



## Local Place Plans | Notification of Intent

### What are Local Place Plans?

Local Place Plans are a way for local communities to think about how to make their place better, to agree priorities, and to take action (often working with others) to make change happen.

Aberdeen City Council Local Place Plans [webpage](http://www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning) ([www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning](http://www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning)) provides information on how Local Place Plans are prepared within the community and then submitted to Aberdeen City Council, including guidance and tools that can help you when you are preparing your Local Place Plan, and how they can be used once validated and registered.

Aberdeen City Council register allow you to check for registered Local Place Plans within your local area, and in other local communities in Aberdeen.

([www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning](http://www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning)).

### Want to know more about Local Place Plans?

If your group/organisation would like to know more about Local Place Plans or have any questions relating to the preparation and submission process, please complete this form.

By filling in and returning the form, it helps Aberdeen City Council to be aware of Local Place Plan activity and what Local Place Plans may be submitted in the future and when.

We aim to respond to Notifications of Intent within 15 working days of receipt.

### Please email or post your completed Notification of Intent form to the following:

[lpp@aberdeencity.gov.uk](mailto:lpp@aberdeencity.gov.uk)

Aberdeen Local Development Plan, Aberdeen City Council, City Regeneration & Environment, Strategic Place Planning, Marischal College, Business Hub 4, Broad Street, Aberdeen, AB10 1AB

### Section 1 – About you and your organisation

1) What is the name of the organisation who is leading the preparation of the Local Place Plan?

2) In reference to Question 1, what kind of organisation is leading the preparation of the Local Place Plan?

Community Council

- Scottish Charitable Organisation\*
- Company Limited by Guarantee\*
- Other\*

If Other, please specify:

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\* We ask that community bodies (except community councils, who are exempt) also carry out the following when sending us their Notification of Intent form:

- Send us a completed [Local Place Plan Preparer Checklist](#)
- Send us a copy of their written constitution or articles of association as lodged with OSCR or Companies House
  - Please check that your governing document (constitution or articles) complies with [Section 19 of the Community Empowerment \(Scotland\) Act 2015](#)
  - You may find it helpful to refer to the Scottish Government’s recommended [governing documents and guidance](#) for community controlled bodies in terms of the Community Empowerment (Scotland) Act 2015 (examples available for a Scottish Charitable Incorporated Organisation (SCIO) and Company limited by guarantee)

• About you Your name	
Your position in the organisation	
Your email address (ideally a generic** address associated with your organisation)	
Your postal address including postcode (ideally a generic** address associated with your organisation)	
Your organisation’s web address	

\*\* A **generic email or postal address** will be required as part of the Council’s process for placing notified Local Place Plan areas and registered Local Place Plans on our Local Place Plan Register.

**4) Your preferred method of contact**

<input type="checkbox"/> Email (please specify)	(If same as Q3, leave blank)
<input type="checkbox"/> Post (please specify)	(If same as Q3, leave blank)
<input checked="" type="checkbox"/> Other (please specify)	

## Section 2 – About the Community

5) Please tell us the name of the community you are interested in and the anticipated name of your Local Place Plan.

6) Which of Aberdeen’s Council’s Wards is the Community in?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> 1. Ashgrove and Stockethill    | <input type="checkbox"/> 21. Nigg                      |
| <input type="checkbox"/> 2. Ashley and Broomhill                   | <input type="checkbox"/> 22. Northfield                |
| <input type="checkbox"/> 3. Braeside and Mannofield                | <input type="checkbox"/> 23. Old Aberdeen              |
| <input type="checkbox"/> 4. Bridge of Don                          | <input type="checkbox"/> 24. Queens Cross and Harlaw   |
| <input type="checkbox"/> 5. Bucksburn and Newhills                 | <input type="checkbox"/> 25. Rosemount and Mile End    |
| <input type="checkbox"/> 6. Castlehill and Pittodrie               | <input type="checkbox"/> 26. Seaton and Linkfield      |
| <input type="checkbox"/> 7. City Centre                            | <input type="checkbox"/> 27. Tillydrone                |
| <input type="checkbox"/> 8. Cove and Altens                        | <input type="checkbox"/> 28. Torry                     |
| <input type="checkbox"/> 9. Craigiebuckler and Seafield            | <input type="checkbox"/> 29. Woodend - not established |
| <input type="checkbox"/> 10. Culter                                | <input type="checkbox"/> 30. Woodside and Hilton       |
| <input type="checkbox"/> 11. Cults, Bielside and Milltimber        |  |
| <input type="checkbox"/> 12. Danestone and Persley                 |  |
| <input type="checkbox"/> 13. Dyce and Stoneywood                   |  |
| <input type="checkbox"/> 14. Ferryhill and Ruthrieston             |  |
| <input type="checkbox"/> 15. Froghall, Powis and Sunnybank         |  |
| <input type="checkbox"/> 16. Garthdee                              |  |
| <input type="checkbox"/> 17. George Street                         |  |
| <input type="checkbox"/> 18. Kincorth and Leggart                  |  |
| <input type="checkbox"/> 19. Kingswells                            |  |
| <input type="checkbox"/> 20. Mastrick, Sheddocksley and Summerhill |  |

