



ACCESS TO PLANNING INFORMATION

Revised May 2015



Introduction

The City Development Department encourages its customers and contacts to become familiar with the services it provides; to participate in the continuous improvement of these services; to be aware of how planning decisions are made; and to have access to related information and advice.

This document outlines the City Development Department's commitment to these objectives, providing its customers with a comprehensive outline of planning information sources.

Planning Applications

A [Weekly List](#) of new planning applications registered by the City Council is published on the Council's website every Friday afternoon.

The full list contains details of each application, which Case Officer is dealing with it, and how representations can be made. "The Courier" and "Evening Telegraph" may publish the list on a voluntary basis.

The weekly list is published on the strict understanding that the information it contains is used solely for the purposes related to the Council's role as Local Planning Authority and may not be copied, used or sold for any other purpose.

The Council must officially notify certain neighbouring owners and occupiers that a planning application has been made. Details of how the notification rules are applied are contained in the application Guidance Notes and in the guidance leaflet [Public Participation and Applications for Planning Permission](#).

If you think you should have been notified but have not, please ask for advice from the Case Officer dealing with the particular application.

Certain types of application are formally advertised by the Council in "The Evening Telegraph", normally on a Friday.

If you want to see if there are any current planning applications close to your property you can input an address in the Council's "[My Dundee - Local Information Portal](#)" and select the **My Planning** tab.

The Council keeps a **Register** of new planning applications, including the plans for you to see. This can be viewed on the Council's website through the [Public Access system](#).

Plans can also be viewed at Dundee House Reception. The information document "[Public Participation and Applications for Planning Permission](#)" available on the Council's website explains how you can make objections and representations and how the Council arrives at its decisions on planning applications.

Since 2005 all planning applications including submission documents, reports and decisions can be viewed on the Council's website. If you wish to look at the plans relating to an application decided prior to 2005 please contact the Copy Documents Service at copy.documents@dundeecity.gov.uk at least a week before your visit, in order that the file can be obtained from our archives.

Copies of **Application Forms and Guidance Notes** can be obtained from the [Scottish Government website](#).

Reports to the Council on planning applications being dealt with by the Development Management Committee, may be viewed 3 full working days prior to the meeting (including the day of the meeting) on the [Reports Calendar](#) page of the Council's website. A paper copy of the Reports together with all **Valid Objections and Representation Letters** received can be viewed at 21 City Square, Dundee.

The Development Plan

The Development Plan comprises [TAYplan](#) and the [Dundee Local Development Plan](#).

Property Inquiries

Information on the Council's [Property Enquiry Certificate Service](#) can be found on the website.

Other Planning Information

Appeal Decisions – All appeal decision letters issued by the Scottish Government [Department of Planning and Environmental Appeals](#) may be viewed on their website.

Listed Buildings and Conservation Areas – If you input an address in the Council's "[My Dundee - Local Information Portal](#)" and select the **My Planning** tab you can discover if the building is listed and if it lies within a conservation area.

In addition to this a list of all buildings "listed" by Scottish Ministers as being of architectural or historic importance may be viewed on the [Historic Scotland website](#).

Maps relating to each of the City's [Conservation Areas](#) may be viewed on the Council's website.

Tree Preservation Orders - If you input an address in the Council's "[My Dundee - Local Information Portal](#)" you can discover if there is a Tree Preservation Order affecting it. Alternatively you can visit the [Tree Preservation Orders Map](#) for the same information and a map showing all Tree Preservation Orders.

Registers of tree works in Conservation Areas, Enforcement Notices and Hazardous Substances Consent are available for consultation at the Dundee House Reception.

Policy Documents, Planning Briefs, and Guidance Leaflets

Information on [Policy documents and general guidance](#) can be found on the Council's website.

Information on [Site Planning Briefs, Masterplans and Frameworks](#) can be found on the Council's website.

[Committee Minutes](#) relating to planning decisions – these may be viewed online or consulted at the office of the Director of Corporate Services, 21 City Square, Dundee. These records, together with the Background Papers relating to these decisions, remain open for public inspection for six years following the date of the meeting concerned.

Please note that, when photocopies of notices or extracts from documents are provided, a reasonable charge to cover costs will normally be made. Copyright restrictions will restrict the reproduction of certain plans, maps and other documents. Written authorisation from the authors concerned will normally be required to be provided by the Enquirer.

Further Information and Contacts

If you have any queries concerning the above matters or wish to suggest improvements to these web pages, please do not hesitate to contact us

Dundee House is located at:

50 North Lindsay Street, Dundee, DD1 1LS

Opening Hours: 0830 – 17.00 Monday, Tuesday, Thursday and Friday and 9.30-1700 on Wednesday.

Tel: 01382 433105

All correspondence should be emailed to:

development.management@dundeecity.gov.uk

Our [Service Plan](#) can be viewed on our website.

Further information on the [City Development Department](#) service is contained on the Council's Website.