

[REDACTED]

From: [REDACTED]
Sent: 27 February 2026 16:50
To: Keith Clark
Subject: RE: Princes St unauthorised works

Hi Keith
That looks good, only thing to add in somewhere is the request for the address to write to Kitfox Ltd. Think we progress with notice once Kitfox details provided. See reaction to the notice, then decide whether interdict is merited.

[REDACTED]

From: Keith Clark <Keith.Clark@edinburgh.gov.uk>
Sent: 26 February 2026 10:18
To: [REDACTED]@edinburgh.gov.uk>
Subject: RE: Princes St unauthorised works

Hi [REDACTED], my proposed email, I thought best to run it past yourself, am I serving a notice only or will we take action on the occupation of the units and go for an interdict

Dear [REDACTED]

**Unauthorised Occupation/Use of Buildings – Building (Scotland) Act 2003
109, 110, 111, 112 Princes Street & 144-150 Rose Street, Edinburgh**

I refer to my previous correspondence dated 23 October 2025 regarding the four unauthorised shop units erected within the former Debenhams store in Edinburgh.

As you are aware, this Department has sought to resolve this matter for a considerable period through Desanth from Kitfox Ltd. Although a Completion Certificate Where No Building Warrant Was Obtained was submitted to the Council on 22 August 2025, the information provided was insufficient to demonstrate that the works complied with the Building (Scotland) Regulations 2004. This was confirmed in correspondence to the agent acting on behalf of Kitfox Ltd on 11 September 2025. No further response has been received.

It is this Department's understanding that the unauthorised works were carried out under the instruction of Kitfox Ltd and at this stage I would ask you confirm this or advise accordingly.

As previously indicated, the regularisation of the unauthorised works will be prioritised. This may affect the handling and consideration of any requests for advice in respect of future Amendment of Building Warrant stages associated with the proposed conversion of the building to hotel use. Furthermore, should acceptance of the Completion Certificate Where No Building Warrant Was Obtained not be secured, the next stage of the application will be required to incorporate the construction of the four shop units.

As you will appreciate, a building warrant provides consent only for the works specified therein, accordingly, any subsequent stages relating to the proposed hotel conversion will be granted only where it is satisfactorily demonstrated that all proposed works comply fully with the Building (Scotland) Regulations 2004 and that the four shop units have been constructed in accordance with those Regulations.

It remains open to your tenant to regularise the unauthorised works by securing acceptance of the Completion Certificate Where No Building Warrant Was Obtained. However, no further stages of the building warrant application for conversion to hotel use will be approved until all works contained within the Kitfox submission have been completed to the satisfaction of this Council and a Completion Certificate has been formally accepted.

Considering the absence of any substantive response to date, I must advise that it is now the Department's intention to act in respect of the unauthorised works. You are therefore requested to provide a written response within seven days of receipt of this letter.

Regards
Keith

Please note that I do not work on Fridays.

Keith Clark [redacted] | Senior Building Standards Surveyor | Planning & Building Standards | Sustainable Development | Place Directorate | The City of Edinburgh Council | Waverley Court, Level G:2, 4 East Market Street, Edinburgh, EH8 8BG | keith.clark@edinburgh.gov.uk | [redacted] | www.edinburgh.gov.uk

National Customer Satisfaction Survey



Your views are important to us, please take a moment to
share your experience in the
[national customer satisfaction survey for building standards](#)

From: [redacted]

[\[redacted\]@edinburgh.gov.uk](mailto:[redacted]@edinburgh.gov.uk)>

Sent: 23 February 2026 15:15

To: Keith Clark <Keith.Clark@edinburgh.gov.uk>

Subject: RE: Princes St

Thanks Keith

Before serving a notice, can you go back to [REDACTED] and explain:

- No progress made re unauthorised work
- Can he provide the name and address of the person who requested the work to be carried out, understood to be Kitfox Ltd.

Once we receive that info, lets just get a notice served.

Thanks

[REDACTED]

From: Keith Clark <Keith.Clark@edinburgh.gov.uk>

Sent: 23 February 2026 11:20

To: [REDACTED] <[\[REDACTED\]@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>

Subject: RE: Princes St

Hi [REDACTED], this appears to be the last thing we sent out

Regards

Keith

Please note that I do not work on Fridays.

Keith Clark [REDACTED] | Senior Building Standards Surveyor | Planning & Building Standards | Sustainable Development | Place Directorate | The City of Edinburgh Council | Waverley Court, Level G:2, 4 East Market Street, Edinburgh, EH8 8BG | keith.clark@edinburgh.gov.uk | [REDACTED] | www.edinburgh.gov.uk

National Customer Satisfaction Survey



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[national customer satisfaction survey for building standards](#)

From: [REDACTED] <[\[REDACTED\]@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>

Sent: 19 February 2026 18:07

To: Keith Clark <Keith.Clark@edinburgh.gov.uk>

Subject: Princes St

Keith

Can you send me the last email you sent to [REDACTED]

Thanks