

An aerial photograph of a coastal town, likely in Scotland, showing a dense cluster of buildings with various roof colors (grey, red, brown). A prominent church with a dark roof and arched windows is visible. The town is situated on a cliffside overlooking the sea, with several sea stacks in the water. The sky is clear and blue.

Guide to the Protection of Scotland's Listed Buildings

What Listing Means to
Owners and Occupiers

2011

HISTORIC
SCOTLAND  ALBA
AOSMHOR

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Foreword

Historic buildings enrich Scotland's landscape. They help to create the distinctive character that shapes our nation's identity and make a major contribution to Scotland's economy as an important part of our tourism industry.

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landscape*



Historic Scotland, an executive agency of the Scottish Government, is charged with ensuring that our historic environment provides a strong foundation in building a successful future for Scotland. One of our duties is to compile lists of buildings of special architectural or historic interest on behalf of the Scottish Ministers. The lists ensure that the planning process takes into account the needs of the historic environment, and guide the management of change.

This informal guide to the legislation which protects Scotland's historic buildings, describes how Historic Scotland and the planning authorities administer that legislation.

We explain how Historic Scotland selects buildings of 'special architectural or historic interest' for listing. The guide also outlines the systems in place to ensure that there is proper examination of all applications to demolish, alter or extend listed buildings, internally or externally, or to demolish any buildings in conservation areas.

Our aim is to protect the character of Scotland's built heritage and to guard against unnecessary loss or damage.

You can find advice on how to apply for listed building consent, and we explain the positive role of planning authorities and the Scottish Ministers to secure the repair or preservation of listed buildings.

Finally, the booklet describes the grants that may be available for buildings of architectural or historic interest, and gives advice on the care of your property. There is also a glossary of key terms used in the documentation.

Which buildings are selected

A building is selected for inclusion in the lists against criteria which include design and construction, its place within a particular

building type, and its historic significance.

The principles of selection are set out fully as Annex 2 of the *Scottish Historic Environment Policy* (December 2011) available on Historic Scotland's



website. They provide a framework within which professional judgement is exercised in reaching individual decisions. To be listed, a building need not be functioning for the purpose originally intended. For example, a redundant railway viaduct may have continued its life as a walkway or cycle path, even a wildlife sanctuary.

They fall broadly to three areas:

a. age and rarity

Buildings erected before 1840 may be included if their special character is substantially unimpaired. Later buildings are selected for their individual character and quality. Those built after 1945 are evaluated in the same way, however buildings that are less than thirty years old will not normally be listed, unless there is an exceptional reason.

b. architectural or historic interest

Selection for architectural or historic interest is assessed under a range of broad headings and within a particular building type. The headings include the interior, plan form, technological excellence or innovation, material or design quality, setting and context and distinctive regional variations.





c. close historical association

Close association with nationally important people, or events whose associations are well-documented, where the physical fabric of the building is also of some quality and interest, can be a significant factor. In consideration of such cases the association must be well authenticated and significant. The fabric should reflect the person or event and not merely be a witness to them.

The different factors are weighed up to determine whether or not a subject has the ‘special architectural or historic interest’ required to be listed.

The term ‘building’ is defined broadly in the legislation and can include, for example, walls, fountains, sundials, statues, bridges, bandstands and piers.

Working with the principles

In choosing buildings within the above broad principles particular attention is paid to the special value within building types, either for architectural or planning reasons, or as illustrating social and economic history. A building may be listed for its contribution to an architecturally or historically interesting group, such as a planned burgh, town square or model village as well as its intrinsic merit



considered in isolation. The impact of vernacular buildings in particular is often made not only by individual buildings but by their grouping. At the other end of the spectrum, a major country house may well be enhanced by adjacent buildings such as stables, lodges, gatepiers and bridges in its curtilage, and vice versa. Authenticity, that is a building's closeness to the original fabric and therefore its ability to convey its significance, and levels of integrity, carries weight. It

need not be the case that a building is as originally built, because changes made to it may have added to its significance. What is added or taken away will be considered for the overall benefit or detriment to its character.



It is important to stress that when buildings are being considered for listing, no factors other than architectural or historic interest as defined above can be taken into account. The condition of a property, for example, is not a factor in the evaluation unless it detracts significantly from the architectural or historic interest so that it can no longer be defined as special.

Historic Scotland carries out area surveys and listing reviews where priority has been identified and conducts an ongoing programme of thematic reviews of building types, or the work of specific architects. We continually maintain the existing lists and may consider buildings for de-listing or for a Certificate of Intention Not To List (COINTL) as appropriate, see p18. Individual buildings can be proposed for listing at any time, see p18. Further information about our operational policy regarding listing can be found in the Scottish Historic Environment Policy (SHEP) document at

www.historic-scotland.gov.uk/SHEP and on our website at www.historic-scotland.gov.uk/historicandlistedbuildings.

