

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

Application Ref: 24/00140/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> 000120024987 (If <b>NO</b> UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i></p> <p>12 GORDON STREET EASTHOUSES DALKEITH EH22 4DS</p>	<p><b>Description of Proposal:</b></p> <p>Erect a single storey to rear of dwellinghouse and a single storey garage extension to side</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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fee:	£ _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Refund:	£ _____
<input type="checkbox"/>	<input type="checkbox"/>	Fee:	£ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		
YES	NO	NOT REQUIRED	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**APPLICATION INCOMPLETE**

Initials: EP Date: 27/02/24

VALIDATION DATE: 11/03/24

Initials: MAC Date: 11/03/24

**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 checked="" type="checkbox"/> | <b>Insufficient Fee</b>       | The correct fee for this application is £__300____ and an additional sum of £ __300____ is required.   |
| <input type="checkbox"/>            | <b>Fee Required</b>           | The fee for this application is £.   |
| <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: <ul style="list-style-type: none"><li>- Existing and proposed roof plan</li><li>- Existing end west elevation plan</li><li>- Existing chimney not shown on proposed west elevation plan however it appears that this is to be retained. Please could you check this and confirm if correct.</li></ul> |

**\*fee to be waived as per email dated 6/3. LK**

- 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:**

- For ease it would be beneficial if all existing and proposed plans were shown on separate drawing sheets. Currently the proposed front elevation is contained on the drawing sheet with existing elevations.