

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

Application Ref: 22/00006/DPP

Pre-application Ref:   

Online App ☒

Related Enforcement Reference: 21/00099/UNDEV

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 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)

**UPRN: 000120003280**

(If **NO** UPRN – Admin to contact Technician)

**Site Address:** *(Leave blank if no UPRN)*

22 JOHN STREET  
PENICUIK  
EH26 8AB

## Description of Proposal:

Alterations to shopfront including installation of roller shutter and fascia sign (part retrospective)

- Is the application fee correct?
  - Is a REFUND required?
  - If a Schedule 3 is required has the fee been included?
  - Are the plans adequate? (Location, Site, Elevations)
  - Is the site boundary clearly defined?
  - Are the certificates completed?
  - If a S42 statement is required has it been submitted?
- Q8-12 are for NON Householder applications only**
- Has a Coal Mining Risk Assessment been submitted?
  - If a Design Statement is required has it been submitted?
  - If a Design/Access Statement is required has it been submitted?
  - For Major Applications has a PAR been submitted?
  - Is PAR Acceptable?

YES	NO	Fee/Refund Amount	
	<input checked="" type="checkbox"/>	Fee:	£202
	<input checked="" type="checkbox"/>	Refund:	£
		Fee:	£
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
YES	NO	NOT REQUIRED	

**APPLICATION INCOMPLETE**

Initials: **JM**

Date: **07/01/2022**

**VALIDATION DATE: 11/01/2022**

Initials: **JM**

Date: **11/01/2022**

**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 checked="" type="checkbox"/> | <b>Fee Required</b>           | The fee for this application is £202   |
| <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:**