The lists

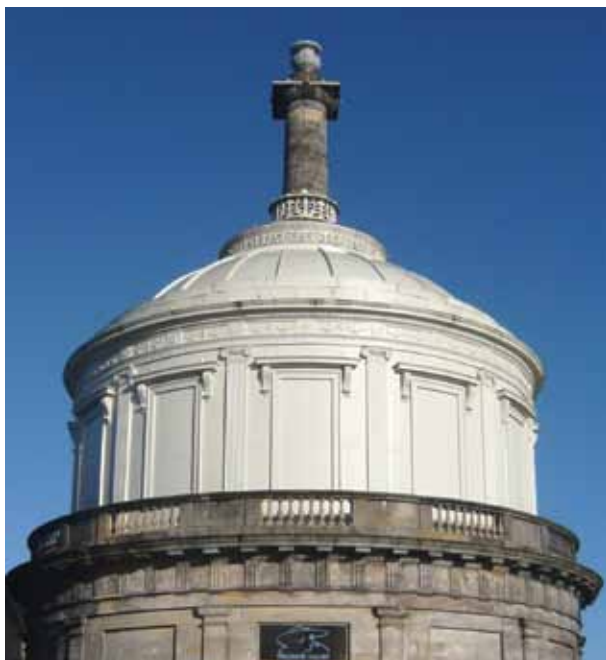
In conducting a listing survey, Historic Scotland prepares a descriptive list of all the buildings of architectural or historic interest within the area of review and then consults with owners, the local authority and appropriate experts. After a listing survey is completed, the statutory list is divided into parishes and burghs, within its local authority area, to make it easier to identify and

administer the buildings.

The address is the statutory element of the list.

The list will also include an architectural description which identifies the property, with details of the date and the architect if known, building

type and style, a category, map reference and any relevant source material. This does not attempt to itemise all the significant components, it is non-statutory and has no legal significance. It must not under any circumstances be interpreted as an indication





of the items specifically covered by the listing.

The notes provide background material and help to identify the particular interest and importance of a property. In more recent listings they

summarise the reasons behind the designation.

The protection given to the building by listing extends to the whole building (interior and exterior) at the address given and to any associated buildings or structures.

Historic Scotland welcomes any additional historical information which owners, and local amenity or historical societies can provide.

Buildings on the lists are assigned to one of three categories according to their relative importance. Even apparently modest or plain buildings, for example thatched cottages or rural mills containing machinery, can be placed in the highest category if they are outstanding examples of their building type.

All buildings included in the statutory lists are subject to the legal provisions described in this booklet and have the same level of protection regardless of their category.

The categories are:

CATEGORY A

Buildings of national or international importance, either architectural or historic, or fine little-altered examples of some particular period, style or building type.

CATEGORY B

Buildings of regional or more than local importance, or major examples of some particular period, style or building type which may have been altered.

CATEGORY C(S)

Buildings of local importance, lesser examples of any period, style, or building type, as originally constructed or moderately altered; and simple, traditional buildings which group well with others in categories A and B or are part of a planned group such as an estate or an industrial complex.

Listing covers both the interior and the exterior of a building regardless of category.

Buildings which relate together in townscape terms or as planned layouts in urban, rural or landed estate contexts often have their value as a group recognised by including them in A or B groups. The group category does not alter the individual category but emphasises that the merit of each building is enhanced by association with others in the group. The A or B rating reflects the overall value of the group. For example, a row of cottages worthy

of C(S) status individually may form or contribute to a group which deserves B or even A status.

Some historic buildings lie within important gardens and designed landscapes or historic battlefields. The Inventory of Gardens and Designed Landscapes and the Inventory of Historic Battlefields, compiled by Historic Scotland, recognise the need to identify and guide the protection of the most important of these sites, see p43.

The area around a building may be covered by the listing and the protection afforded to the listed building may extend to other structures. For example, the boundary wall of a villa, the lodge of a country house, or the office block serving a factory. This is called the curtilage and its boundaries are defined by the local planning authority as part of their management role.



Q Will I be consulted?

Historic Scotland makes reasonable effort as part of the assessment to consult the owner or occupier of a property under consideration for listing. This consultation provides valuable information on the subject. It gives us the opportunity to explain fully what a listing means and to discuss and advise on any conservation issues which may be a concern to the owner.

Consultation with the owner is not required by the legislation.

Q Will be notified of new lists and amendments to existing lists?



As soon as possible after receiving the final list from Historic Scotland, the planning authority must notify owners, lease-holders and occupiers that their buildings have been included in, or

removed from, the list. The planning authority may also provide a more detailed explanation of the impact of listing. Historic Scotland normally issues an informal notification of listing in advance of this, along with a folder of supporting information.

Q How can I appeal against listing?

There is no statutory right of appeal against listing. However, the Scottish Ministers are prepared to consider representations that a building is not (or, following alterations, is no longer) of sufficient architectural or historic interest to merit listing. You can make representations at any time following listing and, if possible, you should include photographs of the building in its current state.

Q Will listing increase my buildings insurance?

