

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

Application Ref: 24/00141/ADV

Pre-application Ref: n/a

Online App: X

Retrospective Yes

Related Enforcement Reference: n/a

| App Type                    |                          |
|-----------------------------|--------------------------|
| Detailed Planning (DPP)     | <input type="checkbox"/> |
| Planning in Principle (PPP) | <input type="checkbox"/> |
| Approved Matters (MSC)      | <input type="checkbox"/> |
| Listed Building (LBC)       | <input type="checkbox"/> |
| Conservation Area (CAC)     | <input type="checkbox"/> |
| Advertisement (ADV)         | X                        |

| App Type                       |                          |
|--------------------------------|--------------------------|
| Works to Tree (WTT)            | <input type="checkbox"/> |
| Pre Consultation (PAC)         | <input type="checkbox"/> |
| Prior Notification (PN)        | <input type="checkbox"/> |
| Amended Obligation (LA)        | <input type="checkbox"/> |
| Review of Mineral (ROMP)       | <input type="checkbox"/> |
| OTHER <input type="text"/> S42 | <input type="checkbox"/> |

| Development Type |                          |
|------------------|--------------------------|
| Local            | X                        |
| Strategic        | <input type="checkbox"/> |
| Major            | <input type="checkbox"/> |
| Householder      | <input type="checkbox"/> |
| PA - Coal        | <input type="checkbox"/> |
| PA - Agriculture | <input type="checkbox"/> |

Development Code

Owner Notification   
(Email Technician if ticked)

|  |   |
|--|---|
| <p><b>UPRN: 000120021070</b><br/>(If NO UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i><br/>43 High Street<br/>Dalkeith<br/>EH22 1JB</p> | <p><b>Description of Proposal:</b><br/>Display of illuminated signage</p> |
|--|---|

- 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: \_\_\_\_\_ Date: \_\_\_\_\_

**VALIDATION DATE: 28.02.2024**

Initials: LMK Date: 28.02.2024

**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:**

- Insufficient Fee**            The correct fee for this application is £\_\_\_\_\_ and an additional sum of £ \_\_\_\_\_ is required.
- Fee Required**                The fee for this application is £ \_\_\_\_\_.
- Ownership Certificates**    Please complete the enclosed ownership certificate.
- Inadequate Plans**            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:**