



# **Historic Scotland Publication Scheme**

**Produced as required by the Freedom of Information (Scotland) Act 2002**

**Revised May 2009**

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## **SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

The aim of the Scheme is to improve public awareness, to release as much information as possible, and to make it easy for you to locate the information you need.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to access information not available under the scheme.

## **SECTION 2: ABOUT HISTORIC SCOTLAND**

Historic Scotland is an Executive Agency of the Scottish Government. All functions performed by the Agency are carried out on behalf of Scottish Ministers. It is headed by a Chief Executive who is responsible to Scottish Ministers, within the terms of its Framework Document, for its management, performance and future development.

The Agency's aims are

- to care for, protect and enhance the historic environment;
- to secure greater economic benefits from the historic environment; and
- to help people value, understand and enjoy the historic environment.

The main functions which Historic Scotland carry out on behalf of Scottish Ministers are:

- caring for and presenting to visitors the historic environment properties for which Scottish Ministers are responsible;
- maintaining the statutory schedule of monuments of national importance and the statutory list of buildings of architectural or historic interest;
- considering proposals for alterations to scheduled monuments and listed buildings;
- providing financial assistance towards the conservation and enhancement of the historic environment;
- providing guidance on the management of the historic environment; and
- advising on policy for the historic environment.

The Historic Scotland Board consists of the Chief Executive together with Directors of each of the Groups detailed below and six non-Executive Directors.

Historic Scotland's funding is voted on and approved by the Scottish Parliament. Approximately one third of that funding is generated from Historic Scotland's commercial activities.

The Agency is divided into 7 main areas of operation:

### **Communications and Media**

Communications and Media is responsible for internal and external communications including management and development of the HS web site.

### **Properties in Care (PIC)**

PIC is responsible for the conservation and management of over 300 properties in the direct care of the Scottish Ministers. It is divided into functional areas:

- Conservation and Maintenance
- Major Projects
- Understanding and Access and
- Visitor Services and Business Development.

### **Historic Scotland's Inspectorate**

Historic Scotland's Inspectorate is responsible for protecting and providing advice on the management of the most important parts of Scotland's historic environment, including listed buildings, scheduled monuments, wreck sites and gardens and designed landscapes. It also gives grant-aid for the conservation and repair of ancient monuments and for rescue archaeology. Responsibility for

Historic Scotland's role as a consultative body under the Strategic Environmental Assessment Regulations and managing Historic Scotland's role in the interface between the planning system and the historic environment will move to the Inspectorate from Policy Group from August 2008.

The Inspectorate's work is carried out in seven functional areas as follows:

- Chief Inspector's Office
- Listing Team
- Scheduling Team
- Casework Team
- Archaeology Programmes and Grants Advice Team
- Administration Team
- Development Assessment Team (from August 2008)

### **Policy Group**

Policy Group provides policy advice and support to Scottish Ministers on matters affecting the historic environment. Other areas of work include co-ordinating the publication of the Scottish Historic Environmental Policy series, responsibility for the Historic Environment Grants Scheme, the Agency's support for the voluntary sector, sponsorship of the Historic Environment Advisory Council for Scotland (HEACS) and responsibility for international matters including ensuring the requirements of the World Heritage Convention are met in relation to Scottish cultural sites. This Group includes the following teams:

- National Policy
- International Policy
- Investment and Projects
- HEACS Secretariat

### **Technical Conservation Group (TCG)**

TCG works towards improving the quality and standards of conservation of the historic environment in Scotland. It offers a broad spectrum of services to the public, building owners, professional groups and the building industry.

TCG commissions research and negotiates partnerships leading to the publication of Technical Advice Notes and other technical manuals that promote best practice in conservation and supports skills training.

TCG operates a grants scheme to raise technical standards in the conservation, repair and maintenance of traditional buildings in Scotland. The technical team also provides advice and support to the general public and practising contractors.

TCG Applied Conservation Unit also carries out conservation work on architectural elements in the care of Historic Scotland.

### **Finance**

Finance Group is responsible for finance and procurement, including best value and risk management. The Group also includes Corporate Development and Information Management Unit, responsible for continuous improvement in the Agency and Information Systems Unit.

### **Human Resources (HR)**

HR is responsible for all aspects of personnel, accommodation, support services and health and safety.

## **SECTION 3: PREPARING THE PUBLICATION SCHEME**

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

In preparing this publication scheme Historic Scotland has reviewed information requested since the Publication Scheme was launched and incorporated any feedback regarding previous versions of the Scheme.

## SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. *Section 12 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

### **Online:**

Most information listed in our publication scheme is available to download from our website. In many cases a link within *Section 12: Classes of Information* will direct you to the relevant page or document. Where no such link is present, you can use our website’s “Search” facility at <http://www.historic-scotland.gov.uk>. If you are still having trouble finding any document listed under our scheme, then please call the HS Fol Enquiry line for further assistance

Enquiry Line: +44(0)131 668 8713

Fax: +44(0)131 668 8899

### **By email:**

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

Email: [HS-Fol@scotland.gsi.gov.uk](mailto:HS-Fol@scotland.gsi.gov.uk)

### **By phone:**

Information can also be requested from us over the telephone. Please call the number below to request information available under this scheme.

