**Stopping Up Orders – Process and Checklist**

To aid submission of required documentation please use/consult the checklist.

Submit to SG – [planning.decisions@scotland.gsi.gov.uk](mailto:planning.decisions@scotland.gsi.gov.uk)

Where it is necessary to send hard copies of some or all of the required documents, they should be addressed to:

The Scottish Government

Planning and Architecture Division

Planning Decisions  
Area 2-H (South)   
Victoria Quay   
Edinburgh   
EH6 6QQ

Report from DPEA for Scottish Ministers consideration

PAD will issue decision on Order

If objection is maintained the case is sent to the Directorate for Planning and Environmental Appeals

If the objection is withdrawn the PAD will then return the Order to the Local Authority for Confirmation

If all in order PAD will issue a decision on Order

PAD commences internal processes.

PAD will acknowledge receipt and advise if any additional information is required.

Objectors maintain or withdraw their objection.

Scottish Government will issue decision on Order

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| STOPPING UP ORDER |  | |
| REFERENCE |  | |
| PLANNING AUTHORITY |  | |
| NAME OF PROPOSAL |  | |
| CONTACT DETAILS |  | |
| DATE ALL INFORMATION SUBMITTED |  | |
| DOCUMENTS TO BE SUBMITTED |  | |
| Original Order + map signed & sealed or witnessed | |  |
| Copies of Order + Map signed & sealed/certified | |  |
| Copy of Public Notice | |  |
| Copy of Adverts from Edin Gazette & Local Paper | |  |
| Copies of Objection(s) | |  |
| Council's comments on objection(s) | |  |
| Details of the proposed development | |  |
| Copies of relevant Committee papers | |  |
| Copy of Statement of Reasons | | □ |
| LEGISLATION | PARA 8 of SCHEDULE 16 | |