Listing does not require an owner to increase the insurance cover for their building. It is for each owner to decide what is appropriate to cover possible risks and to protect the value of their asset. Because of the age and character of a listed building, repairs and insurance premiums may be more expensive than repairs to an equivalent modern building. The owner is not obliged to insure against more risks than would be covered for any building of similar date, use or value. Not all insurance companies have the expertise to handle historic buildings and it is advisable to seek one which does. Further information can be found on the guidance for owners section of our website.

Q Does listing bring relief from VAT?

Alterations to a listed building for domestic purposes may be eligible for retrospective relief from Value Added Tax (VAT). This relief requires that the works have received listed building consent and that they have been carried out by a VAT registered building contractor. For places of worship which are still in use as such, there is a scheme which provides relief equivalent to the amount of VAT paid. Full details of the scheme can be found at www.lpwscheme.org.uk.

For more information you should contact HM Revenue and Customs (who oversee the VAT relief) by consulting their website at www.hmrc.gov.uk, by phoning the National Advice Service on 0845 010 9000, or by writing to: HM Revenue and Customs, Written Enquiries Section, Alexander House, Victoria Avenue, Southend, Essex, SS99 1BD.

HMRC Reference: Notice 708 (February 2008), Buildings and Construction, section 9, pages 47-55, provides in-depth information on construction works carried out to listed buildings. You can find the publication on the HM Revenue and Customs website at www.hmrc.gov.uk.

Q Where can I see the lists?

Each local authority holds copies of the lists for its own area. The authority concerned will be able to tell you where you can see a copy of the list. Copies are also available at Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH, or through our website at www.historic-scotland.gov.uk. The Royal Commission on the Ancient and Historical Monuments of Scotland at John Sinclair House, 16 Bernard Terrace, Edinburgh, EH8 9NX is a further source, www.rcahms.gov.uk.

You can view, search and download the lists online. PASTMAP and Historic Scotland's Heritage Asset Group GIS (HAGGIS) present the list on an online map. Please visit www.historic-scotland.gov.uk/listedbuildings for links to Historic Scotland's online resources.

For up-to-date information on the designation of any property you should check with the local authority or Historic Scotland.

Q How many buildings have been listed?

There are around 47,600 listed buildings in Scotland. Approximately 8 per cent are in Category A, 50 per cent in Category B and the remainder in Category C(S). The total number of Scotland's listed buildings, and the number of buildings within each category, will change as surveys proceed. Around 1 per cent of the nation's total building stock is listed.

How to propose a building for listing, de-listing or review

If you would like to propose a building to be listed, de-listed, reviewed or to be considered for a Certificate of Intention Not to List (COINTL) you can write to or email Historic Scotland using our proposal form. You should include recent, dated and captioned photographs of the building, details on how it may or may not meet the listing criteria, and details about current planning issues. Details of who owns the building make it easier for us to arrange access to the building. A proposal form can be obtained from Historic Scotland's Listing and Designed Landscapes Team, Longmore House, Salisbury Place, Edinburgh EH9 1SH, Tel 0131 668 8701/8705 or from our website at www.historic-scotland.gov.uk/listinganddesignedlandscapesproposalform.pdf.

Further information about our operational policy regarding listing can be found in the Scottish Historic Environment Policy (SHEP) document at www.historic-scotland.gov.uk/SHEP and on our website at www.historic-scotland.gov.uk/historicandlistedbuildings.

Certificate of Intention not to List

Scottish Ministers can offer a 'Certificate of Intention not to List' (COINTL) which will guarantee that a building will not be statutorily listed during the five years from the date of the certificate. Applications for a certificate will be subject to the same rigorous assessment process that is applied when considering the merits of any building for listing. A planning authority may not serve a building preservation notice in relation to the building during this time. Further guidance on COINTLS can be found on our website.



Managing Change

The fact that a building is listed as being of special architectural or historic interest does not mean that changes cannot be made to it. However, an owner wishing to carry out works to a listed building should contact the local planning authority and find out if any sort of formal permission is required from them.

If the planning authority views the works as alteration which affect the character of the building they may require the owner to submit applications for listed building consent and/or planning permission.

The main aim of the consent procedure is to protect the character (special architectural or historic interest) of the building whilst allowing for its continued use. Listing also means that demolition will not be permitted unless a very strong case for it is made and accepted.

Every year approximately 10 per cent of Category A and B listed buildings is subject to such consent for change.

Listed building consent

You should always check with the planning authority whether listed building consent is required before you carry out any internal or external alterations to a listed building. The procedure is similar to that for obtaining planning permission although there is no fee for making an application.

Changes which may seem minor such as stone cleaning, painting all or part of the property or replacing timber windows could have a major impact on the building's character or historic fabric and therefore normally require listed building consent. If the proposed work is considered to have an adverse affect on the character of the building, the change may be discouraged and listed building consent may be refused by the planning authority.

You can get a listed building consent application form from your local authority or you can apply online through the Council's website if they have this facility. Guidance is given in this booklet on



the information the local authority is likely to ask you to include in your application.

