

Mr Sfeir  
Flat 2 11 Rothesay Terrace  
Edinburgh  
EH3 7RY

**Date:** 21 February 2024

**Your Ref:**

Dear Mr Sfeir

**TOWN AND COUNTRY PLANNING SCOTLAND ACT 1997  
WE WOULD LIKE TO CHANGE EXISTING WOOD AND SASH WINDOWS TO  
NEW ONES WITH DOUBLE GLAZING WITH EXACTLY SAME WOOD SASH AND  
CASE. IT WILL BE THE SAME WINDOWS TO LOOK AT BUT WILL HELP WITH  
EXCLUDING DRAUGHTS. IT IS A BASEMENT FLAT. AT FLAT 2 11 ROTHESAY  
TERRACE, EDINBURGH, EH3 7RY  
REFERENCE NUMBER: 24/00833/LBC**

**INCOMPLETE APPLICATION**

Your application was assessed as incomplete on 21.02.2024.

Please take note of the following information if you are required to make additional payment or submit additional documents

**Planning Application No: 24/00833/LBC  
Scottish Government No: 100661826-001**

An incomplete application is one where the information submitted is either not sufficient to allow a proper assessment of the application or the proper certification/fees have not been submitted.

In this case, the application was determined to be deficient in the following respect(s):

- 01. Elevations required - at a scale of 1:50 or 1:100. Proposed work must be in colour and drawings must state material/finish details Please refer to Appendix 2 of the validation guidance below for full requirements.**
- 02. Sections required - at a scale of 1:50 or 1:100. Please refer to Appendix 2 of the validation guidance below for full requirements.**

[Scale of fees](#)

[Planning fee for short term let applications](#)

[ePlanning fee calculator](#)

[Validation Guidance](#)

You should note that your application cannot be registered until all the necessary additional information, forms and signatures have been submitted, and have been assessed as being correct. If the deficiencies are not corrected within 21 days of the date of this letter, the application will be returned to you. Any fee submitted will also be returned to you.

If you wish to discuss any of the issues raised please contact Sarah Forsyth directly at [sarah.forsyth@edinburgh.gov.uk](mailto:sarah.forsyth@edinburgh.gov.uk).

Yours sincerely

*Sarah Forsyth*

**Planning Technician**