

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

Application Ref: 24/00263/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 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: 000120012902</b> (If <b>NO</b> UPRN – Admin to contact Technician)</p> <p><b>Site Address:</b> <i>(Leave blank if no UPRN)</i> 24 WEST MILL ROAD LASSWADE EH18 1LX</p>	<p><b>Description of Proposal:</b> Installation of replacement windows and doors</p>
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	YES	NO	Fee/Refund Amount
1. Is the application fee correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fee: £225
2. Is a REFUND required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refund: £ __75__
3. If a Schedule 3 is required has the fee been included?	<input type="checkbox"/>	<input type="checkbox"/>	Fee: £ _____
4. Are the plans adequate? (Location, Site, Elevations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Is the site boundary clearly defined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Are the certificates completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. If a S42 statement is required has it been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Q8-12 are for NON Householder applications only</b>			
8. Has a Coal Mining Risk Assessment been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	X
9. If a Design Statement is required has it been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	X
10. If a Design/Access Statement is required has it been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	X
11. For Major Applications has a PAR been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	X
12. Is PAR Acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	X

**APPLICATION INCOMPLETE**

Initials:

Date:

VALIDATION DATE: 15/4/24

Initials: DR

Date: 15/4/24

**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 \_\_\_\_\_  
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:**