would any signage be displayed at the property (that relates to the business)? For example, business name, directions.	
Please provide any <b>further relevant information</b> . For example, further information about the business, including information regarding licensing, rates, or other information.	

<p>Has a building warrant application been submitted for the development? If so, provide details.</p>	
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Note: You should provide a site plan and dimensioned sketches with this form, showing the location of the property, the part of the property where the business would operate, and any other alterations proposed.

<p><b>How We Use Your Personal Information</b></p> <p>The information provided by you will be used by Orkney Islands Council to enable us to assess the enquiry. The information may be shared with other services within the Council if considered necessary.</p> <p>The Council may confirm information provided by you, or information about you, with other information held by the Council. The Council may also receive information from, or share your information with, limited third parties to verify the accuracy of answers provided, to prevent or detect crime, protect public funds or where required by law.</p> <p>For more information about how we process information, how long we retain this information, or your right to complain, you can contact us or visit our website at <a href="http://www.orkney.gov.uk/Online-Services/privacy.htm">www.orkney.gov.uk/Online-Services/privacy.htm</a></p>
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## Declaration

<p>I confirm that all information submitted in support of this advice request is, to the best of my knowledge, true and accurate. I understand that any advice provided will be based on the information available and the planning policies and site constraints prevailing at the time, and any advice provided is without prejudice to any subsequent decision made by the planning authority on receipt of a formal planning application.</p>
<p>Name:</p>
<p>Date:</p>

The form can be completed electronically. Please send completed forms, with all accompanying information, documents or plans by email to [planning@orkney.gov.uk](mailto:planning@orkney.gov.uk). If you have any queries regarding completion of this form contact Development Management on 01856873535 extension 2504, between the hours 10:00 to 12:00 and 14:00 to 16:00, Monday to Friday, and ask for the 'duty planner'.

Alternatively, this form can be typed and printed, or printed and completed by hand. Please post completed forms to: Development Management, Neighbourhood Services and Infrastructure, Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.