Enquiry Line: +44(0)131 668 8713

Fax: +44(0)131 668 8899

### **By post:**

All information under the scheme will normally be available in paper copy form. Please address your request to:

Corporate Development and Information Management Unit  
Historic Scotland  
Longmore House  
Salisbury Place  
EDINBURGH  
EH9 1SH

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Our Charging Policy* for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Many classes of information are available directly from groups within Historic Scotland. Where this is the case, this is indicated under ‘Availability’ within the class with a link to one of the contact points provided below. All contact points are based at:

Historic Scotland  
Longmore House  
Salisbury Place

EDINBURGH  
EH9 1SH

**Communications and Media**

T: +44(0)131 668 8603

E: [hs.communications@scotland.gsi.gov.uk](mailto:hs.communications@scotland.gsi.gov.uk)

**Corporate Development and Information Management Unit**

T: +44(0)131 668 8742

E: [hs-foi@scotland.gsi.gov.uk](mailto:hs-foi@scotland.gsi.gov.uk)

**HS Board Secretariat**

E: [HS.Board.Secretariat@scotland.gsi.gov.uk](mailto:HS.Board.Secretariat@scotland.gsi.gov.uk)

**HS Inspectorate**

T: +44 (0) 131 668 8716

E: [hs.inspectorate@scotland.gsi.gov.uk](mailto:hs.inspectorate@scotland.gsi.gov.uk)

**HS Geographical Information Manager**

T: +44(0)131 668 8661

E: [hsgimanager@scotland.gsi.gov.uk](mailto:hsgimanager@scotland.gsi.gov.uk)

**HS Library**

T: +44(0)131 668 8651

E: [hs.library@scotland.gsi.gov.uk](mailto:hs.library@scotland.gsi.gov.uk)

**HS Secretariat**

T: +44(0)131 668 8693

E: [ps/historicscotland@scotland.gsi.gov.uk](mailto:ps/historicscotland@scotland.gsi.gov.uk)

**Human Resources**

T: +44(0)131 668 8875

E: [hshrgeneral@scotland.gsi.gov.uk](mailto:hshrgeneral@scotland.gsi.gov.uk)

**Policy Group (PG)**

Investment and Projects Team

T: +44(0)131 668 8801

E: [hs.grants@scotland.gsi.gov.uk](mailto:hs.grants@scotland.gsi.gov.uk)

National and International Policy

T: +44(0)131 668 8086

E: [hs.policy@scotland.gsi.gov.uk](mailto:hs.policy@scotland.gsi.gov.uk)

HEACS Secretariat

T: +44(0)131 668 8987

E: [heacs@scotland.gsi.gov.uk](mailto:heacs@scotland.gsi.gov.uk)

**Properties in Care (PIC) Group:**

**Visitor Services & Business Development**

Visitor Services

T: +44(0)131 668 8781

E: [mandy.wood@scotland.gsi.gov.uk](mailto:mandy.wood@scotland.gsi.gov.uk)

Business Development

T: +44(0)131 668 8956 (Admissions)

E: [gillian.crowther@scotland.gsi.gov.uk](mailto:gillian.crowther@scotland.gsi.gov.uk)

T: +44(0)131 668 8830 (Events)

E: [hs.events@scotland.gsi.gov.uk](mailto:hs.events@scotland.gsi.gov.uk)

T: +44(0)131 668 8686 (Functions)

E: [hs.functions@scotland.gsi.gov.uk](mailto:hs.functions@scotland.gsi.gov.uk)

T: +44(0)131 657 3600 (Retail)

E: [hs.shop@scotland.gsi.gov.uk](mailto:hs.shop@scotland.gsi.gov.uk)

Marketing and Media

T: +44 (0)131 668 8952 (Marketing)

E: [laura.cheyne@scotland.gsi.gov.uk](mailto:laura.cheyne@scotland.gsi.gov.uk)  
T: +44(0)131 668 8731 (Media)  
E: [paul.spence@scotland.gsi.gov.uk](mailto:paul.spence@scotland.gsi.gov.uk)

### **Understanding and Access**

T: +44(0)131 668 8858 (Interpretation)  
E: [hs@interpretation@scotland.gsi.gov.uk](mailto:hs@interpretation@scotland.gsi.gov.uk)  
Cultural Resources Team  
T +44(0)131 668 8774  
E: [hs.crtenquiries@scotland.gsi.gov.uk](mailto:hs.crtenquiries@scotland.gsi.gov.uk)  
Education  
T: +44(0)131 668 8793  
E: [hseducation@scotland.gsi.gov.uk](mailto:hseducation@scotland.gsi.gov.uk)  
HS Photo Library  
T: +44(0)131 668 8647  
E: [hs.photolibrary@scotland.gsi.gov.uk](mailto:hs.photolibrary@scotland.gsi.gov.uk)  
Collections  
T : +44(0)131 668 8130  
E : [hs.collections@scotland.gsi.gov.uk](mailto:hs.collections@scotland.gsi.gov.uk)

