

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

Application Ref: 24/00244/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>UPRN: 000120003292 (If NO UPRN – Admin to contact Technician)</p> <p>Site Address: <i>(Leave blank if no UPRN)</i> 60 JOHN STREET PENICUIK EH26 8NE</p>	<p>Description of Proposal: Change of use from retail (class 1A) to two flatted dwellings (class 9) and associated alterations; including erection of access stairs</p>
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	YES	NO	Fee/Refund Amount
1. Is the application fee correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fee: £1
2. Is a REFUND required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Refund: £
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"/>	
Q8-12 are for NON Householder applications only			
8. Has a Coal Mining Risk Assessment been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
9. If a Design Statement is required has it been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
10. If a Design/Access Statement is required has it been submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. For Major Applications has a PAR been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is PAR Acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	

APPLICATION INCOMPLETE

Initials: **JM** Date: **05.04.2024**

VALIDATION DATE: **22/04/24**

Initials: **MAC** Date: **22/04/24**

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 type="checkbox"/> | Insufficient Fee | The correct fee for this application is £_____ and an additional sum of £ _____ is required. |
| <input checked="" type="checkbox"/> | Fee Required | The fee for this application is £1200. |
| <input type="checkbox"/> | Ownership Certificates | Please complete the enclosed ownership certificate. |
| <input type="checkbox"/> | 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:**