

Hillington Park Simplified Planning Zone 2014

Pre-development Notification Form

Notes for Developers

By submitting this form you are notifying the local planning authority (Renfrewshire Council or Glasgow City Council) that you intend to carry out works that constitute permitted development under the Hillington Park Simplified Planning Zone (SPZ) Scheme.

Completion of this form is a mandatory requirement if development is undertaken under the provisions of the SPZ scheme. It is essential that the local planning authority maintains an accurate record of the development activity so that the terms of the SPZ are not exceeded.

To check which local planning authority area your proposal is located in please refer to the SPZ Plan, Appendix 1.

On receipt of this form, the local planning authority will acknowledge within 10 working days to the agent or developer if no agent is specified.

Acknowledgement of the form does not constitute the local planning authority's confirmation that the proposal is compliant with the SPZ. Developers requiring a formal decision from the local planning authority about the proposal's compliance with the SPZ must apply for a certificate of lawfulness of proposed use or development under section 151 of Town and Country Planning (Scotland) Act 1997.

Please complete this form and return to the local planning authority together with the following minimum information:

- Site plan (scale 1:1250 or 1:2500)
- Block plan (1:500 or 1:200)

All measurements should be provided in metric and floor areas specified as gross internal area (GIA) unless the proposal is for motor vehicle sales (gross display area) or a leisure use (gross external area) as specified within the SPZ Scheme.

The completed form and plans should be sent by post/e-mail to:

Director of Development and Housing Services
Renfrewshire Council
Cotton Street
Paisley
PA1 1LL

Email: dc@renfrewshire.gov.uk

Director of Development and Regeneration Services
Glasgow City Council
231 George Street
Glasgow
G1 1RX

Email: planning.representations@glasgow.gov.uk

Hillington Park Simplified Planning Zone 2014 Pre-development Notification Form

1. Developer Details	
Applicant	Agent
Contact name:	Contact name:
Company/organisation:	Company/organisation:
Address:	Address:
Postcode:	Postcode:
Telephone no. E-mail:	Telephone no. E-mail:
2. Location of Proposed Development	
Address/location of proposed development:	
Local planning authority: Renfrewshire Council/Glasgow City Council (please delete).	
3. Details of the Proposed Development	
Description of development or change of use (and Use Classes):	
With reference to SPZ Plan 2, which zone (or zones) is the proposed development in? (please tick):	
Zone A	<input type="checkbox"/>
Zone B	<input type="checkbox"/>
Zone B (Hub zone)	<input type="checkbox"/>
Zone B (motor vehicle sales sub zone)	<input type="checkbox"/>
Zone C	<input type="checkbox"/>
Gross floor area and use of existing development (GIA):	
Gross floor area and use of proposed development (GIA):	

With reference to the Building heights plan (Plan 3), what is the height (in metres) of the proposed development at its highest point (excluding plant)?

Does the proposal involve demolition of existing floorspace or other existing development? (please delete):

Yes/No

Estimated date works will commence on:

4. Developer Declaration

Declaration:

I/We hereby give notice of the intention to carry out the above development under the provisions of the Hillington Park SPZ. I/we shall carry out the proposed work in accordance with the details included on this form and the associated scaled plans. I/we also confirm that the development will be undertaken in accordance with the conditions and advisory notes of the SPZ. I/We understand that any material variation from the details I/We have provided will require a revised pre-development notification to be made. I/We also understand that the local planning authority may take enforcement action if it considers that the proposed development is not permitted by the SPZ, or is not in accordance with the details that have been provided herewith.

Name:

Signature:

Date:

Submitted Information:

I/we submit the following information (please tick):

Site location plan (scale 1:1250 or 1:2500)

Block plan (1:500 or 1:200)

Other information provided with the pre-development notification, if applicable (please list):

Development and Regeneration Services Privacy Statement for Planning and Building Standards Non-Statutory Functions

Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by Post at this address, by [Email](#), and by Phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to give you information and guidance about planning and building standards, or about properties in Glasgow, which you have requested. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997 and related legislation and Building (Scotland) Act 2003. We may also share your personal data which you have provided with other statutory bodies and consultees.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our [website](#) or you can request a hard copy from the contact address stated above.

Your rights under Data Protection Law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** - you have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our [website](#) at or [email](#).

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by [email](#) or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their [website](#) for more information.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the [complaints procedures](#) in place.

More information

For more details on how we process your personal information visit our [website](#). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

