

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

Application Ref: 24/00214/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:</b> 000120008895<br/>(If <b>NO</b> UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i></p> <p>MAYBURN HOUSE<br/>HAWTHORN GARDENS<br/>LOANHEAD<br/>EH20 9EE</p> | <p><b>Description of Proposal:</b></p> <p>Erection of care home, formation of access, landscaping and associated works</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 |         |
|-----|----|-------------------|---------|
| n/a |    | Fee:              | £ n/a   |
|     | x  | Refund:           | £ _____ |
|     |    | Fee:              | £ n/a   |
|     | x  |                   |         |
| x   |    |                   |         |
| x   |    |                   |         |
| YES | NO | NOT REQUIRED      |         |
|     |    | x                 |         |
| x   |    |                   |         |
|     |    | x                 |         |
|     |    | x                 |         |
|     |    | x                 |         |

**APPLICATION INCOMPLETE**

Initials: EP

Date: 26.03.24

VALIDATION DATE: 28.03.2024

Initials: JM

Date: 28.03.2024

**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:**

- Insufficient Fee**            The correct fee for this application is £\_\_\_\_\_ and an additional sum of £ \_\_\_\_\_ is required.
- Fee Required**                The fee for this application is £n/a (resubmission of 23/00640/DPP).
- Ownership Certificates**    Please complete the enclosed ownership certificate.
- Inadequate Plans**            The following additional plans are required:

- Please provide a plan showing the proposed landscaping.
- \*Received 28/03\* JM**

- 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:**

- Please provide a Tree Survey which includes details of the existing trees to be removed and/ or retained on the site.
- Please provide a Transport Statement for the proposed development.
- Please provide a Noise Assessment for the proposed development.

**\*Received 28/03\* JM**