

# APPLICATION FOR PRIOR NOTIFICATION AND PRIOR APPROVAL

Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended) Schedule 1, Parts 1A, 2I, 6, 7, 13, 20 and Part 23  
Permitted Development Classes 6G, 6H, 7A, 9M, 18, 18B, 18C, 20A, 22, 22A, 22B, 40, 67 and 70

**Please refer to the accompanying Guidance Notes when completing this application**

Please note that users wishing to make applications for **Prior Notification or Prior Approval for free standing domestic wind turbines (Class 6G), alterations to and replacement of windows in conservation areas in certain circumstances (Class 7A), solar canopies and related battery storage (Class 9M), peatland restoration projects (under Class 20A), the conversion of existing agricultural/forestry buildings or commercial use (under Classes 18B, 22, 22A or 22B) or for the erection of a building solely for the protection of plant or machinery on operational land used for electricity undertakings permitted under class 40** are asked to apply using this form and submitting that directly to their planning authority.

Applications for these classes **CANNOT** be completed using the online form on the [ePlanning site](#)

| 1. Applicant's Details |                           | 2. Agent's Details (if any) |  |
|------------------------|---------------------------|-----------------------------|--|
| Title                  | Mr                        | Ref No.                     |  |
| Forename               | Craig                     | Forename                    |  |
| Surname                | Robertson                 | Surname                     |  |
| Company Name           | City of Edinburgh Council | Company Name                |  |
| Building No./Name      | Waverley Court            | Building No./Name           |  |
| Address Line 1         | 4 East Market Street      | Address Line 1              |  |
| Address Line 2         |                           | Address Line 2              |  |
| Town/City              | Edinburgh                 | Town/City                   |  |
| Postcode               | EH8 8BG                   | Postcode                    |  |
| Telephone              |                           | Telephone                   |  |
| Mobile                 |                           | Mobile                      |  |
| Fax                    |                           | Fax                         |  |
| Email                  |                           | Email                       |  |

## 3. Location of Proposed Development

Address

Portobello Community Centre  
3 Adelphi Grove  
EDINBURGH  
EH15 1AP

Note: If a full site address does not exist please clearly identify the location in accompanying documentation

#### 4. Proposed Farm or Forestry Works under Class 18 or 22

Are you proposing Farm or Forestry Works?

☐ Yes ☒ No

What farm or forestry related works are proposed?

☐ A new building

☐ An extension to an existing building

☐ An alteration to an existing building

☐ Formation or alteration of a private way

Please state the dimensions of the new building or extension (in metres):

Length:

Height to Eaves:

Breadth:

Height to Ridge:

Please describe the external materials to be used:

a. Wall materials and colour

b. Roof materials and colour

☐ If this application is for the formation or alteration of a private way, you must include a site plan giving details of the location of the private way. Please indicate that you have done so by ticking this box.

Please describe the materials to be used and the manner of construction of the private way.

Please describe the proposed design of the private way.

What is the purpose of the proposed development?

## 5. Demolition under Class 70

Are you proposing to demolish:

- (i) a dwellinghouse? ☐ Yes ☒ No
- (ii) a building containing one or more flatted dwellings? ☐ Yes ☒ No
- (iii) a building housing a mutual wall with, or housing a main wall adjoining the main wall of a dwellinghouse? ☐ Yes ☒ No

Please describe the building and explain why it is to be demolished.

## 6. Installation, alteration or replacement of free standing wind turbine within the curtilage of a dwelling under Class 6G

Are you proposing to install a freestanding domestic micro-wind turbine? ☐ Yes ☒ No

Before proceeding, please confirm the following criteria are met:

- (i) The new wind turbine would mean there is no more than one freestanding turbine within the property boundary. ☐ Yes ☐ No
- (ii) The wind turbine would be no less than a distance, in metres, of the height of the turbine plus 10% of that height from the boundary of a neighbouring residential property. ☐ Yes ☐ No
- (iii) The blade tip height of the turbine does not exceed 15m ☐ Yes ☐ No
- (iv) The lowest part of the blade is not less than 5m from ground level ☐ Yes ☐ No
- (v) The wind turbine would not be within a conservation area. ☐ Yes ☐ No
- (vi) The wind turbine would not be within a World Heritage Site. ☐ Yes ☐ No
- (vii) The wind turbine would not be within a Site of Special Scientific Interest. ☐ Yes ☐ No
- (viii) The wind turbine is not within a site of archaeological interest. ☐ Yes ☐ No
- (ix) The wind turbine would not be within the curtilage of a listed building. ☐ Yes ☐ No
- (x) The turbine and blades are a uniform colour. ☐ Yes ☐ No
- (xi) The installation of the turbine would be in accordance with MCS 020 planning standards for wind turbines or equivalent standards. ☐ Yes ☐ No

**If the answers to ANY of the above questions are NO, then you cannot use this form. Please speak to your planning authority about this.**

**If the answers to ALL of the above questions are YES, then please proceed and complete the following section.**

Please provide a description of the proposed development detailing the design, size, location and appearance of the wind turbine.

