



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 100741957-001

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:

12 GILMORE PLACE

Address 2:

TOLL CROSS

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

EDINBURGH

Post Code:

EH3 9NQ

Please identify/describe the location of the site or sites

Northing

672739

Easting

324785

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:	Planning Services UK		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Thomas	Building Name:	
Last Name: *	Cochrane	Building Number:	37
Telephone Number: *	01412666666	Address 1 (Street): *	Dyfrig Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Shotts
Fax Number:		Country: *	United Kingdom
		Postcode: *	ML7 4DQ
Email Address: *	planning-applications@planning-services.co.uk		
Is the applicant an individual or an organisation/corporate entity? *			
☒ Individual ☐ Organisation/Corporate entity			

Applicant Details

Please enter Applicant details

Title:	Mrs	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	Flat 7
First Name: *	Yufen	Building Number:	
Last Name: *	Chen	Address 1 (Street): *	4 Muirston Road
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH11 2JJ
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)

Class 7 Guest House

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 7 Hotels and Hostels

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)

The interruption to trading during the COVID period, and the subsequent non-trading phase, did not result in a material change of use. The property continued to be overseen by a caretaker, and such caretaking presence does not amount to residential occupation for planning purposes. In any event, this presence did not occur for a continuous period of four years and therefore cannot give rise to a lawful residential use.

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? * 01/01/1985

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)

CLUED Justification Statement, Floor Plans and Photographic Evidence

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? *

If Yes, please provide further details: * (Max 500 characters)

The premises had to close during the COVID Pandemic, and had a caretaker thereafter, but not for a uninterpreted 4 year period

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)

This is Explained in the CLUED Justification Statement.

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)

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)

floor plans and Justification statement

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: Mr Thomas Cochrane

Declaration Date: 04/02/2026

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

This is a revision to a previous application where the fee has already been paid