The timescale set for a listed building consent application currently corresponds to the eight-week period set for processing a planning application. Historic Scotland reaches a view on over 98 per cent of consent cases within 28 days of receiving the application from the planning authority once it has been processed, advertised and determined.

It is a criminal offence to demolish, alter materially or extend a listed building without listed building consent and to fail to comply with conditions attached to listed building consent. However, planning authorities have the option to take enforcement action prior to prosecution. A person guilty of an offence shall be liable on summary conviction to imprisonment for up to 6 months or a fine of up to £50,000 or both. An offence on conviction on indictment up to 2 years imprisonment, or both. Unauthorised alterations often come to light later as part of the conveyancing procedure when the property is offered for sale.

Planning permission

If you wish to alter or extend a listed building in any way which would affect its character and your proposed alteration is included in development for which planning permission is required, you will need both planning permission and listed building consent.

There is no fee for listed building consent but there is for planning permission. Planning authorities will normally process applications for planning permission and listed building consent in respect of the same development at the same time. You should check with the planning authority if you are not clear about the proper procedure.

Planning permission for new development on a site occupied by a listed building does not authorise the demolition, alteration or extension of the listed building: you must obtain separate listed building consent for any changes required.

Exemption from Listed Building Consent

Some listed buildings are not subject to the normal listed building consent



procedures. Buildings that are still in use as places of worship do not require listed building consent except in the case of total demolition. However, most denominations have entered a voluntary scheme which requires them to submit a consent application for external alterations to their places of worship. Alterations to the interiors of listed buildings in ecclesiastical use remain the responsibility of the decision-making bodies of the individual denominations.

Listed buildings can also be scheduled by the Scottish Ministers as monuments of national importance. If a monument is both scheduled and listed, only Scheduled Monument Consent is required for any work. However, listed building consent may still be required for any structures outside the scheduled area. Your local authority will be able to advise you. Historic Scotland's website and booklet on *Scheduled Monuments* contains more information about this process.

It will still be necessary to apply for planning permission where development affects listed places of worship and scheduled monuments.

The role of Scottish Ministers

Supervision

The planning authority must notify the Scottish Ministers if they propose to grant listed building consent for:

- the demolition of any listed building; or
- alteration or extension of any listed building in categories A or B.

The planning authority must also provide full details of the application and of the reasons why they propose to issue consent along with any comments made to them following advertisement.

Historic Scotland, acting on behalf of the Scottish Ministers, considers whether there are special circumstances that justify the application being determined by Scottish Ministers. Where the





Scottish Ministers call an application in, they may proceed by way of a public local inquiry, hearing or written submissions and will do so if either the applicant or the planning authority requests such action. If Scottish Ministers decide not to call the application in, the planning authority is free to issue the consent.

As part of Scottish Ministers' commitment to delivering planning reform, certain types of listed building consent application for minor works affecting B-listed buildings may now be dealt with solely by the planning authority. This programme is called the Removal of Duty to Notify and the Planning etc (Scotland) Act 2006 allows Historic Scotland, on behalf of Scottish Ministers, to direct that certain planning authorities can determine these types of applications without notifying Historic Scotland of their decision.

Where the local authority is the applicant, Historic Scotland, acting on behalf of Scottish Ministers, will be the determining body for listed building consent applications.

Appeals

If your application for listed building consent is refused by the planning authority or is granted subject to conditions that you consider unreasonable, you may appeal to the Scottish Ministers.

Appeals have to be made on a form that can be obtained from the Scottish Government's Directorate for Planning and Environmental Appeals, 4 The Courtyard, Callendar Business Park, Falkirk FK1 1XR, (tel 01324 696400) or online at www.scotland.gov.uk/topics/Built-Environment/planning/decisions-appeals/. An appeal must be accompanied by full details of the proposed works and by a copy of all relevant correspondence with the planning authority. General information about appeals can be found at www.dpea.scotland.gov.uk.

Most appeals are considered on the basis of written submissions from relevant parties and a site inspection. Scottish Ministers decide on the most suitable means of determining each application or appeal, through written submissions, a hearing or an inquiry or any combination of these.

Emergency Control – Building Preservation Notices

Planning authorities can serve building preservation notices (BPN) to protect unlisted buildings which they consider to be of special interest and which are threatened by demolition or extensive alterations.

A building subject to a BPN is protected by the same legal provisions as a building which has been statutorily listed. A building preservation notice is effective for up to six months, during which time the Scottish Ministers will decide whether or not the building in question should be listed.

Recording of buildings to be demolished

If you receive consent to demolish a listed building you must immediately inform the Royal Commission on the Ancient



and Historical Monuments of Scotland (RCAHMS). You must not demolish the building until the Royal Commission has been given an opportunity to make a record of it. This may be a condition of the consent. The

planning authority will give you a form to send to RCAHMS.

You must not begin demolishing the building until at least three months after the date of notifying RCAHMS and, during that time you must allow them reasonable access to the building. If they complete their record of the building within the three months, or inform you in writing that they do not wish to record it, you may demolish the building immediately thereafter.

