



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 100733091-001

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: 7 MERCHISTON AVENUE

Address 2: MERCHISTON

Address 3:

Address 4:

Address 5:

Town/City/Settlement: EDINBURGH

Post Code: EH10 4PJ

Please identify/describe the location of the site or sites

[Empty text box for site location description]

Northing 672060

Easting 324314

### 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

## Applicant Details

Please enter Applicant details

Title:

Mr

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

Other Title:

Building Name:

First Name: \*

Anthony

Building Number:

7

Last Name: \*

Thornton

Address 1  
(Street): \*

merchiston avenue

Company/Organisation

Address 2:

Telephone Number: \*

Town/City: \*

edinburgh

Extension Number:

Country: \*

uk

Mobile Number:

Postcode: \*

eh10 4pj

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)

I have a timber french door with side lights on the 2nd floor of my house, for a front facing balcony. The doors are subject to the weather and rain water coming over the top of the flat roof. They are draughty, rattle, and are rotting beyond repair. They need to be replaced with something durable and energy efficient. Proposed replacement: a high quality double glazed uPVC door sympathetic to the building and area, in a heritage style (white finish, traditional panel design)

## 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

## 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)

"Dear Anthony Thornton, Thank you for your email. As your property is in a conservation area, a timber door would be preferred. However, should you wish to replace the existing door with a like-for-like replacement with the only change being uPVC, you could apply for a Certificate of Lawfulness. You may wish to consider a traditional style of door. Please see our website for details on submitting an application. I trust this clarifies matters. Regards, Jackie McInnes"

Title:

Ms

Other title:

First Name:

Jackie

Last Name:

McInnes

Correspondence Reference Number:

Date (dd/mm/yyyy):

14/11/2025

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)

I, the applicant, own and occupy the property along with my wife Angela Thornton and she has been notified of the application.

## 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)

Photos of existing door (5). Relevant pages from brochure from supplier. Word document outlining design and style of new proposed door.

## 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 Anthony Thornton

Declaration Date: 28/11/2025

### 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: 7643430031736765204250;

Payment date: 28/11/2025 15:16:00

Created: 28/11/2025 15:16