### **Conservation and Maintenance**

T: +44(0)131 668 8678  
E: [hs.consandmain@scotland.gsi.gov.uk](mailto:hs.consandmain@scotland.gsi.gov.uk)

### **Major Projects**

T: +44(0) 131 668 8623  
E: [chris.watkins@scotland.gsi.gov.uk](mailto:chris.watkins@scotland.gsi.gov.uk)

### **Group Planning/ PIC HQ**

T +44(0)131 668 8737  
E: [eleanor.mitchell@scotland.gsi.gov.uk](mailto:eleanor.mitchell@scotland.gsi.gov.uk)

### **Technical Conservation Group(TCG)**

Historic Scotland Technical Conservation Group Technical Enquiry Team  
T: +44(0)131 668 8947  
E: [hs.technicalconservationgroup@scotland.gsi.gov.uk](mailto:hs.technicalconservationgroup@scotland.gsi.gov.uk)  
Conservation Publications Department  
T: +44(0) 131 668 8638  
E: [elizabeth.mcgrath@scotland.gsi.gov.uk](mailto:elizabeth.mcgrath@scotland.gsi.gov.uk)  
Historic Scotland TCG Applied Conservation  
T: +44(0)131 334 6367  
E: [liz.wood@scotland.gsi.gov.uk](mailto:liz.wood@scotland.gsi.gov.uk)

### **Other Contacts**

The following organisations may be of assistance if the information you are seeking is NOT available from Historic Scotland.

### **Scottish Government**

Fol Publication Scheme Enquiries  
T: 08457 741 741  
E : [ceu@scotland.gsi.gov.uk](mailto:ceu@scotland.gsi.gov.uk)

### **Royal Commission on the Ancient and Historic Monuments of Scotland**

T: +44(0) 131 662 1456

E: [info@rcahms.gov.uk](mailto:info@rcahms.gov.uk)

***Advice and assistance:***

If you have any difficulty identifying the information you want to access, then please contact Corporate Development and Information management Unit (details above) who will be happy to help.

## SECTION 5: INFORMATION THAT WE MAY WITHHOLD

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in *Section 12 – Classes of Information*. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is personal information, and its release would breach the data protection legislation. Where applicable we have indicated these under section 12.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

Important information relating to the work of Historic Scotland which is not published by Historic Scotland and therefore not included in this Publication Scheme includes material such as Acts of Parliament and subordinate legislation governing the work of Historic Scotland and answers given by Scottish Ministers to parliamentary questions. Copies of Acts of Parliament can be purchased from Her Majesty's Stationery Office or can be seen by visiting their website at: [http://www.hmso.gov.uk/information/access\\_information.htm](http://www.hmso.gov.uk/information/access_information.htm). Parliamentary Questions to the Scottish Ministers, and their answers, can be seen on the Scottish Parliament's website at: <http://www.scottish.parliament.uk/business/wa.htm>.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

## SECTION 6: OUR CHARGING POLICY

Unless otherwise stated in *Section 12 – Classes of Information*, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

### ***Reproduction costs:***

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

### ***Postage cost:***

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

There are also a small number of publications for which Historic Scotland makes a charge. These documents include items such as [Guidebooks](#), [Technical Advice Notes](#) and [Historic Scotland Images](#). These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. Details of any individual charges which differ from the above charging policy are provided within *Section 12 – Classes of Information*.

## **SECTION 7: OUR COPYRIGHT POLICY**

Historic Scotland is a Crown body and the information we produce is subject to Crown copyright, which is administered by the Queen's Printer for Scotland. The material listed in this publication scheme is Crown copyright unless stated otherwise. The copyright in some of the material which may be found in this publication scheme has been waived. This means that you can re-use this material freely. Categories of material for which copyright has been waived include: press notices, legislation, and explanatory notes on the legislation, ministerial speeches, consultation documents, documents featured on official websites (except where expressly indicated otherwise), headline statistics and unpublished public records. More details of these and other categories can be found at: <http://www.ogps.gov.uk>

For other types of material, the supply of documents under the Freedom of Information (Scotland) Act 2002 (FOISA) does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any of the material included in this publication scheme may be reproduced under the fair dealing provisions of the Copyright, Designs and Patent Act 1988 (sections 29 and 30) for the purposes of research and non-commercial purposes, private study, criticism, review and new reporting.

Details of the arrangements for re-using Crown copyright material can be found on the website of the Office of Public Sector Information at <http://www.opsi.gov.uk/click-use/index.htm>

Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned.

## **SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY**

### **Records Management**

HS follows an internal Records Management Strategy and Policy, which are available under this Publication Scheme, and support the Code of Practice on Records Management under [section 61 of the Freedom of Information \(Scotland\) Act](#).

### **Records Disposal Statement**

To comply with public records legislation, Historic Scotland have in place Record Retention Schedules which sets out the lengths of time for which all types of documents must be held. This means that whilst the Freedom of Information (Scotland) Act 2002 is retrospective, it will only be possible to provide copies of Historic Scotland documents that are still in existence.

