

FILING INSTRUCTIONS

RELEASE 31

Below are the filing instructions for Release 31 of *the Scottish Planning Encyclopedia*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 30 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit www.sweetandmaxwell.co.uk/catalogue/looseleafs.

VOLUME 1

Remove old pages

Insert new pages

Preliminary pages

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Checklist 1 – 8

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Checklist 1 – 8

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Division B – contd

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You have now finished filing Volume 1

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Remove old pages

Insert new pages

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Con D – Con D/3
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Remove old pages

Insert new pages

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Con E – Con E/1
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VOLUME 4

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Division G		
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You have now finished filing Volume 4