Although you do not have to, RCAHMS would welcome notification of major alterations to listed buildings and the opportunity to record original features before work starts. Their address is: RCAHMS, 16 Bernard Terrace, Edinburgh EH8 9NX.

Repairs

Owners of listed buildings are encouraged to repair and maintain their property, just like the owners of any other buildings. A wealth

of advice and expertise on conservation matters is available from Historic Scotland and the local planning authority.

The legislation makes no express requirement for an owner



to repair or maintain their property. However, if an owner fails to keep a listed building in a reasonable state of repair, the planning authority may serve a Repairs Notice. If an owner fails to comply with this notice, the planning authority, with the consent of Scottish Ministers, may be entitled to buy it by compulsory purchase.

If an owner deliberately neglects the listed building to justify its demolition and redevelopment of the site, the planning authority can buy the building at a price which excludes the value of the land for redevelopment.

Planning authorities and Scottish Ministers are able to undertake urgent works to preserve an unoccupied listed building (or unoccupied parts of an occupied listed building), provided that the owner is given seven days' notice of the intention. A notice of liability for expenses for urgent works can be registered in the appropriate property register against the building and provides that any new owner will also be liable to pay the costs.



Guidance on Listed Building Consent applications

Applications for listed building consent (LBC) need to be accompanied by accurate drawings to make the process as speedy and as effective as possible.

LBC Drawings and Supplementary Information

Delays can occur when proposal drawings are unclear or lack the necessary information to gauge the impact of alterations on the character of a building.

Planning departments should be sure that the proposals are represented accurately and clearly enough to demonstrate their impact on the building or the site, but also to ensure that the standard of work can be properly controlled when the project starts.

You should supply the following information with your LBC application:

- a site plan relating the building(s) to a significant road or landmarks
- drawings of the building (or area affected) as it exists
- drawings of what changes are planned at minimum scale of 1:50 or greater where appropriate (see below)
- informative specifications including, for example, dimensions, finishes or colour samples, which may be supplied in the form of codes or descriptive notes, possibly supplemented with samples
- up-to-date photographs including, if easily available, aerial photographs
- applications for demolition should, where relevant, show the building's structural state and you may be asked to provide evidence of sale on the open market at a price reflecting its condition.

LBC Drawings: Scale

Drawings must be to a recognised scale where important detail cannot be misinterpreted by applicants or their contractors. 1:50



is usually the smallest acceptable scale for plans and elevations which show alterations such as new internal or external openings in walls. 1:100 and 1:200 scale should only be used



where the building or the alteration to it is exceptionally large.

It may be necessary to provide more detailed drawings along with the plans and elevations. In the case of

new windows and doors, it is usually necessary to provide drawings indicating their appearance at a scale of 1:10, supplemented in turn with drawings at 1:5 or even 1:1 where the timber section sizes and profiles are important to the finished appearance.

Although moulding profiles and section sizes are largely standard for historic windows, skills have diminished to the extent that it is rarely possible to rely on traditional working practices. Full working details are therefore needed to ensure that contractors are properly informed, both when pricing and carrying out works, and that the many non-traditional products currently on the market are not used where they may damage the fabric or character of the building.

Building Standards and LBC

Any alterations required for a building warrant that are not shown on the listed building consent drawings should not be regarded as approved by the planning department.

You should consider, as early as possible, whether any proposed alterations are likely to require further alterations to meet building standards. This would include venting of structural voids, rooms, plumbing, and appliances, the introduction of slate vents, trickle vents on windows, terminals and cowls or grilles. Any of these may

have a noticeable adverse effect on the character of a listed building and should be shown on the LBC drawings.

Agent/Architect

Most planning authorities will recommend that the owners of listed buildings appoint an agent (such as an architect or building surveyor) with sufficient experience in historic buildings to advise them on the consent process and the level of information required. The appointment of an experienced agent is the best way to ensure against delays arising from inappropriate proposals, poor submissions, or conflicts between the requirements of planning and building control.

Grants

Historic Scotland and local authorities may provide grants to owners of listed buildings to help with repairs and maintenance.

The *Historic Environment Grants Programme* is intended to meet the conservation needs of the most important elements of the historic environment and to help to meet the additional costs normally associated with using traditional materials and craft skills and the repair and conservation of original features.

Building Repair Grants Scheme

This scheme covers grants for the repair and conservation of listed buildings. Competition for grants is strong and each application is assessed against a range of criteria including the merit of the building, the nature and urgency of the proposed works, the financial viability of the project and the need for assistance from public funds.

Assessment of applications is a competitive process that also takes account of any wider benefits that a project will provide. These can include projects which deliver benefits for communities and those which promote quality and develop knowledge and skills.

Applications may be made throughout the year but are considered three times a year with closing dates of 31 January, 31 May and 30 September.

Repair Grants for Places of Worship



This scheme is run in partnership with the Heritage Lottery Fund (HLF). It provides grant-aid for urgent repairs to listed Places of Worship.

Applications are assessed in a similar way to building repair grants. Where funding is also being sought from the HLF, there are additional criteria to be met.

