



## Planning terms and conditions

### Advice on submission of information

Any information sent to the Park Authority regarding a planning application (including details of the person submitting the information) will be used by members of staff to process the application.

As part of the public planning register, the information submitted will be available for public inspection, may be put on the Park Authority's website, and may be provided to anyone who requests it under the Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002.

Members of the public and members of organisations should note that any representations received by the Park Authority in respect of any application, either through online planning or in writing, is considered a public document and will be made available for public inspection. The author of a representation is solely responsible for its content and accuracy.

In terms of the Environmental Information (Scotland) Regulations 2004 and the Freedom of Information (Scotland) Act 2002, representations will be copied on request.

Representations will also be published on our website.

Representations that are marked confidential or submitted anonymously cannot be taken into account when planning applications are being considered or published online. Anonymous submissions will be discarded either by shredding or deletion. We will retain representations marked confidential, but they will not be referred to in consideration of an application and their confidentiality cannot be guaranteed under the Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002. This also applies to submissions made by agents on behalf of clients.

Representations submitted through our online planning pages must include your full name, e-mail address and postal address. Responses from the Park Authority will be made by e-mail unless you indicate otherwise.



Representations submitted by email should include your full name, email address and postal address. If your address is not included the representation will be treated as confidential. If your name is not included, then the representation will be treated as anonymous. Responses from the Park Authority will be made by email unless you indicate otherwise.

Representations submitted by letter should include your full name and postal address. If your address is not included the representation will be treated as confidential. If your name is not included, then the representation will be treated as anonymous. Responses from the Park Authority will be made by letter unless you indicate otherwise and include an email address.

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Every effort will be made to ensure that the Cairngorms National Park Authority complies with the Data Protection Act 1998. We will redact any personal information, including personal telephone numbers, personal email addresses and signatures, from any documentation submitted to us which is published online. Please note, any reference to the non-display of postal addresses in other parts of this site has been included in error and arrangements are being made for its removal. If you have any concerns relating to information published online, then please contact our planning team by emailing [planning@cairngorms.co.uk](mailto:planning@cairngorms.co.uk) or calling +44 (0) 1479 873 535.

Advice and information on the Data Protection Act 1998 can be obtained by contacting:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: +44 (0) 8456 306 060 or +44 (0) 1625 545 745  
Fax: 01625 524510

Advice and information on the Environmental Information (Scotland) Regulations 2004 and the Freedom of Information (Scotland) Act 2002 can be obtained by contacting:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road



**Cairngorms**  
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