

**PRE-REGISTRATION CHECK SHEET – TO BE COMPLETED BY DUTY OFFICER AS APPROPRIATE**

Application Ref: 21/00047/DPP\_      Pre-application Ref: \_\_\_\_\_      Online App

Related Enforcement Reference: \_\_\_\_\_

App Type		App Type		Development Type	
Detailed Planning (DPP)	<input checked="" type="checkbox"/>	Works to Tree (WTT)	<input type="checkbox"/>	Local	<input checked="" type="checkbox"/>
Planning in Principle (PPP)	<input type="checkbox"/>	Pre Consultation (PAC)	<input type="checkbox"/>	Strategic	<input type="checkbox"/>
Approved Matters (MSC)	<input type="checkbox"/>	Prior Notification (PN)	<input type="checkbox"/>	Major	<input type="checkbox"/>
Listed Building (LBC)	<input type="checkbox"/>	Amended Obligation (LA)	<input type="checkbox"/>	Householder	<input checked="" type="checkbox"/>
Conservation Area (CAC)	<input type="checkbox"/>	Review of Mineral (ROMP)	<input type="checkbox"/>		
Advertisement (ADV)	<input type="checkbox"/>	OTHER <input type="text"/>	S42		

Development Code

Owner Notification   
(Email Technician if ticked)

<p><b>UPRN: 000120000166</b> (If <b>NO</b> UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i> 303 Rullion Road Penicuik</p>	<p><b>Description of Proposal:</b> Erection of conservatory</p>
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1. Is the application fee correct?
  2. Is a REFUND required?
  3. If a Schedule 3 is required has the fee been included?
  4. Are the plans adequate? (Location, Site, Elevations)
  5. Is the site boundary clearly defined?
  6. Are the certificates completed?
  7. If a S42 statement is required has it been submitted?
- Q8-12 are for NON Householder applications only**
8. Has a Coal Mining Risk Assessment been submitted?
  9. If a Design Statement is required has it been submitted?
  10. If a Design/Access Statement is required has it been submitted?
  11. For Major Applications has a PAR been submitted?
  12. Is PAR Acceptable?

YES	NO	Fee/Refund Amount	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fee:	£ _____
<input type="checkbox"/>	<input type="checkbox"/>	Refund:	£ _____
<input type="checkbox"/>	<input type="checkbox"/>	Fee:	£ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
YES	NO	NOT REQUIRED	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**APPLICATION INCOMPLETE**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

VALIDATION DATE: 21/1/21

Initials: LK Date: 21/1/21

**For incomplete applications please note that this information will be transferred directly to the letter to the application/agent; so please ensure that it is specific and accurate.**

**Admin - If application submitted online please email the letter to the Duty Officer.**

**Reason for application being invalid:**

- |                          |                               |  |
|--------------------------|-------------------------------|--|
| <input type="checkbox"/> | <b>Insufficient Fee</b>       | The correct fee for this application is £_____ and an additional sum of £ _____ is required. |
| <input type="checkbox"/> | <b>Fee Required</b>           | The fee for this application is £ _____.   |
| <input type="checkbox"/> | <b>Ownership Certificates</b> | Please complete the enclosed ownership certificate.  |
| <input type="checkbox"/> | <b>Inadequate Plans</b>       | The following additional plans are required:   |

**Design Statement** *(Validating officer to confirm which statement is required)*

The application is \_\_\_\_\_  
Please submit a Design/Design and Access Statement complying with Regulation 13 of the Town and Country Planning (Development Management Procedure) (Scotland) regulations 2008.

**Section 42 Statement** Please confirm in writing that the application is being made under Section 42 of the Town and Country Planning (Scotland) Act 1997.

*(Section 42 applies to applications to develop land without complying with conditions attached to a previous planning permission; a statement confirming that the application is made under Section 42 is required for all applications that seek to remove or amend conditions attached to previous planning permissions.)*

**Coal Mining Risk Assessment** Your application is within an identified Coal Risk Area and as such a Coal Mining Risk Assessment (CMRA) is required.

**Use this space for any other items:**