### **Relationship with the Information Asset Register**

You can also access some of our information through the Information Asset Register (IAR).

The IAR features mainly unpublished information such as databases. You can use the IAR to find out what information HS holds and how to access it.

We are responsible for creating records for our own asset register. These are submitted to the central IAR at the Office of Public Sector Information (OPSI) which covers all government departments and other crown bodies.

For further information on the IAR see [www.opsi.gov.uk/iar/](http://www.opsi.gov.uk/iar/)

## SECTION 9: FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

We welcome any comments or suggestions about improving the Publication Scheme and the Fol webpages. If you have any comments you can contact us through the Feedback Form, or write, telephone or email:

Freedom of Information Officer  
Corporate Development and Information Management Unit  
Historic Scotland  
Longmore House  
Rm. G.48  
Salisbury Place  
Edinburgh, EH9 1SH

T: +44(0) 131 668 8713

F: + 44 (0)131 668 8899

E: [hs.foi@scotland.gsi.gov.uk](mailto:hs.foi@scotland.gsi.gov.uk)

## SECTION 10: COMPLAINTS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact us through the [Feedback Form](#), or write, telephone or email :

Freedom of Information Officer  
Corporate Development and Information Management Unit  
Historic Scotland  
Longmore House  
Rm. G.48  
Salisbury Place  
Edinburgh, EH9 1SH

T: +44(0) 131 668 8713  
F: + 44 (0)131 668 8899  
E: [hs.foi@scotland.gsi.gov.uk](mailto:hs.foi@scotland.gsi.gov.uk)

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

### **Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to

Freedom of Information Officer  
Corporate Development and Information Management Unit  
Historic Scotland  
Longmore House  
Rm. G.48  
Salisbury Place  
Edinburgh, EH9 1SH

T: +44(0) 131 668 8713

F: + 44 (0)131 668 8899

E: [hs.foi@scotland.gsi.gov.uk](mailto:hs.foi@scotland.gsi.gov.uk)

### ***Charges for information which is not available under the scheme:***

The charges for information which *is* available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which *is not* available under the scheme the charges will be based on the following calculations:

#### *General information requests:*

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

#### *Charges for environmental information:*

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

### **Fees for Personal Information Requests**

We will require payment of a fee of £10 from you before we start to search for your information.

We will aim to meet your request within 40 days of receiving from you all of the above information and payment of the £10 fee.

## SECTION 12: CLASSES OF INFORMATION

Section 23 of the Freedom of Information (Scotland) Act requires that information on the following be included in the Publication Scheme:

- Services provided – denoted in the Scheme by: 📄
- Costs of the services provided – denoted in the Scheme by: £
- Standards attained - denoted in the Scheme by: ✓
- Reasons for decisions taken - denoted in the Scheme by: 📄

The information in the Publication Scheme is grouped into the following broad classes:

- CLASS A. Historic Scotland as an Organisation
- CLASS B. Policy and guidance
- CLASS C. Statutory protection
- CLASS D. Conservation of Properties in Care
- CLASS E. Presentation of Properties in Care
- CLASS F. Grants

All information listed under these classes is available under the Scheme. However, exemptions under FoI may prevent some information within each class from being released. Where this is the case, it will be indicated in the Scheme.

Unless otherwise stated, it is the current version of documents, manuals, publications and other information that will be made available under this Publication Scheme. You can request previous versions of documents by submitting an [FoI request](#).

**A hard copy of the Publication Scheme can be obtained by writing to:**

Freedom of Information Officer  
Corporate Development and Information Management Unit  
Historic Scotland  
Longmore House (Rm. G.48)  
Salisbury Place  
Edinburgh, EH9 1SH

T: +44 (0)131 668 8713

F: + 44 (0)131 668 8899

E: [hs.foi@scotland.gsi.gov.uk](mailto:hs.foi@scotland.gsi.gov.uk)

## CLASS A - Historic Scotland as an Organisation

This section provides information on the status, role and governance arrangements for Historic Scotland .

**Governance.** This sets out the key accountability arrangements between Ministers, the Scottish Government and Historic Scotland's Chief Executive.

### Framework Documents

Availability: (a) Electronic Copy  
Latest version available from [Historic Scotland website](#)  
(b) Hard Copy  
For older versions or Hard Copy, contact:  
[Corporate Development and Information Management Unit](#)

Cost: Free of charge

**Corporate Information.** This section provides an overview of Historic Scotland as an organisation, including our corporate strategy, activities and targets.

### Annual Reports £

Availability: (a) Electronic Copy  
Latest version available from [Historic Scotland website](#)  
(b) Hard Copy  
For older versions or Hard Copy, contact:  
[Corporate Development and Information Management Unit](#)

Note: The Annual Report sets out who we are, what we do, and provides a review of our performance.

Cost: Free of charge

### Annual Accounts £

Availability: (a) Electronic Copy  
Latest version available from [Historic Scotland website](#)  
(b) Hard Copy  
For older versions or Hard Copy, contact:  
[Corporate Development and Information Management Unit](#)

Note: More current financial information is available in 'Agendas, Minutes and Papers of the HS Board' on page 29.