Have you provided plan indicating the site of the proposed development and location of the proposed development within the site? ☐ Yes ☐ No

#### 7. Domestic Air-Source Heat Pumps under class 6H

Are you proposing to install a domestic air-source heat pumps? ☐ Yes ☒ No

Please describe the siting and external appearance of the proposed air-source heat pump

Please explain how the proposed location minimises its effect on the amenity of the area

#### 8. Digital Communications under class 67

Are you proposing works by or on behalf of an electronic communications code operator? ☐ Yes ☒ No

What telecommunications works are proposed?

- |                                                                                                |                                                |
|------------------------------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> erect new mast                                                        | <input type="checkbox"/> apparatus             |
| <input type="checkbox"/> dish/other antenna (NOT small cell systems or Reg. 2020/1070 systems) | <input type="checkbox"/> underground apparatus |

Please provide a description of the proposed development including its siting appearance and dimensions (including the height of any mast and, if relevant, the height of any apparatus attached to the mast/building to the extent that it would protrude above the highest part of the mast/building).

## 9. Peatland Restoration under class 20A

- Are you proposing works on peatland to restore that peatland? ☐ Yes ☒ No
- Has funding by the Scottish Government or one of its partner organisation under the [Peatland Action] scheme been sought or obtained for this peatland restoration project? ☐ Yes ☐ No
- Has registration under the IUCN Peatland Code been sought or concluded for this peatland restoration project? ☐ Yes ☐ No
- Do your proposals include the removal, felling, lopping or topping of trees? ☐ Yes ☐ No
- Have you included in your peatland restoration scheme the requested date, or the latest date, by which restoration operations will be completed? ☐ Yes ☐ No
- Have you submitted with this form i) a peatland restoration scheme; and ii) a location plan? ☐ Yes ☐ No

## 10. Conversion of Existing Agricultural/Forestry Buildings to Residential or Commercial Use under Class 18B, 18C, 22A or 22B

Are you proposing to convert an existing building to?

- (i) a residential use? ☐ Yes ☒ No
- (ii) a flexible commercial use? ☐ Yes ☒ No

Please provide a description of the proposed development, including a description of any change of use, building operations and materials to be used:

Have you submitted the following with this form:

- (i) a location plan? ☐ Yes ☐ No
- (ii) other plans and drawings to describe the development? ☐ Yes ☐ No
- (iii) any other supporting information or details? ☐ Yes ☐ No

How many dwellings are proposed?

If flexible commercial floorspace is proposed:

(i) what type of use is proposed?

(ii) what is the total area?

 sqm

Are you proposing a new or altered vehicle access to or from a public road?

☐ Yes ☐ No

Are you proposing any changes to public paths, public rights of way or affecting any public rights of access?

☐ Yes ☐ No

How many vehicle parking spaces are proposed?

Is the building currently in agricultural or forestry use?

☐ Yes ☐ No

If not currently in use, when was the building last used for agricultural or forestry purposes?

Was the building constructed after 4 November 2019?

☐ Yes ☐ No

Is the building a listed building?

☐ Yes ☐ No

Is the building located in or on any of the following:

(i) Croft land?

☐ Yes ☐ No

(ii) The curtilage of a listed building?

☐ Yes ☐ No

(iii) A site of archaeological interest?

☐ Yes ☐ No

(iv) A safety hazard area?

☐ Yes ☐ No

(v) A military explosives area?

☐ Yes ☐ No

If the building is an agricultural building, what is the SGRPID Agricultural Holding Number?

Previous development within the same agricultural holding

Have any buildings within this agricultural unit been previously converted using permitted development rights:

(i) to residential use?

☐ Yes ☐ No

(ii) to flexible commercial use?

☐ Yes ☐ No

**If you have answered YES to EITHER of the above questions, please answer the following questions in this section:**

What is the cumulative total number of any dwellings provided?

What is the cumulative total amount of commercial floorspace provided?

Please provide application references for previous development(s):

## 11. Alteration or replacement of an existing window as set out in Class 7A

Before proceeding, please confirm the following criteria are met:

1. The property is situated within a conservation area ☒ Yes ☐ No
2. The window to be altered/replaced is located on the principal elevation or side elevation, where side elevation fronts a road ☒ Yes ☐ No
3. The alteration/replacement window is not the same, or substantially not the same, as the window to be altered/replaced in respect of any of the following –
  - (i) the manner in which the window is opened and closed. ☐ Yes ☒ No
  - (ii) the number, orientation and colour of the panes comprised in the window ☐ Yes ☒ No
  - (iii) the dimensions and colour of the frame of the window or any astragal bars comprised in the window ☐ Yes ☒ No

**If you have answered YES to Questions 1 and 2 and yes to any part of Question 3, please proceed and complete the following questions in this section.**

Please provide a description of the proposed development and the materials to be used:

Have you provided plan indicating the site of the proposed development and location of the proposed development within the site?

