



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 100715662-001

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:

4 BRIDGE ROAD

Address 2:

BALERNO BRIDGE

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

BALERNO

Post Code:

EH14 7AH

Please identify/describe the location of the site or sites

Northing

666804

Easting

316230

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:	Calton Planning + Development		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Emily	Building Name:	10
Last Name: *	Bates	Building Number:	
Telephone Number: *	07586 081678	Address 1 (Street): *	Rutland Square
Extension Number:		Address 2:	
Mobile Number:	07586081678	Town/City: *	Edinburgh
Fax Number:		Country: *	Scotland
		Postcode: *	EH1 2AS
Email Address: *	emily@caltonplanning.co.uk		
Is the applicant an individual or an organisation/corporate entity? *			
☐ Individual ☒ Organisation/Corporate entity			

Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	St. Mungo's Church Balerno
First Name: *	Eric	Building Number:	
Last Name: *	Adair	Address 1 (Street): *	St. Mungo's Ministry Centre
Company/Organisation	St Mungo's Episcopal Church	Address 2:	46b Bavelaw Road
Telephone Number: *		Town/City: *	Balerno
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH14 7AE
Fax Number:			
Email Address: *			

Type of Application

This application is to ascertain which one of the following would be lawful: *

- ☒ An existing use of buildings or land.
- ☐ An existing operation of development.
- ☐ Any other matter constituting a failure to comply with any condition or limitation subject to which planning permission has been granted.

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

Description of Existing Use, Buildings or Operations

Describe the existing uses, building works or operations for which you want a certificate of lawfulness: * (Max 500 characters)

The CLEUD application seeks confirmation that the lawful use of the premises and associated land is Use Class 10 'Non-residential Institution.' Please refer to enclosed covering letter prepare by Calton Planning + Development for full details.

Existing Use Class

If a certificate of lawfulness is sought for either an existing use or an existing use in breach of a condition, please state the Use Class as described in the Town and Country Planning (Use Classes) (Scotland) Order 1997 the use relates to: *

Class 10 Non-residential Institutions

Is there more than one use of activity/operation? *

☐ Yes ☒ No

Grounds for Application for Certificate of Lawfulness

Please state the grounds under which the certificate is sought: *
(Note: at least one option must be selected)

- ☒ The use began more than 10 years before the date of this application and has operated continuously.
- ☐ The use, building works, or operations in breach of condition began more than 10 years before the date of this application.
- ☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☐ The operations (for instances, building or engineering works) were substantially completed more than 4 years before the date of the application.
- ☐ The use as a single dwelling house began more than 4 years before the date of this application.
- ☐ Other – specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Are there any existing planning permission, Certificates of Lawfulness, enforcement notices or breach of condition notices affecting the application site?

☐ Yes ☒ No

Information in Support of a Certificate of Lawfulness

When did the use or activity begin, and/or when were the building works or operations substantially Completed? * 22/01/2004

What information or documentation are you providing with your application to support this date? *

- ☒ A plan
- ☒ Evidence to substantiate your grounds of application
- ☒ Other supporting information

Please describe in further detail, the supporting information that you are providing: * (Max 500 characters)

- Original Planning Permission (and approved redline boundary); • Location Plan; • Sworn Affidavit(s); • Annual Counselling Reports; • Electricity / Gas Records; • Insurance Records; • Non-domestic Rates; and • Annual Accounts. Please refer to enclosed covering letter and supporting evidence pack (prepared by Calton Planning + Development) for full details.

In the case of an existing use or activity, including an existing use or activity in breach of conditions, has there ☐ Yes ☒ No
Been any interruption or material change to the continuous use? *

Does the application for a Certificate relate to a residential use where the number of residential units has ☐ Yes ☒ No
Changed?

Please explain why you consider a Certificate of Lawfulness should be granted: * (Max 500 characters)

The rationale to apply for the CLEUD relates to the planning history of the premises and the lawful use as Class 10 – Non-residential Institutions. The evidence confirms that the premises has continuously been operated under Class 10 since 2004 – a period in excess of 20 years. Reference should be made to the letter for full details.

Pre-Application Discussion

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

Any other Particulars or Supplementary Information

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

Reference should be made to the supporting covering letter prepared by Calton Planning + Development and the evidence pack.

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)

- Original Planning Permission ref. 03/04129/FUL (and approved redline boundary); • Location Plan; • Sworn Affidavit; • Annual Counselling Reports; • Electricity / Gas Records; • Insurance Records; • Non-domestic Rates; and • Annual Accounts.

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 of Existing Use or Development

The burden of 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 the required 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 evidence provided in support of your application. * ☒ 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 been received by the planning authority.

Declare – Certificate of Lawfulness – Existing 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: Miss Emily Bates

Declaration Date: 27/06/2025

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.

Fee Exemption Reason

I have arranged to pay my fee directly to my Authority

See enclosed letter for request for fee waiver.