

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

Application Ref: 24/00171/DPP      Pre-application Ref: \_\_\_\_\_      Online App  x  
 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 checked="" 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: 000120050813</b><br/>                 (If NO UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i><br/>                 36 Mayflower Gardens<br/>                 Loanhead</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p><b>Description of Proposal:</b><br/>                 Extension to dwellinghouse</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
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1. Is the application fee correct?
  2. Is a REFUND required?
  3. If a Schedule 3 is required has the fee been included?
  4. Are the plans adequate? (Location, Site, Elevations)
  5. Is the site boundary clearly defined?
  6. Are the certificates completed?
  7. If a S42 statement is required has it been submitted?
- Q8-12 are for NON Householder applications only**
8. Has a Coal Mining Risk Assessment been submitted?
  9. If a Design Statement is required has it been submitted?
  10. If a Design/Access Statement is required has it been submitted?
  11. For Major Applications has a PAR been submitted?
  12. 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: 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:**

- 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

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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:**