

# eDevelopment – User Guidance

## 1. What is the eDevelopment Service?

eDevelopment.scot is an online service that enables anyone to make Planning and Building applications online in Scotland. It is managed by the Scottish Government in partnership with Scotland's Local and Planning Authorities.

The service consists of two web portals: ePlanning.scot and eBuildingStandards.scot. The two portals cover different parts of the building and renovating process, and in many cases, you may be required to use both at different times to make difference applications.

Together, they allow anyone wishing to submit Planning applications, Building Warrant applications, and a selection of other forms online to their Scottish Authority. Some appeals can also be made via the service to your authority or to the Planning and Environmental Appeals Division (DPEA).

## 2. How do I get started?

To get started you will need to create an account. This is free and easy to do – just select the “create an account” button on the eDevelopment homepage to get started.

## 3. What can I apply for?

On our **ePlanning** portal you can submit the following applications:

- Planning Permission
- Householder Application
- Listed Building Consent
- Conservation Area Consent
- Advertisement Consent
- Tree works
- Prior notification and Approval
- Certificate of lawfulness – Existing use
- Certificate of lawfulness – Proposed use
- Notice of Review
- Appeals against refusals and other decisions
- Appeals Notice
- Post Submission Additional Documents

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On the **eBuildingStandards** portal you can submit the following applications:

- Application for Building Warrant
- Application for amendment of Building Warrant
- Notice of Intention to use an approved Certifier of Construction
- Notice regarding start of work
- Notice of work stages complete
- Completion certificate
- Additional support documents
- Application for temporary occupation or use
- Application to extend period of validity of Building Warrant
- Application to extend Period of use of limited life building
- Application for Discharge or Variation of a continuing requirement
- Completion certificate where no building warrant obtained

#### 4. What if I do not know what I should apply for?

Both the ePlanning and eBuildingStandards portals have a 'Which Form Wizard' that can help you find the form that you will need to complete. The wizards can be accessed by going to the respective portal, and selecting the 'Which form Wizard' button in the left hand menu.

We would always recommend talking to your Authority about this as they will be deciding upon your application – their contact details are available [here](#).

Please bear in mind that you may need to obtain more than one permission if you are looking to undertake building or renovation works. For example, you may need to obtain Planning Permission or make a Householder Application (Planning Permission for Householders) for your proposal, and then also apply for a Building Warrant and Completion Certificate.

#### 5. How can I find out the fee for my application?

If you are unsure how much your application will cost both the ePlanning and eBuildingStandards portals have a 'fee calculator' which can estimate the fee for your application. This estimate is based entirely upon the information that you enter when answering the questions asked.

We would recommend that you speak to your local authority to confirm how much your application will cost.

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## 6. How do I create a proposal?

Once you know what form you should be applying for, you will be ready to start your application. The first step in this process is to create a proposal setting out the location of your property (or properties) and then add the intended form that you wish to submit.

You can follow these simple steps to get your proposal set up:

- Looking in the left hand menu and going to the relevant portal (eBuildingStandards or ePlanning).
- Go to the 'My Proposals' tab.
- Select 'Create New Proposal'.
- Input your address using either postcode search, eastings and northings, or map search option.
- Check that the Local Authority is correct.
- Enter a proposal name and description for your own records.
- Select the relevant form to add.
- Check that details that you've entered are correct and create your proposal.

You'll then be ready to go about filling out your application form.

If you require more guidance on creating your proposal please visit this [guidance](#).

## 7. What can I do if I need help with my application?

- On the site – Each page you are on will have a 'Help' with useful information to help you navigate through the website and fill out your forms.
- Your Local Authority – If you have a building or planning specific query you can contact your local authority.
- Our Support Desk – If you require technical support for the website you can email us at [eDevelopment@gov.scot](mailto:eDevelopment@gov.scot)

## 8. Digital Planning

If you are interested finding out more about what the future holds for Scotland's planning system, please visit our [website](#).

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