

63467 Building Warrant Application

I would like to request the following information relating to Building Warrant application reference 25/02292/CCNBWO (alternative reference 500761701-001), submitted by agent Damini Sharma (Highfield House, St Nicholas Street, Coventry CV1 4BT) on behalf of applicant KitFox Ltd, concerning the internal fit-out and formation of temporary retail units within part of the former Debenhams store, Princes Street, Edinburgh.

The council portal shows that this application was handled by Building Standards case officer Keith Clark.

Specifically, I would like to request:

All electronically stored correspondence (including emails, letters, memos, and notes of telephone or in-person conversations) between Keith Clark (or any other case officer who handled this application) and the agent and/or applicant relating to this application, from the date of first contact regarding this application to the date of issuance of the warrant.

Please refer to the following attached documents:

[Mail 09.03.26 Keith Clark](#)

[Mail 13.03.26](#)

[Mail 16.06.25](#)

[Mail 22.10.25](#)

[Mail 23.02.26](#)

[Mail 25.03.26 Keith Clark](#)

[Mail 25.07.25](#)

[Mail 27.02.26](#)

[Mail 27.08.25_1](#)

[Mail 27.08.25_2](#)

[Mail Kitfox 04.04.25](#)

[Site Visit 27.08.25](#)

[Kitfox Letter](#)

[Criterion Letter](#)

[Mail 04.04.25 Criterion Capital](#)

[Mail 07.10.25 Keith Clark](#)

All documentation submitted by the agent and/or applicant as part of this application, including but not limited to:

The application form itself

Drawings, plans, and specifications submitted in support of the application

Structural, fire safety, or other technical reports or certificates

Please refer to the following attached documents:

[6850528-Application Form](#)

[6853313-Report-BS Structural Report1](#)

[6915604-Report-BS Report](#)

[6850522-Drawing-A Block Location Plan](#)

[6850527-Other-Electrical Installation Certificate](#)

[6850523-Report-Fire Risk Assessment Report](#)

[6850524-Report-Fire Risk Assessment 2](#)

[6850525-Report-Fire Risk Assessment 3](#)

[6850526-Report-Fire Risk Assessment 4](#)

Any supporting statements or design justifications.

Please refer to the following attached documents:

[6850523-Report-Fire Risk Assessment Report](#)

[6850524-Report-Fire Risk Assessment 2](#)

[6850525-Report-Fire Risk Assessment 3](#)

[6850526-Report-Fire Risk Assessment 4](#)

Any documents submitted in response to requests for further information from the council.

[There are no such documents held.](#)

Any internal case notes or records logged by Keith Clark (or other officers) that document the substance of communications with the agent/applicant, where these are not fully captured in the correspondence itself.

Please refer to the following attached document:

[63467 System Notes](#)

[Third party personal information has been redacted from the documents provided in compliance with the Data Protection Act 2018.](#)