Cost: Free of charge

### Corporate Plans £

Availability: (a) Electronic Copy  
Latest version available from [Historic Scotland website](#)  
  
(b) Hard Copy

For older versions or Hard Copy, contact:  
[Corporate Development and Information Management Unit](#)

Note: The Corporate Plan sets out Historic Scotland's activities and targets over a three year period.

Cost: Free of charge

### **Risk Register**

Availability: (a) Electronic Copy  
Contact [Corporate Development and Information Management Unit](#)  
(b) Hard Copy  
Contact [Corporate Development and Information Management Unit](#)

Cost: Free of charge

### **Concordats with Key Stakeholders**

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)  
  
(b) Hard Copy  
Contact: [Historic Scotland International Policy Team](#)

Cost: Free of charge

### **Stakeholder Research**

Availability: (a) Electronic Copy  
Contact: [Corporate Development and Information Management Unit](#)  
  
(b) Hard Copy  
Contact: [Corporate Development and Information Management Unit](#)

Cost: Free of charge

### **Raising the Standard leaflet**

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)  
  
(b) Hard Copy  
Contact [Historic Scotland Secretariat](#)

Note: The Standard sets out what our customers can expect from Historic Scotland, it also gives details of how to make a complaint or suggestion.

**Consultations.** This section provides details of current Historic Scotland consultations. Details of all consultations are available on the consultation web pages of the Historic Scotland website at [www.historic-scotland.gov.uk/consultations](http://www.historic-scotland.gov.uk/consultations). All Historic Scotland consultations, and all other Scottish Government consultation exercises, can also be accessed on line from [www.scotland.gov.uk/consultations](http://www.scotland.gov.uk/consultations).

## Current Consultations

### Scottish Historic Environment Policy (SHEP)

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland National Policy Team](#)

Cost: Free of charge

Note: Scottish Historic Environment Policy (SHEP) documents are a new and ongoing series of policy documents that set out Scottish Ministers' vision and strategic policies for the wider historic environment and provides greater policy direction for Historic Scotland. Draft SHEPs are subject to the consultation process prior to publication. SHEPs which have already been published can also be obtained from the sources listed above.

**Media.** This section deals with media enquiries relating to Scotland's historic environment.

### News Releases

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland Secretariat](#)

Cost: Free of charge

**Internal Management.** Here you will find details of Historic Scotland's internal minutes, papers, manuals and instructions.

### Agency Manuals – Procurement Policy Manual

Availability: (a) Electronic Copy  
Contact: [Historic Scotland Procurement Unit](#)

(b) Hard Copy  
Contact: [Historic Scotland Procurement Unit](#)

Cost: Free of charge

### Advertising of contracts where services are to be delivered by a third party £

Availability: (a) Electronic Copy  
Latest version available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland Procurement Unit](#)

Note: This is generally above £20,000 but may involve contracts of a lesser value or contracts which are tendered on a commission basis.

### **Agendas and Minutes** of the Training Board, Industrial and Employee Relations Group, and Audit Committee

Availability: (a) Electronic Copy  
Contact [Corporate Development and Information Management Unit](#)

(b) Hard Copy  
Contact [Corporate Development and Information Management Unit](#)

Cost: Free of charge

Notes: Information may be withheld where we consider that disclosure may prejudice substantially:

- (a) s29 of the Freedom of Information (Scotland) Act 2002: Formulation of Scottish Administration Policy
- (b) s30 of the Freedom of Information (Scotland) Act 2002: Effective Conduct of Public Affairs

### **Agendas, Minutes and Papers** of the HS Board £

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland Board Secretariat](#)

Cost: Free of charge

Note: Agendas, minutes and papers will be made available within 3 months of each scheduled meeting. Information may be withheld where we consider that disclosure may prejudice substantially:

- (a) s29 of the Freedom of Information (Scotland) Act 2002: Formulation of Scottish Administration Policy
- (b) s30 of the Freedom of Information (Scotland) Act 2002: Effective Conduct of Public Affairs

### **Human Resources Information**

Availability: (a) Electronic Copy  
Contact: [Human Resources](#)

(b) Hard Copy from  
Contact [Human Resources](#)

Cost: Free of charge

Notes: Includes:

- E-recruitment (currently under construction);
- Annual Staff Reporting System;
- Training and Development Strategy (currently under review);
- Managing Attendance;

- Smoking in the Workplace;
- Health and Safety Policy (currently under review);
- TUA Partnership Agreement;
- Staff Guide (for induction purposes); and
- Childcare Voucher Scheme.

