

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:

- Insufficient Fee** The correct fee for this application is £_____ and an additional sum of £ _____ is required.
- Fee Required** The fee for this application is £ _____.
- Ownership Certificates** Please complete the enclosed ownership certificate.
- Inadequate Plans** The following additional plans are required:

- Can you please provide elevations or photographs that indicate which window(s) you are proposing to replace on the property

**Received – only windows labelled in photographs are being replaced, ground floor windows are property 171A which will form part of separate application. JM*

- 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:**