

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"/> | Insufficient Fee | The correct fee for this application is £_____ and an additional sum of £ _____ is required. |
| <input type="checkbox"/> | Fee Required | The fee for this application is £ _____. |
| <input type="checkbox"/> | Ownership Certificates | Please complete the enclosed ownership certificate. |
| <input checked="" type="checkbox"/> | Inadequate Plans | The following additional plans are required: <ul style="list-style-type: none">- Please submit an elevation drawing showing the front view of the proposed gate and fence.- The dimensions between the floorplan and elevation drawings do not match (e.g. the floorplan measures the length of the shed as 7.7m and the elevation as 8.4m) – Can you therefor please submit revised drawings to scale that measure the same on both drawings and include a scale bar (Or)
Alternatively, please submit a floorplan and elevation drawings that are fully annotated with dimensions |

- 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:**

Please note – an application for planning permission will also be required in addition to the application for Listed Building Consent for the erection of the fence and gate.