Applications are invited throughout the year but closing dates for considerations are 28 February and 31 August. All applications are submitted to the HLF in the first instance.

Conservation Area Regeneration Fund

This fund is used to provide support to local authorities for area-based conservation initiatives. These can come in the form of a Conservation Area Regeneration Scheme or additional support for a Townscape Heritage Initiative funded by the Heritage Lottery Fund.

Further information about all of the above grant schemes and application packs can be obtained from Historic Scotland's Historic Environment Grants Team: telephone: 0131 668 8801; Fax: 0131 668 8788; E-mail hs.grants@scotland.gov.uk or at www.historic-scotland.gov.uk/grants.

Grants and loans available from local authorities

Local authorities may award grants to assist with the repair of historic buildings and buildings in conservation areas. These grants are not restricted to listed buildings but the buildings must be of architectural or historic interest.

Local authorities may also award grants for improvements and repairs to domestic properties or for converting buildings for residential use.

Your local authority will be able to advise on the availability of these grants.

Buildings at Risk Register

The Buildings at Risk Register has been in operation in Scotland since 1990 in response to a concern at the growing number of listed buildings and buildings in Conservation Areas that were vacant and had fallen into a state of disrepair.

The Register is maintained by the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) on behalf of Historic Scotland, and provides information on properties of architectural or historic merit throughout the country that are considered to be at risk.

For information about the contents of the register, or for giving details of a building known to be at risk, contact:

Buildings at Risk Service

Royal Commission on the Ancient and Historical Monuments of Scotland

John Sinclair House

16 Bernard Terrace

Edinburgh

EH8 9NX

Tel 0131 651 6854

Email bar@rcahms.gov.uk

The Buildings at Risk Register is one way to market a property to potential retailers at a price reflecting its condition and is available online at www.buildingsatrisk.org.uk.

The Royal Commission on Ancient and Historic Monuments in Scotland administers an online database called the Buildings at Risk Register that details listed buildings and other important buildings

within conservation areas that have fallen into disrepair, are unoccupied or faced with demolition.

The Register acts as a valuable resource for initiatives aimed at helping to reduce the number of listed and historic buildings at risk and is one way to market a property to potential retailers at a price reflecting its condition. The Buildings at Risk Register is available online at www.buildingsatrisk.org.uk/BAR.



Conservation Areas

Some architecturally and historically interesting buildings may not be listed but are subject to planning controls through being sited in a conservation area. The designation of a conservation area by a planning authority is intended to preserve and enhance the sense of place, character and appearance of some of Scotland's most valued historic places.

There are over 600 conservation areas in Scotland, and they can play an important role in economic and community regeneration, and environmental enhancement. Planning authorities can apply additional controls in conservation areas by making what is known as an 'Article 4 direction' which requires an owner to obtain

planning permission for some types of development that would otherwise be considered permitted development.

It is important to check with your planning authority to see if any special controls apply in your area before doing any work.

Caring for your Building

All buildings age as a result of weathering and require maintenance to keep them in satisfactory condition. Regular inspection and maintenance will prevent minor defects developing into more costly problems. Sourcing appropriate materials for major repairs to historic buildings can be difficult, so looking after the existing fabric makes sense. External defects left unattended can lead to damage to the building's interior.

In most cases good housekeeping involves a regular walk around the building, ideally every year, noting any change from previous inspections. Roofs, gutters, chimneys and other high-level features should be viewed from any suitable vantage point. Walls, windows and doors, rainwater goods, overflows and surface drainage can be inspected from ground level except on larger structures. Similarly, inspection of attics and solum areas, internal wall finishes, windows and doors should give early indication of water getting into the property, causing deterioration, and therefore triggering a more detailed inspection.

The following conditions are some of the signs of potential defects.

External:

- Interruption of the regular coursing of slates and loose, missing or broken slates which may allow water entry into the roof.

- Missing, wind-damaged or displaced ridge cappings, lead flashings and gutter linings may allow water entry into the roof.
- Broken or leaking gutters and rainwater pipes, or those choked by vegetation, will encourage seepage into the building.
- Changes to the surface or appearance of stonework and brickwork; missing or crumbling pointing; and cracked or spalling harling can indicate decay and may allow water entry into the wall.
- Blistering and cracking, or a powdery surface, confirm the deterioration of paintwork on external timber windows, doors, fascias etc. and can result in timber decay. On metal windows, defective paintwork can lead to corrosion.
- Splitting, sponginess and high water content in timber windows, cills, doors and thresholds, are indicative of decaying timber.
- Loose or missing glazing putty from traditional timber windows will lead to decay of the timber sections.
- Missing or detached pointing around windows and doors will permit water entry into the wall and lead to decay of the timber frames.

Internal:

- Pungent or musty smell of damp; development of black spot staining or areas of damp on walls and ceilings; splitting, cupping or sponginess in timber, such as skirtings, window shutters or floorboards, are indications of water ingress or condensation, resulting in timber decay.

- Leakage from water supply and waste pipework, especially in concealed spaces, will encourage timber decay.
- Recurring problems with electrical and heating installations may indicate local failures and can be a fire risk.

