

# Correspondence from DPEA re Guidance Note 29

We received this email from DPEA yesterday. It will be of interest to anyone preparing to take part in Inquiries. There are a lot of changes to document submission and listings as well as an expected Inquiry time table that folk might not be aware of.

“As you will be aware a new document management process was introduced earlier this year through Guidance Note 29. We have been monitoring its implementation and have become aware of a couple of teething issues. We have also had some helpful feedback from those who have used or are using the new process. Accordingly, we have revised the guidance note and this is attached for information. This will shortly be published on our website, replacing the previous version.

A couple of points to note:-

– we are aware that there can be a lot of Foundation Documents especially where the EIA report has been sent to us in separate chapters, with the figures and appendices also separated into numerous different documents. We do not consolidate what has been submitted; the document list will replicate how we receive the application either direct from the appellant or from the ECU. While we appreciate that this can result in long documents lists, it does make it easier to find specific figures for example and it is helpful when we are hyperlinking our reports to Scottish Ministers.

– we appreciate that using lots of ‘00s’ in the unique document prefixes and numbers can be a bit cumbersome when it comes to referring to documents at the inquiry and/or hearing session. However documents need to be numbered 001, 002, 003 etc so that they can be correctly sorted on our case management system and on the website.

We will continue to monitor how the process is working and we always welcome your feedback.

Thanks

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[GN29 v2 final for publishing](#)