### **Careers with Historic Scotland – General Information for Applicants**

Availability: (a) Electronic copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact: [Human Resources](#)

Cost: Free of charge

### **Records Management Policy and Strategy**

Availability: (a) Electronic Copy  
Contact [Historic Scotland Library](#)

(b) Hard Copy:  
Contact [Historic Scotland Library](#)

Cost: Free of charge

### **Library Guides**

Availability: (a) Electronic Copy  
Contact [Historic Scotland Library](#) and [Conservation Resource Centre](#)

(b) Hard Copy  
Contact [Historic Scotland Library](#) and [Conservation Resource Centre](#)

Cost: Free of charge

### **Staff Survey: Questionnaires and Reports**

Availability: (a) Electronic Copy  
Contact [Corporate Development and Information Management Unit](#)

(b) Hard Copy  
Contact [Corporate Development and Information Management Unit](#)

Cost: Free of charge

### **HS Photo Library Images**

Availability: (a) Electronic Copy  
Contact [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland Photo Library](#)

Cost: Image supply costs are as follows:

### Hard Copy

#### Image Size Charge per copy (exc. VAT)

7 x 5	£11.00
6 x 8	£12.50
10 x 8	£14.00
12 x 10	£16.00
16 x 12	£20.00
20 x 16	£30.00

### Postage and Packaging Charge

United Kingdom	£1.50
Europe	£2.50
Worldwide	£4.50

Notes: Reproduction fees for the use of HS images are additional to supply costs. See [HS website](#) or contact [HS Photo Library](#) for further details.

**Health and Safety.** Here you will find annual reports and instructions relating to Health and Safety.

### Health and Safety Annual Reports

Availability: (a) Electronic Copy  
Contact: [Human Resources](#)

(b) Hard Copy  
Contact: [Human Resources](#)

Cost: Free of charge

### Health and Safety Instructions

Availability: (a) Electronic Copy  
Contact: [Human Resources](#)

(b) Hard Copy  
Contact: [Human Resources](#)

Cost: Free of charge

**Information Technology.** In this section you will find our IT strategy. Users should note that Historic Scotland follows the Scottish Government's IT Code of Conduct. This is available from the Scottish Government.

### Information Systems Strategy

Availability: (a) Electronic Copy

Contact [Corporate Development and Information Management Unit](#)

(b) Hard Copy

Contact [Corporate Development and Information Management Unit](#)

Cost: Free of charge

## **CLASS B - Policy and guidance.**

This section provides policy and guidance on the historic environment and its management.

**Policy.** This section provides policy information and advice in relation to all areas of Historic Scotland's activities.

### **Memorandum of Guidance on Listed Buildings and Conservation Areas**

Availability: (a) Electronic Copy

Available from [Historic Scotland website](#)

### **Scottish Historic Environment Policy**

Availability: (a) Electronic Copy

Available from [Historic Scotland website](#)

(b) Hard Copy

Contact [Historic Scotland National Policy Team](#)

Cost: Free of charge

Note: Scottish Historic Environment Policy (SHEP) documents are a new and ongoing series of policy documents

### **'Conservation Publications – Policy, Information and Advice' catalogues**

Availability: (a) Electronic Copy

Available from [Historic Scotland website](#)

(b) Hard Copy

Contact [Historic Scotland Technical Conservation Group](#)

Cost: Free of charge

Notes: This is the Publications Catalogue referred to below

**Guidance.** Here you will find guidance, research and best practice in relation to all areas of Historic Scotland's activities.

### **Properties in Care Guidance notes on aspects of estate management**

Availability: Hard Copy only  
Contact [Properties in Care](#)

Cost: Free of charge

Notes: Currently being updated

### **Technical Conservation Group( TCG) Technical Advice Notes**

Availability: Hard Copy  
Free to inspect.  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase contact: 0131 668 8638  
[Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. See '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

### **TCG Research/Study Reports**

Availability: Hard Copy  
Free to inspect.  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase contact: 0131 668 8638  
[Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

### **TCG Short Guides**

Availability: (a) Electronic Copy  
Available from the [Historic Scotland website](#)

(b) Hard Copy  
Contact the [Historic Scotland Technical Conservation Group](#)

Cost: Free

### **TCG Guides for Practitioners**

Availability: Hard Copy  
Free to inspect.  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase contact: 0131 668 8638  
[Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. See '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

## TCG Conference Proceedings

Availability: Hard Copy  
Free to inspect. 0131 668 8638  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase telephone:  
0131 668 8638

Cost: Prices vary. See '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

## TCG Reference Reports, Literature Reviews and other publications, including INFORM guides

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

Hard Copy  
Free to inspect.  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase contact:  
[0131 668 8638](#)

Cost: Prices vary. '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

## 'Heritage Policy Papers' Series

Availability: (a) Electronic Copy  
Available to purchase from [Historic Scotland website](#)

(b) Hard Copy  
Free to inspect or to purchase  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. '**Conservation Publications – Policy, Information and Advice**' catalogues in this section

## 'Heritage Procedure Papers' Series

Availability: Hard Copy only  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Free of charge

## 'Heritage Guides' Series

Availability: Hard Copy only  
Contact: [Historic Scotland Technical Conservation Group](#)

Cost: Free of charge

Notes: Contains information on Archaeology, Listed Buildings,  
Scheduled Ancient Monuments, Conservation Areas and Carved Stones

### **Heritage Policy Information Leaflets/Booklets**

Availability: Hard Copy only  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Free of charge

### **'Architectural Studies' Series**

Availability: (a) Electronic Copy  
Available to purchase from [Historic Scotland website](#)

(b) Hard Copy  
Free to inspect or to purchase  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Prices vary.