Building perimeter:

- Rusting of metal railings and gates will lead to deterioration and necessitate costly preparation and repair prior to repainting. Where metal is set into stone copes, gate piers and steps, corrosion will cause fracturing of the stonework.
- Stone flagged paths and stair treads may become hazardous if not maintained.

Routine inspection and monitoring, dealing with defects at an early stage and regular maintenance thereafter will prolong the life of the building at a lower cost.

Simple preventative measures such as: removal of vegetation from choked rainwater goods; clearing leaves and snow from gutters, valleys and flat roofs (where safe access is possible), and the careful removal of plant growth from walls, copes and flagged areas can all be carried out by the owner.



Other repair and maintenance work needs to be carried out by suitably experienced and skilled tradesmen, and will usually benefit from being overseen by a qualified professional who can apply improved cost control and a higher standard of work, with longer-lasting effects.

Conservation Group

The team of conservation specialists in Historic Scotland's Conservation Group aims to provide guidance on key conservation issues to the construction industry, building professionals, educators and building owners and occupiers.

The group can provide owners and occupiers with advice and information on the care of historic buildings in Scotland and provides conservation publications for the public and professionals. Historic Scotland has also launched <http://conservation.historic-scotland.gov.uk/> a website which brings together technical resources in one searchable place. Central to the website is a comprehensive and searchable resource centre on traditional buildings, materials and skills.

Contact:

Tel: 0131 668 8600

Email: hs.conservationsgroup@scotland.gsi.gov.uk

Website: <http://conservation.historic-scotland.gov.uk/>

Complaints

If you want to make a formal complaint about our work, please write to our Chief Executive at Longmore House, Salisbury Place, Edinburgh, EH9 1SH and we will conduct an internal investigation. If you remain dissatisfied following the conclusion of our investigation you have the right to complain to The Scottish Public Services Ombudsman (SPSO).

The SPSO provides a free and impartial service for handling complaints about public services in Scotland and can be contacted in writing at

The Scottish Public Services Ombudsman
Freepost EH641
Edinburgh, EH3 0BR

Or in person by visiting

4 Melville Street
Edinburgh, EH3 7NS

The SPSO also has a free advice line (Freephone 0800 377 7330) or you can make a complaint online at www.spsso.org.uk.

Additional Information

List of statutes

The main Acts of Parliament relating to listed buildings and conservation areas in Scotland are:

Historic Buildings and Ancient Monuments Act 1953

Civic Amenities Act 1967

Town and Country Planning (Scotland) Act 1997

Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997

Ancient Monuments and Archaeological Areas Act 1979

The Planning etc (Scotland) Act 2006

Historic Environment (Amendment) (Scotland) Act 2011

Useful Publications and Online Resources

Further information about listed and traditional buildings and their repair may be found from Historic Scotland's website, www.historic-scotland.gov.uk, and in the following publications or online documents:

Scottish Historic Environment Policy (December 2011) at www.historic-scotland.gov.uk/index/heritage/policy/shep.htm

Managing Change in the Historic Environment, series of guidance booklets on various subjects at www.historic-scotland.gov.uk/index/heritage/policy/managingchange

Scottish Planning Policy:

www.scotland.gov.uk/Resource/Doc/300760/0093908.pdf

A Guide to Conservation Areas in Scotland:

www.scotland.gov.uk/Resource/Doc/37428/0009675.pdf

Conservation Area Management, Planning Advice Note (PAN) 71:

www.scotland.gov.uk/Publications/2004/12/20450/49054

Scheduled Monuments – A Guide for Owners, Occupiers and Managers.

www.historic-scotland.gov.uk/index/heritage/searchmonuments.htm

The *Dictionary of Scottish Architects* is a resource available over the web for anyone who is interested in the built environment and those who created it. It is managed and developed by Historic Scotland and can be consulted free of charge and without restriction – www.scottisharchitects.org.uk.

Guidance publications on a range of technical topics produced by Historic Scotland Conservation Group are available from the Publications Department at Longmore House, Salisbury Place, Edinburgh EH9 1SH, Tel: +44 (0)131 668 8638 or online at <http://conservation.historic-scotland.gov.uk>. Technical publications range from detailed technical guides for practitioners on key themes to Inform Guides giving a summary of the essentials for the wider public.

The Inventory of Gardens and Designed Landscapes in Scotland, A Guide for Owners and Managers (2011).

