



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: planning@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100709521-002

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Site Address Details

Planning Authority:

City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1:

5 ROYAL PARK TERRACE

Address 2:

ABBEYHILL

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

EDINBURGH

Post Code:

EH8 8JD

Please identify/describe the location of the site or sites

Northing

674138

Easting

327793

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☒ Agent

Agent Details

Please enter Agent details

Company/Organisation:

Ref. Number:

You must enter a Building Name or Number, or both: *

First Name: *

Building Name:

Last Name: *

Building Number:

Telephone Number: *

Address 1
(Street): *

Extension Number:

Address 2:

Mobile Number:

Town/City: *

Fax Number:

Country: *

Postcode: *

Email Address: *

Is the applicant an individual or an organisation/corporate entity? *



Individual



Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:

You must enter a Building Name or Number, or both: *

Other Title:

Building Name:

First Name: *

Building Number:

Last Name: *

Address 1
(Street): *

Company/Organisation

Address 2:

Telephone Number: *

Town/City: *

Extension Number:

Country: *

Mobile Number:

Postcode: *

Fax Number:

Email Address: *

Type of Application

This application is to ascertain whether one or both of the following would be lawful: *

- ☒ Proposed use of buildings or other land.
- ☐ Proposed operations to be carried out in, on, over or under land (building operation or development).

Please describe in detail the use or development/operations for which you are seeking the certificate: * (Max 500 characters)

Proposed Window to Door Alteration with Associated Access Steps

Description of Proposed Use of Buildings or Other Land and/or Proposed Operations

Existing Use Class

Please state the existing Use Class as described in the Town and Country Planning (Use Classes) (Scotland) Order 1997. Where building or land is vacant, state last known use: *

Class 9 Houses

Description of Proposal

Please describe in detail the proposed use of buildings or other land for which the Certificate is sought and/or proposed operations to be carried out in, on, over or under land: * (Max 500 characters)

Domestic Dwelling

Is the proposed use: * ☐ Temporary ☒ Permanent

Pre-Application Discussion

Have you discussed your proposal with the planning authority? * ☒ Yes ☐ No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

☐ Meeting ☐ Telephone ☒ Letter ☒ Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

Application for Planning submitted and returned highlighting that an application for COL should be submitted.

Title:

Miss

Other title:

First Name:

Deborah

Last Name:

Peterson

Correspondence Reference
Number:

25/02108/FUL

Date (dd/mm/yyyy):

12/05/2025

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Any other Particulars or Supplementary Information

Please provide any other particulars or information here which you consider may be relevant.: * (Max 500 characters)

List of Documents, Drawings or Plans which accompany this Application

Please provide a full list of documentation, drawings or plans which accompany this application which you are submitting as supporting information and evidence: * (Max 500 characters)

Architectural Floor Plans and Elevations

Interest in Land

Please state the applicant's interest in the land: *

☒ Owner ☐ Lessee ☐ Tenant ☐ Occupier ☐ Other

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * ☐ Yes ☒ No

Checklist – Application for a Certificate of Lawfulness for a Proposed Use or Development

The provision of sufficient proof in a Certificate of Lawfulness is firmly with the applicant and therefore sufficient and precise information should be provided.

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit all this information may result in your application being deemed invalid. The Planning Authority will not start processing your application until it is valid.

A copy of a plan, showing the boundary of the site. The plan should identify the land to which the application relates and should be drawn to an identified scale. Where such an application specifies two or more uses, operations or other matters, the plan which accompanies the application is to indicate to which part of the land each such use, operation or other matter relates. * ☒ Yes ☐ No

All the evidence provided in support of your application, as detailed in your answers. * ☒ Yes ☐ No

A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application. * ☒ Yes ☐ No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has need received by the planning authority.

Declare – Certificate of Lawfulness – Proposed Use or Development

I, the applicant/agent certify that this is an application for a certificate of Lawfulness as described in this form and the accompanying plans/drawings and additional information.

Declaration Name: Mr Scott Allan

Declaration Date: 15/05/2025

WARNING

Section 153 of the 1997 Act provides that it is an offence to knowingly or recklessly provide false or misleading information or to withhold material information with intent to deceive.

Section 152(7) enables the planning authority to revoke, at any time, a certificate they may have issued as a result of such false or misleading information or if material information has been withheld.

Payment Details

Online payment: 7472923590946384104627;

Payment date: 15/05/2025 07:59:00

Created: 15/05/2025 07:59