For more information, visit our Council Wards webpage for a list of wards and ward map: [www.aberdeencity.gov.uk/services/council-and-democracy/community-councils/community-councils](http://www.aberdeencity.gov.uk/services/council-and-democracy/community-councils/community-councils).

7) Please provide a brief description of the Community, including an indication of your organisation’s intended Local Place Plan area (if known).

**8)** Are there any existing community plans produced for your area?

Yes                       No                       Don't know

If yes, please specify:

**9)** Please describe what stage your organisation is at with its Local Place Plan. For example, do you have a programme of work and timeline for preparing a Local Place Plan? Do you have an approximate timescale for when you are aiming to submit your Local Place Plan to us?

**10)** If there is anything else you would like to tell or ask us about Local Place Plans, please use the box below:

**Your information is important to us:**

Aberdeen City Council Local Place Plans **Privacy Notice** can be viewed on the following page:  
<https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-local-place-plans>

## Privacy notice – Local Place Plans Notification of Intent

**Description:** We check, validate, and register Local Place Plans as prepared by any community council or community controlled body within Aberdeen City Council development planning area. The key legislation is the Town and Country Planning (Scotland) Act 1997 as amended, the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021, Local Government (Scotland) Act 1973, and the Community Empowerment (Scotland) Act 2015. The information we collect is used to contact you in relation to Local Place Planning.

**If you don't give us your information:** If you choose not to give us your information, we will not be able to send you information updates relating to the preparation and submission of Local Place Plans or to contact you again in relation to any questions or comments you have raised.

**Your rights:** Access to personal data (A15); Rectification of personal data (A16); Erasure of personal data (A17); Restrict processing of personal data (A18). To find out more about your rights, please visit: [www.aberdeencity.gov.uk/your-data](http://www.aberdeencity.gov.uk/your-data).

**Who we share your information with:** We are legally required to provide a register of Local Place Plans and accompanying information, and a map of Local Place Plan areas. The Highland Council directory and map of registered Local Place Plans can be found online at: [www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning](http://www.aberdeencity.gov.uk/services/planning-and-building-standards/place-planning).

If you cannot access our website on your own device, the Local Place Plan register can be viewed on computers at various libraries.

Libraries: [www.aberdeencity.gov.uk/services/libraries-and-archives/find-my-local-library](http://www.aberdeencity.gov.uk/services/libraries-and-archives/find-my-local-library).

If you provide us with an indication of the location of your proposed Local Place Plan area, we will display it as an indicator dot on our map register, together with your organisation's name, web address (if it has one) and email address (if it has one).

When your Local Place Plan area is confirmed, we will show the boundary of your Local Place Plan area as a solid line on our map register, together with your organisation's name, web address (if it has one) and email address (if it has one). When your Local Place Plan and supporting documents have been validated, we will add these to our Local Place Plan directory.

We will display only organisation-related (generic) email or postal addresses on our Local Place Plan directory and map register. We will not display any phone numbers on our Local Place Plan directory and map register.

**How long we hold your information:** Unless you tell us otherwise, we will continue to hold your information for as long as necessary to perform our Local Place Plan functions.

**Automated processing:** Your information is not subject to automated decision making or profiling.

**Data controller:** The data controller is Aberdeen City Council.

**Data Protection Officer:** Tel: 01224045538 or [Email](mailto:info@aberdeencity.gov.uk)

**Supervisory authority:** If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113. Website: <https://ico.org.uk/global/contact-us/>