



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 100738856-002

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:

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

Post Code:

Please identify/describe the location of the site or sites

24/24b Coltbridge Terrace, Edinburgh, EH12 6AE

Northing

673426

Easting

322973

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:	Manson Associates		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Ross	Building Name:	
Last Name: *	Manson	Building Number:	25
Telephone Number: *	0131 225 2958	Address 1 (Street): *	Ainslie Place
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH3 6AJ
Email Address: *	ross.manson@mansonassociates.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: *	Julia Gillies	Building Number:	24
Last Name: *	and John Withington	Address 1 (Street): *	Coltbridge Terrace
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	United Kingdom
Mobile Number:		Postcode: *	EH12 6AE
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)

Amalgamation of ground and lower ground properties to form a single flatted dwelling including alterations internally and externally. The external alterations include the widening of existing window and door openings on the lower ground floor facing the garden.

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: *

Not in a Use Class

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)

A planning application (26/00054/FUL) was submitted for the same proposal as this CoL and the following was confirmed by letter "Following an assessment of your application, it is likely that the works are "permitted development" or "not development". Therefore your application is not being progressed and your fee will be returned. Please see the notes below for further information."

Title:	Mr	Other title:	
First Name:	Stephen	Last Name:	Leslie
Correspondence Reference Number:	26/00054/FUL	Date (dd/mm/yyyy):	20/01/2026

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)

Combine the basement 24b Coltbridge Terrace and ground floor flat 24 Coltbridge Terrace into a single dwelling. The proposal reverts to the original functionality of the property. The alterations to the basement level means the dwelling will become a three-bedroom property over two levels. There are external alterations which are illustrated on the submitted drawings and plans.

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)

2647-MA-00-DR-A-PA0100 P01 Proposed Basement & Ground Floor Plans 2647-MA-00-DR-A-PA0100 P01 Site Location Plan
2647-MA-00-DR-A-PA0301 P01 Existing Basement & Ground Floor Plans 2647-MA-XX-DR-A-PA3000 P01 Existing & Proposed 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 been 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 Ross Manson

Declaration Date: 22/01/2026

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