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Request for information relating to Planning Enforcement Case Reference 25/00465/EOPDEV concerning the property at 13 Grindlay Street, Edinburgh, EH3 9AT.

The case was registered on or around 24 July 2025, and a closing report was issued on 1 August 2025.

Information Requested:

Correspondence:

A full copy of all internal and external correspondence, including but not limited to emails, letters, and electronic messages, held by the Council in relation to this enforcement case. With the exception of the online report from the enquirer concerning the alleged breach of planning control, Planning enforcement holds no other internal and external correspondence in relation to this enforcement case

A full copy of any correspondence between the Planning Enforcement department and any other Council department (such as Building Standards) regarding this case. Planning enforcement has had no correspondence with any other Council department (such as Building Standards) regarding this case.

A full copy of all correspondence between the Council and the developer, Hyperoptic Ltd., or any agent acting on their behalf (such as 'Elcom'), in relation to this case.

[Planning enforcement has had no correspondence with the developer, Hyperoptic Ltd., or any agent acting on their behalf \(such as 'Elcom'\), in relation to this case.](#)

Investigation Records

A full copy of all internal file notes, attendance notes, meeting minutes, and internal memoranda created or held by the Council in relation to this case. Planning enforcement holds no internal file notes, attendance notes, meeting minutes, or internal memoranda in relation to this case.

A full copy of the complete record of any site visit(s) undertaken by Council officers, to include:

The date and time of the visit(s).

[Date: 30 July 2025](#)

[Time: between 1:00pm and 2:00pm](#)

The attending officer.

[Assistant Planning Officer](#)

A full copy of all handwritten or typed notes made during or after the visit(s). No notes were taken during the site visit. Only photographic evidence was collected.

A full copy of all photographs and/or videos taken by the attending officer(s) during the visit(s).

Please see the photographs attached in the Site Visit document. No other notes were taken.

#### Decision-Making and Policy:

A copy of any internal report, submission, or recommendation prepared by the investigating officer for a manager in relation to the decision to close this case.

The report of handling for the case is publicly available to view on the [Planning and Building Standards online portal](#) under the case reference 25/00465/EOPDEV or site address. No other internal reports, submissions or recommendations are held by Planning enforcement.

A copy of any internal guidance, criteria, policy, or checklist used by Planning Enforcement officers to determine what constitutes a 'material effect on the external appearance of the building when viewed as a whole,' particularly in the context of a designated Conservation Area.

To determine what constitutes a 'material effect on the external appearance of the building when viewed as a whole,' is a matter of planning judgement based on planning case law – See *Burroughs Day v Bristol City Council* [1996].

A copy of any record demonstrating that the Council, in making its decision, paid the 'special attention' to the desirability of preserving or enhancing the character or appearance of the West End Conservation Area, as required by Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

The report of handling is the record of the Council's decision making. As the works do not constitute development, they do not fall within the remit of the planning Acts and consequently Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 does not apply.