**'Conservation Publications – Policy, Information and Advice' catalogues** in this section

### **'Heritage Occasional Publications'**

Availability: (a) Electronic Copy  
Available to purchase from [Historic Scotland website](#)

(b) Hard Copy  
Free to inspect or to purchase  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. **'Conservation Publications – Policy, Information and Advice' catalogues** in this section

### **'Historic Landscape Publications'**

Availability: (a) Electronic Copy  
Available to purchase from [Historic Scotland website](#)

(b) Hard Copy  
Free to inspect.  
Contact [Historic Scotland Technical Conservation Group](#)

Or to purchase contact:  
[Historic Scotland Technical Conservation Group](#)

Cost: Prices vary. **'Conservation Publications – Policy, Information and Advice' catalogues** in this section

## Archaeological Excavation Reports

Availability: (a) Electronic Copy  
Contact: [Historic Scotland's Inspectorate](#)

(b) Hard Copy  
Contact: [Historic Scotland's Inspectorate](#)

Cost: Free of charge

## Archaeology – Carbon Dating Database

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Extracts available from: [Historic Scotland's Inspectorate](#)

Cost: Free of charge

## Inquiry Reports

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland's Secretariat](#)

Cost: Free of charge

**Traditional building skills.** This covers skills associated with traditional Scottish building techniques.

## Interns and Fellows Manual

Availability: Hard Copy only  
Contact [Historic Scotland Technical Conservation Group](#)

Cost: Free of charge

## CLASS C - Statutory protection

This section provides the statutory schedule of monuments of national importance and the statutory list of buildings of architectural or historic interest; and associated consent casework relating to proposals for alterations to scheduled monuments and listed buildings;

**The Schedule.** This is the Scottish Minister's statutory list of monuments of national importance.

## The Schedule

Availability: (a) Electronic Copy  
A searchable database can be found on the [Historic Scotland website](#)

(b) Hard Copy  
Extracts are available from: [Historic Scotland's Inspectorate](#)

Cost: Free of charge

**The List.** This is the Scottish Minister's list of buildings of special architectural or historic interest.

### **The List**

Availability: (a) Electronic Copy  
A searchable database can be found on the [Historic Scotland website](#)

(b) Hard Copy  
Area lists are available for inspection at the relevant local authority offices. Also, to consult the full List contact either:

(i) [Historic Scotland's Inspectorate](#) or

(ii) [Royal Commission on the Ancient and Historic Monuments of Scotland](#)

Cost: Free of charge

### **Scheduled Monuments in Scotland GIS polygon Layer**

Availability: Electronic Copy only

Contact: [HS Geographical Information Manager](#) or visit <http://hsewsf.sedsh.gov.uk/gisd.html> to download.

Cost: Free of charge

Note: Available as ESRI shapefile and other formats upon request. The purpose of this dataset is for importation into licence holders' GIS applications to allow the user to identify the approximate position, size and extent of scheduled monuments in Scotland. The layer can also be accessed and searched online via [Pastmap](#).

### **Listed Buildings in Scotland GIS point dataset.**

Availability: Electronic Copy only

Contact: [HS Geographical Information Manager](#) or visit <http://hsewsf.sedsh.gov.uk/gisd.html> to download.

Cost: Free of charge

Note: Available as ESRI shapefile and other formats upon request. The purpose of this dataset is for importation into licence holders' GIS applications to allow the user to identify the approximate position of listed buildings (and their entities) in Scotland. The layer can also be accessed and searched online via [Pastmap](#).

## Inventory of Gardens and Designed Landscapes GIS polygon dataset. 🗺️

Availability: Electronic Copy only

Contact: [HS Geographical Information Manager](#) or visit <http://hsewsf.sedsh.gov.uk/gisd.html> to download.

Cost: Free of charge

Notes: Available as ESRI shapefile and other formats upon request. The purpose of this dataset is for importation into licence holders' GIS applications to allow the user to identify the approximate position, size and extent of gardens and designed landscapes in Scotland. The layer can also be accessed and searched online via [Pastmap](#).

## CLASS D - Conservation of Properties in Care

This section lists information about caring for the historic environment properties for which Scottish Ministers are responsible

### HS Drawings of Properties in Care held in Conservation and Maintenance Drawings Registry



Availability: (a) Electronic Copy – .pdf format  
Contact [Conservation and Maintenance](#).

(b) Hard Copy  
Contact [Conservation and Maintenance](#).

Note: Only drawings from the last 10 years are available in electronic format, all other drawings are available in hard copy format.

Cost: Image supply costs are as follows:

Digital Images	Charge per drawing (exc. VAT)
Digital drawing supply	£1.50
Hard Copy	
Drawing Size	Charge per copy (exc. VAT)
A0	£2.50
A1	£1.20
A2	£0.90
A3	£0.40
A4	£0.20

Notes: Reproduction fees for the use of HS drawings (digital or hard copy image) are additional to supply costs. A licence for reproduction will be required from the Office of The Queen's Printer for Scotland (OQPS). See the Office of Public Sector Information [website](#) for details of reproduction costs or contact

[Conservation and Maintenance](#).

