

# FILING INSTRUCTIONS

## RELEASE 32

Below are the filing instructions for Release 32 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 31 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](http://www.sweetandmaxwell.co.uk/catalogue/looseleafs).

## VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Preliminary pages</b>		
	Contents vii – xii	Contents vii – xii/2
	Contents xix – xx	Contents xix – xx
	Filing Instructions 1 – 4	Filing Instructions 1 – 4
	Checklist 1 – 8	Checklist 1 – 8
<b>Service Information</b>		
	S.I. 1 – S.I. 8	S.I. 1 – S.I. 8
<b>Tables</b>		
<b>Cases</b>	T1 – T12	T1 – T12
<b>Statutes</b>	T13 – T38	T13 – T36
<b>Statutory</b>	T39 – T70	T37 – T64
<b>Instruments</b>		
<b>NPGs, NPPGs and</b>	T71 – T82	T65 – T68
<b>SPPs</b>		
<b>PANs</b>	T83 – T102	T69 – T72
<b>Circulars</b>	T103 – T116	T73 – T80
<b>Division A</b>		
	A401 – A410	A401 – A410
	A413 – A422	A413 – A422
<b>Division B</b>		
	B37 – B38/2*	B37 – B38/2
	*Do not remove pages B38/3 – B38/4	
	B38/5 – B38/6	B38/5 – B38/6

B63 – B66  
 B307 – B312/2  
 B339 – B340

B63 – B66/2  
 B307 – B312/2  
 B339 – B340/2

**You have now finished filing Volume 1**

**VOLUME 2**

*Remove old pages*

*Insert new pages*

**Division C**

Con C – Con C/1	Con C – Con C/1
C67 – C68	C67 – C68
C71 – C72	C71 – C72
C117 – C118	C117 – C118
C129 – C130	C129 – C130
C133 – C134	C133 – C134
C175 – C178	C175 – C178
C195 – C196	C195 – C196
C221 – C222	C221 – C222
C229 – C232	C229 – C232
C245 – C246	C245 – C246
C291 – C292	C291 – C292
C303 – C316/2	C303 – C316/2
C350/19 – C350/26/2	C350/19 – C350/26
C359 – C362	C359 – C362
C371 – C374	C371 – C374
C416/1 – C416/2	C416/1 – C416/2
C431 – C440	C431 – C440/2
C453 – C454	C453 – C454
C501 – C506	C501 – C506
C509 – C518/2	C509 – C518
C523 – C524	C523 – C524
C557 – C558	C557 – C558/2
C573 – C574	C573 – C574/2
C579 – C586	C579 – C586/2
C589 – C590	C589 – C590
C599 – C600/2	C599 – C600/2
C619 – C620/2	C619 – C620/2
C627 – C628	C627 – C628
C643 – C644	C643 – C644/26

**Division D**

Con D – Con D/3	Con D – Con D/3
D483 – D484*	D483 – D484
*Do not remove pages D484/1 – D484/2	
D484/3 – D484/4	D484/3 – D484/4

D509 – D510

D509 – D510/6

**You have now finished filing Volume 2**

**VOLUME 3**

*Remove old pages*

*Insert new pages*

**Division E**

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Con E – Con E/1  
E181 – E194  
E243 – E296

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Con E – Con E/1  
E181 – E194  
E243 – E260

**You have now finished filing Volume 3**

**VOLUME 4**

*Remove old pages*

*Insert new pages*

**Division G**

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Con G/4 – Con G/5  
G1419 – G1420

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Con G/4 – Con G/5  
G1419 – G1474

**Index**

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II – II10/2

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II – II10

**You have now finished filing Volume 4**

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