☒ Yes ☐ No

## 12. Installation, Alteration or Replacement of Battery Storage wholly or primarily associated with the operation of a Solar Canopy permitted under Class 9M

Note: Class 9M prior notification and prior approval applies only to battery storage and/or related equipment and whether or not that development is carried out at the same time as any other Class 9M development.

1. Are you proposing to install, alter or replace battery storage wholly or primarily associated with the operation of a Solar Canopy permitted? ☐ Yes ☒ No
2. Are you proposing to install alter or replace equipment (including equipment housing) necessary for the operation of the battery storage? ☐ Yes ☒ No
3. Are you proposing to do both of the above? ☐ Yes ☒ No

**If you have answered YES to ANY of the above, please answer the following questions:**

4. Would the development be:
  - (i) outside a qualifying parking area ☐ Yes ☐ No
  - (ii) less than 5 metres from a road ☐ Yes ☐ No
  - (iii) within the curtilage of a dwellinghouse or building containing one or more flats. ☐ Yes ☐ No
  - (iv) within 10 meters of the curtilage of a dwellinghouse or building containing one or more flats. ☐ Yes ☐ No

(v) within 3 kilometres of an aerodrome or technical site. ☐ Yes ☐ No

(vi) be more than 3m in height above the surface used for parking vehicles ☐ Yes ☐ No

(vii) within a:

- (a) site of archaeological interest;
- (b) national scenic area;
- (c) historic garden or designed landscape;
- (d) historic battlefield;
- (e) conservation area;
- (f) National Park;
- (g) World Heritage Site; or
- (h) Curtilage of a listed building.

☐ Yes ☐ No

(viii) On the roof of a building ☐ Yes ☐ No

(ix) On the top level of an open top multi-storey car park ☐ Yes ☐ No

5. Would:

(i) any individual battery storage unit or piece of related equipment (including equipment housing) be greater than 29 cubic metres in size? ☐ Yes ☐ No

(ii) the cumulative size of battery storage units and pieces of related Equipment (including equipment housing) in the qualifying parking area be more than 58 cubic metres in size? ☐ Yes ☐ No

(iii) any illumination or lighting forming part of the development not be directed towards the used for the parking of vehicle or illuminate more than the immediate area of the development? ☐ Yes ☐ No

**If ANY of the above answers in 4 and 5 is YES, this form is not applicable. Please speak directly to your planning authority about this.**

**If the answer to ALL of the above questions in 4 and 5 relating to the location size or lighting of the development is NO, then please answer the following questions in this section.**

Please provide a description of the proposed development.

Have you included a plan or plans indicating the location of the site of the proposed development and location of the proposed development within the site? ☐ Yes ☐ No

**13. The erection of a building solely for the protection of plant or machinery on operational land used for electricity undertakings permitted under class 40 (1)(e)**

1. Are you proposing development by or on behalf of a licence holder identified at Section 6 of the Electricity Act 1989? ☐ Yes ☒ No
2. Will the development take place on 'operational land' used, and in which an Interest is held, for the purposes of electricity undertakings as defined at sections 215 and 216 of the Town and Country Planning (Scotland) Act 1997? ☐ Yes ☐ No
3. Does the development comprise the erection of a building solely for the protection of plant or machinery? ☐ Yes ☐ No
4. Will the building be between 3m and 15m in height? ☐ Yes ☐ No

**If the answer is YES to ALL four above the above questions then please answer the following questions in this section.**

**If the answer to ANY of the above questions is NO, this form is not applicable. Please speak directly to your planning authority about this.**

Please state the dimensions of the new building (in metres):

Length:

Height to Eaves:

Breadth:

Height to Ridge:

Please describe the siting, design and external appearance of the new building; including the materials that are to be used:

Please explain how the proposed siting, design and external appearance of the building minimises its effect on the environment and amenity of the areas:

Have you submitted the following with this form:

- (i) A location plan? ☐ Yes ☐ No
- (ii) Other plans and drawings to describe the development? ☐ Yes ☐ No
- (iii) Any other supporting information or details? ☐ Yes ☐ No

#### 14. Planning Service Employee or Elected Member Interest

Are you, the applicant or the applicant's spouse or partner, a member of staff within the planning service or an elected member of the planning authority?

☐ Yes ☒ No

Are you / the applicant / the applicant's spouse or partner a close relative of a member of staff in the planning service or elected member of the planning authority?

☐ Yes ☒ No

If you have answered YES to either of these questions, please provide details:

#### 15. Declaration

I, the applicant/agent give prior notification to the planning authority that I am/the applicant is intending to carry out the works described in this form and the accompanying plans/drawings/ submissions.

I confirm that the information given in this form is true and accurate to the best of my knowledge.

Signature:

Name:

Craig Robertson

Date:

03/11/2025

Any personal data that you have been asked to provide on this form will be held and processed by your planning authority in accordance with the relevant Data Protection Legislation.