

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

Application Ref: 24/00203/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 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 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: 000120029455</b></p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i></p> <p>43 Main Street Pathhead Midlothian EH37 5PZ</p>	<p><b>Description of Proposal:</b></p> <p>Erection of a fence</p>
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	YES	NO	Fee/Refund Amount
1. Is the application fee correct?		X	Fee: £300
2. Is a REFUND required?		X	Refund: £ _____
3. If a Schedule 3 is required has the fee been included?			Fee: £ _____
4. Are the plans adequate? (Location, Site, Elevations)		X	
5. Is the site boundary clearly defined?	X		
6. Are the certificates completed?	X		
7. If a S42 statement is required has it been submitted?			
<b>Q8-12 are for NON Householder applications only</b>			
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?			

**APPLICATION INCOMPLETE**

Initials: LMK Date: 20.03.2024

VALIDATION DATE: 22.03.2024

Initials: JM Date: 22.03.2024

**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:**

- |                                     |                               |   |
|-------------------------------------|-------------------------------|---|
| <input type="checkbox"/>            | <b>Insufficient Fee</b>       | The correct fee for this application is £_____ and an additional sum of £ _____ is required.  |
| <input checked="" type="checkbox"/> | <b>Fee Required</b>           | The fee for this application is £300. <i>*Received 21/03* JM</i>  |
| <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:<br><br>Elevation drawings or photographs of the fence (this should show all elevations and fully annotate the length and height of the fence in metres) <i>*Received 22/03* JM</i> |

- 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:**

