



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 100732189-001

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: 1 GLOUCESTER PLACE

Address 2: STOCKBRIDGE

Address 3:

Address 4:

Address 5:

Town/City/Settlement: EDINBURGH

Post Code: EH3 6EE

Please identify/describe the location of the site or sites

[Empty text box for site location description]

Northing 674359

Easting 324767

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:	ZONE Architects		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	ZONE	Building Name:	
Last Name: *	Architects Ltd	Building Number:	211
Telephone Number: *	0131 551 1973	Address 1 (Street): *	Granton Road
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH5 1HD
Email Address: *	david@zonearchitects.co.uk		

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

Individual Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Ms	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *	Catherine	Building Number:	1
Last Name: *	Richardson	Address 1 (Street): *	Gloucester Place
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	UK
Mobile Number:		Postcode: *	EH3 6EE
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)

To confirm that the works in respect of planning application ref 16/04541/FUL are lawful insofar as work commenced before the three year time deadline noted in Informative no. 2 of the Consent.

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 9 Houses

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).

If Other, please explain: * (Max 500 characters)

This Certificate is sought to certify that the works to separate the property as per Consent ref 16/0451/FUL commenced prior to the end of the three year deadline specified in Informative no. 2 of the Consent. The works should be complete by the Spring of 2026.

Are there any existing planning permission, Certificates of Lawfulness, enforcement notices or breach of condition notices affecting the application site? Yes No

Please State date and reference numbers and details of any condition being breached.

Reference Number: *

Date of condition: *

Details of condition: * (Max 500 characters)

2. No development shall take place on the site until a 'Notice of Initiation of Development' has been submitted to the Council stating the intended date on which the development is to commence. Failure to do so constitutes a breach of planning control, under Section 123(1) of the Town and Country Planning (Scotland) Act 1997.

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? *

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)

- advice from Edinburgh Building Standards indicating that a notice of initiation was given to them on 19 June 2019. - invoices from various builders for works carried out to the property during the course of 2019. - notes of minutes from site meetings during this time. - a plan showing the revised proposals which have been reduced in scale. A LBC application has now been submitted for these works and if considered appropriate a NMV application could be submitted for the FUL.

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

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

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

The applicant wishes to regularise the situation where for reasons due to poor health she has had to delay the building works. Essentially she wants to have all the paperwork relating to the property to be in good order. She acknowledges that an Initiation notice should have been submitted at the time and it was an oversight.

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)

Email conversation with Jackie McInnes starting on 16 October.

Title:

Ms

Other title:

First Name:

Jackie

Last Name:

McInnes

Correspondence Reference Number:

16/04541/FUL

Date (dd/mm/yyyy):

16/10/2025

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)

- Email re start of work 16_04064_WARR 1 Gloucester Place. - 434-001-B - drawing showing proposed floor plans (reduced scope from the consented scheme) - 19.05.29 Pre-start meeting minutes 19.07.29.Site Meeting Notes AEF Electrical invoices 1 Gloucester Place Palmer-Campbell-Limited_Invoice_301 Palmer-Campbell-Limited_Invoice_304

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 need 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: Architects: ZONE Architects Ltd

Declaration Date: 06/11/2025

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: 7624503479806744804232;

Payment date: 06/11/2025 17:32:00

Created: 06/11/2025 17:32