

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

Application Ref: 24/00114/DPP Pre-application Ref: \_\_\_\_\_ Online App

Related Enforcement Reference: \_\_\_\_\_ Retrospective Yes

App Type		App Type		Development Type	
Detailed Planning (DPP)	<input checked="" type="checkbox"/>	Works to Tree (WTT)	<input type="checkbox"/>	Local	<input 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 checked="" type="checkbox"/>
Conservation Area (CAC)	<input type="checkbox"/>	Review of Mineral (ROMP)	<input type="checkbox"/>	PA - Coal	<input type="checkbox"/>
Advertisement (ADV)	<input type="checkbox"/>	OTHER <input type="text"/> S42	<input type="checkbox"/>	PA - Agriculture	<input type="checkbox"/>

Development Code

Owner Notification   
(Email Technician if ticked)

<p><b>UPRN:</b> 000120007719 (If <b>NO</b> UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i></p> <p>61 PARK AVENUE LOANHEAD EH20 9BD</p>	<p><b>Description of Proposal:</b></p> <p>Formation of a driveway</p>
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- 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	
x		Fee:	£
	x	Refund:	£
		Fee:	£
x			
x			
x			
YES	NO	NOT REQUIRED	

**APPLICATION INCOMPLETE**

Initials: EP Date: 19/02/24

VALIDATION DATE: 26/02/24

Initials: MAC Date: 26/02/24

**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 type="checkbox"/>            | <b>Fee Required</b>           | The fee for this application is £300.  |
| <input type="checkbox"/>            | <b>Ownership Certificates</b> | Please complete the enclosed ownership certificate.  |
| <input checked="" type="checkbox"/> | <b>Inadequate Plans</b>       | The following additional plans are required:   |

- Please provide a site plan or sketch site plan showing the detailed layout of the proposed driveway. This should include, in metres, the length and width of the driveway and its distance from existing boundaries (e.g. fences and walls) and buildings. The location of any gates, fences and boundary walls should be clearly indicated. If submitting a sketch site plan please clearly indicate that it is "Not to scale". The plan shall clearly state the proposed surfacing materials including if these are to stay as existing.

SUBMITTED 26/02/24 MAC

- 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:**