



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Email: planning.support@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100659848-001

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Site Address Details

Planning Authority:

Full postal address of the site (including postcode where available):

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

Post Code:

Please identify/describe the location of the site or sites

Northing

Easting

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

Applicant Agent

Agent Details

Please enter Agent details

Company/Organisation:	Pozzoni Architecture		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Steven	Building Name:	Woodville House
Last Name: *	Kirk	Building Number:	2
Telephone Number: *	01619287848	Address 1 (Street): *	Woodville Road
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Altrincham
Fax Number:		Country: *	United Kingdom
		Postcode: *	WA14 2FH
Email Address: *	steven.kirk@pozzoni.co.uk		

Is the applicant an individual or an organisation/corporate entity? *

Individual Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *	Martin	Building Number:	18
Last Name: *	Hassall-Lees	Address 1 (Street): *	Craven Drive
Company/Organisation	Places For People	Address 2:	South Rings Business Park
Telephone Number: *		Town/City: *	Preston
Extension Number:		Country: *	England
Mobile Number:		Postcode: *	PR5 6BZ
Fax Number:			
Email Address: *			

Type of Application

This application is to ascertain whether one or both of the following would be lawful: *

- Proposed use of buildings or other land.
- Proposed operations to be carried out in, on, over or under land (building operation or development).

Please describe in detail the use or development/operations for which you are seeking the certificate: * (Max 500 characters)

Refurbishment of existing office building. Including new main entrance glazing and sliding door, new window to be introduced into existing blank recess and the Introduction of external louvres to existing façades to support new internal air conditioning strategy.

Description of Proposed Use of Buildings or Other Land and/or Proposed Operations

Existing Use Class

Please state the existing Use Class as described in the Town and Country Planning (Use Classes) (Scotland) Order 1997. Where building or land is vacant, state last known use: *

Class 4 Business (Office/Light Industry)

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

Yes No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

- Meeting Telephone Letter Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

As we think the works do not require planning permission, we do not intend to progress your planning application. The procedure to make sure you have the correct documentation is to apply for a certificate of lawfulness.

Title:	<input type="text" value="Mr"/>	Other title:	<input type="text"/>
First Name:	<input type="text" value="Jon"/>	Last Name:	<input type="text" value="McSherry"/>
Correspondence Reference Number:	<input type="text" value="24/00454/FUL"/>	Date (dd/mm/yyyy):	<input type="text" value="05/02/2024"/>

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Any other Particulars or Supplementary Information

Please provide any other particulars or information here which you consider may be relevant: * (Max 500 characters)

List of Documents, Drawings or Plans which accompany this Application

Please provide a full list of documentation, drawings or plans which accompany this application which you are submitting as supporting information and evidence: * (Max 500 characters)

Site Location Plan Existing Site Plan Proposed - Site Plan Existing Plans - GA - Ground Floor Existing Plans - GA - First Floor Existing Plans - GA - Second Floor Proposed Plans - GA - Ground Floor Proposed Plans - GA - First Floor Proposed Plans - GA - Second Floor Existing Elevations Proposed Elevations Design and Access Statement - January 2024 - Rev A

Interest in Land

Please state the applicant's interest in the land: *

Owner Lessee Tenant Occupier Other

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * Yes No

Checklist – Application for a Certificate of Lawfulness for a Proposed Use or Development

The provision of sufficient proof in a Certificate of Lawfulness is firmly with the applicant and therefore sufficient and precise information should be provided.

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit all this information may result in your application being deemed invalid. The Planning Authority will not start processing your application until it is valid.

A copy of a plan, showing the boundary of the site. The plan should identify the land to which the application relates and should be drawn to an identified scale. Where such an application specifies two or more uses, operations or other matters, the plan which accompanies the application is to indicate to which part of the land each such use, operation or other matter relates. * Yes No

All the evidence provided in support of your application, as detailed in your answers. * Yes No

A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application. * Yes No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has need received by the planning authority.

Declare – Certificate of Lawfulness – Proposed Use or Development

I, the applicant/agent certify that this is an application for a certificate of Lawfulness as described in this form and the accompanying plans/drawings and additional information.

Declaration Name: Mr Steven Kirk

Declaration Date: 05/02/2024

WARNING

Section 153 of the 1997 Act provides that it is an offence to knowingly or recklessly provide false or misleading information or to withhold material information with intent to deceive.

Section 152(7) enables the planning authority to revoke, at any time, a certificate they may have issued as a result of such false or misleading information or if material information has been withheld.

Payment Details

Online payment: 7071422451786496604264;

Payment date: 05/02/2024 14:10:00

Created: 05/02/2024 14:10