Copies of drawings which, in Historic Scotland's opinion, are for *bona fide* educational projects may be provided free of charge. Contact

[Conservation and Maintenance](#)

## CLASS E – Presentation of Properties in Care

This presents to visitors the historic environment properties for which Scottish Ministers are responsible.

**Information for Visitors.** This section provides publications on site access.

### **Opening Times and Admission Charges** (including Friends Memberships and Explorer Passes) – various leaflets

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact [Historic Scotland Admissions](#)

Cost: Free of charge

### **Disability Access Guide**

Availability: Hard Copy only  
Contact [Properties in Care Visitor Services](#)

Cost: Free of charge

### **Publications for Schools – School Packs**

Availability: Hard Copy only  
Contact [Historic Scotland Education](#)

Cost: Prices vary.

### **Publications for Schools – ‘Look At...’ Series**

Availability: Hard Copy only  
Contact [Historic Scotland Education](#)

Cost: Prices vary.

**Historic Scotland Sites.** This provides details of locations and visitor information.

### **Complete Sites Guide**

Availability: Hard Copy only  
Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: £3.00

Notes: Guide to all 345 Historic Scotland Sites

### **Heritage Attractions Guide**

Availability: Hard Copy only

Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Free

Notes: *Discover 5000 Years of Historic Scotland: Guide to Historic Scotland's 77 Heritage Attractions*

### **'Area Guides'**

Availability: Hard Copy only

Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Prices Vary.

Notes: Details of the precise location of each monument and instructions on how to get there

### **Area Leaflets**

Availability: Hard Copy only

Contact: [Properties in Care Visitor Services](#)

Cost: Free of charge

### **Official Souvenirs Guides**

Availability: Hard Copy

Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Prices vary.

### **Visitor Surveys**

Availability: (a) Electronic Copy

Contact: [Corporate Development and Information Management Unit](#)

(b) Hard Copy

Contact: [Corporate Development and Information Management Unit](#)

Cost: Free of charge

**Historic Scotland Events and Functions.** Here you will find information on special activities and opportunities within our Properties in care.

### **'Events Guide'**

Availability: (a) Electronic Copy

Available from [Historic Scotland website](#)

(b) Hard Copy

Contact: [Historic Scotland Events](#)

Cost: Free of charge

### **Functions Leaflets**

Availability: Hard Copy only  
Contact [Historic Scotland Functions](#)

Cost: Free of charge

**General Scottish History and Interest.** This section contains information on Scottish history which provide further background to our Properties in Care.

### **Batsford Publications**

Availability: Hard Copy only  
Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Prices vary.

Notes: Leading authors interpret the principal Scottish archaeological and architectural monuments.

### **Birlinn Publications**

Availability: Hard Copy only  
Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Prices vary.

Notes: Introductions to important themes in Scottish History, incorporating recent archaeological discoveries and interpretations.

### **'Landmarks in Scottish History' Series**

Availability: Hard Copy only  
Contact: [Historic Scotland Retail](#) or [Historic Scotland website online shop](#)

Cost: Prices vary.

Notes: Sets monuments in state care in their historical context

## CLASS F - Grants

This section provides financial assistance towards the conservation and enhancement of the historic environment.

**Grants for Ancient Monuments.** This section provides details of financial assistance to help preserve, maintain and manage monuments

### Information for Applicants

Availability: (a) Electronic Copy  
Contact: [Historic Scotland Grants](#)

(b) Hard Copy  
Contact: [Historic Scotland Grants](#)

Cost: Free of charge

**Grants for the conservation of the Historic Environment.** In this section are details of a number of grant and funding schemes for the conservation of the historic environment.

### Information about scheme

Availability: (a) Electronic Copy  
Available from [Historic Scotland website](#)

(b) Hard Copy  
Contact: [Historic Scotland Investments and Projects Team](#)

Cost: Free of charge

Notes: This includes:

- Building repair Grants;
- Repair Grants for Places of Worship;
- Sponsorship Fund;
- Voluntary Sector Funding
- Historic Environment Regeneration Fund.
- Thatched House Maintenance Scheme;
- Maintenance Plan Grant Scheme;
- Garden Plan Grant Scheme;

**Historic Scotland's Archaeology Programme.** This programme is responsible for rescuing archaeological information from threatened sites where no-one else has responsibility, and undertaking research to improve knowledge & capacity for managing Scotland's archaeological heritage.

### Information for Applicants

Availability: Hard Copy only  
Contact [Historic Scotland Grants](#)

Cost: Free of charge

**Technical Conservation Group Grants Scheme.** This scheme operates to raise technical standards in the conservation, repair and maintenance of traditional buildings in Scotland.

**Information for Applicants**  

Availability: (a) Electronic Copy  
Contact: [Historic Scotland Technical Conservation Group](#)

(b) Hard Copy only  
Contact: [bernadette.shevlin@scotland.gsi.gov.uk](mailto:bernadette.shevlin@scotland.gsi.gov.uk)  
Tel: 0131 668 8683

Cost: Free of charge

Notes: TCG Grants will cover attendance at training courses only.