

Henderson Drollinger Architects Ltd.  
FAO: Andrew Henderson  
5 Barclay Terrace  
Edinburgh  
EH10 4HP

Mr & Mrs Mack  
42 Orchard Brae Avenue  
Edinburgh  
EH4 2HN

**Date:** 20 December 2023

**Your Ref:**

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING SCOTLAND ACT 1997  
PROPOSED VESTIBULE EXTENSION AND INTERNAL ALTERATIONS TO  
FORM GROUND FLOOR SHOWER ROOM. AT 42 ORCHARD BRAE AVENUE,  
EDINBURGH, EH4 2HN  
REFERENCE NUMBER: 23/07344/FUL**

**INCOMPLETE APPLICATION**

Your application was assessed as incomplete on 20.12.2023.

Please take note of the following information if you are required to make additional payment or submit additional documents

**Planning Application No: 23/07344/FUL  
Scottish Government No: 100655083-001**

An incomplete application is one where the information submitted is either not sufficient to allow a proper assessment of the application or the proper certification/fees have not been submitted.

In this case, the application was determined to be deficient in the following respect(s):

- 01. Location plan required - at scale 1:1250 or 1:2500 for larger sites. The application site boundary must be accurately outlined in RED and any other surrounding land under the same ownership as the application site must be outlined in BLUE. Please refer to Appendix 2 of the validation guidance below for full requirements.**
- 02. Site plan required - at scale 1:100, 1:200 or 1:500. The application site**

boundary must be outlined in red and any surrounding land owned by the applicant outlined in blue. The footprint profile of the existing and proposed buildings must be shown. The proposed work must be in colour. Please refer to Appendix 2 of the validation guidance below for full requirements.

[Scale of fees](#)

[Planning fee for short term let applications](#)

[ePlanning fee calculator](#)

[Validation Guidance](#)

You should note that your application cannot be registered until all the necessary additional information, forms and signatures have been submitted, and have been assessed as being correct. If the deficiencies are not corrected within 21 days of the date of this letter, the application will be returned to you. Any fee submitted will also be returned to you.

If you wish to discuss any of the issues raised please contact Sarah Forsyth directly at [sarah.forsyth@edinburgh.gov.uk](mailto:sarah.forsyth@edinburgh.gov.uk).

Yours faithfully

*Sarah Forsyth*

**Planning Technician**