Further information about gardens and designed landscapes may be found through the Historic Scotland website at www.historic-scotland.gov.uk/gardens

GLOSSARY

A brief explanation of some of the key terms used in list descriptions:

Adamesque	Following the design principles or details used by the 18th-century family of classical architects, William, John, James and Robert Adam
Architrave	The lowest of the three main divisions of the classical entablature, varying according to the order employed; moulded surround to an opening or recess
Arris	Sharp edge at the meeting of two surfaces
Arts and Crafts	Style of design focusing on craftsmanship, material quality, use of local material, often reviving vernacular or traditional forms
Ashlar	Masonry of large blocks in regular courses worked to even faces and carefully squared edges: the stones themselves are called ashlar and may have a dressed finish
Astragal	Wooden glazing bar used to support the glass panes of a window

Balustrade	A parapet or stair rail composed of uprights supporting a coping or rail
Band Course	Masonry band which encircles a building wholly or in part usually unmoulded
Bargeboards	Boards placed at the incline of a gable to hide the ends of the roof timbers, often decoratively treated
Base	The lowest moulding of any structure
Batter	The inward incline of an external wall surface, usually at the base, the thickness of the wall being progressively diminished
Bay	A vertical alignment of key elements in a wall such as doors or windows which may also project or recess
Beton Brut	Raw concrete left in its natural state after the formwork has been removed, also known as board-marked concrete
Blocking Course	Plain course forming a low parapet above a cornice usually screening a gutter
Brattishing	In roofs, the ornamental cresting of cast or wrought-iron crowning a roof, but sometimes also found applied to cornices and other ornamental features
Broached	Of masonry, stonework worked to a horizontally or diagonally furrowed surface; usually on ashlar with a margin draft at the edge

Brutalist	architectural style appearing in the 1950s and 1960s featuring exposed concrete and emphasising bold structural forms
Capital	The crowning element of a column, colonette or pilaster, usually moulded or sculptured
Casement	In windows, a side-hung hinged light
Chamfer	Very narrow face created when an arris is cut at an angle, usually 45 but sometimes hollow (ie concave) or ovolo
Cherry Caulking	Treatment of masonry joints in which small stones are inserted into the mortar
Chimneystack	The external housing at wallhead of chimney flues
Close	Passageway giving access to a number of houses or buildings; in an urban context usually but not always pedestrian, in steadings used as vehicular passage or pend
Column	Upright structural member, usually circular in section
Conservatory	Greenhouse or glazed extension as garden room
Cornice	The projecting uppermost member of the classical entablature; in isolation used as the crowning feature of external walls, or as the demarcation of an attic storey; or at windowheads, over shops etc; and internally at the junction of wall and ceiling

Crowsteps	A stepped arrangement at the head of a gable leading to a chimney stack or gablehead
Cruck-framed	Form of vernacular roof construction in which the roof is carried on pairs of naturally curved timbers or crucks joined at the ridge and combining the functions of upright post and rafter (full crucks) or embedded into the wallhead (upper crucks)
Dado	The lower portion of an internal wall above the plinth or skirting board and beneath the dado or chair rail, sometimes of plaster but often panelled timber
Dentil Course	Member of cornice below the main projecting member composed of rectangular blocks tightly spaced like teeth
Doocot	Dovecot or pigeon house
Dormer	Window breaking above the eaves at wallhead or set in the roof
Droved	Of masonry, horizontally furrowed finish, usually on ashlar, popular in later 18th and early 19th centuries. See also broached
Dry Dash	20th century method of harling in which the aggregate is dashed on dry, and not incorporated into the mix (see also harl)
Eaves	Overhanging edge of a roof
Entablature	Collective name for the three horizontal members (architrave, frieze and cornice) above a column, in treatment, as a division between storeys or as an impost band at an arcade

Fanlight	Glazed area above door; if rectangular rather than semicircular, semi-elliptical or segmental, more correctly a transom-light
Fenestration	The windows of a property
Fleche	Spirelet of timber and lead rising from a roof ridge rather than a tower
Forestair	External stone stair, usually to 1st floor level
Gablet	Small gable-shaped feature over an opening or recess
Harl	Scottish form of roughcast in which the mixture of the aggregate (small even-sized pebbles) and binding material (in traditional harl, sand and lime) is dashed onto a masonry wall; in traditional harls the aggregate is in the mix (wet dash) in non-traditional 20th century harls the aggregate is dashed on separately (dry dash)
Hoodmould	Projecting moulding over an arch or lintel designed to throw off water
Horns	Small upstands or downstands in windows from the meeting rails at the vertical members of the sash frame
Horse Mill	Circular or polygonal building built to contain machinery driven by horses (horse engine), usually for the purposes of a threshing machine
Ice House	Vaulted or domed chamber banked over with earth which was filled with ice for domestic purposes or commercial fish distribution

International Style	Style of simple cubic modern asymmetrical designs, usually white and unadorned, characterised by windows in horizontal bands and open ground plans
Kiln	In a mill, kiln barn or maltings building, that part of the building used for drying grain, identifiable by its having a furnace, a funnel leading to a metal floor and a vent in its roof
Louvred	Treatment of overlapping boards angled to allow ventilation but to keep the rain out; used at belfry stages, persiennes, tanneries, barns etc.
Lying Panes	Panes of glass which are horizontally rather than vertically proportioned, fashionable in the period 1815-50
Mansard Roof	Four-pitch roof with a steep lower pitch and a shallower upper pitch on each side
Margins	Margin framing an opening or emphasising the angle of a building; most are raised (usually adopted when the building was to be harled but sometimes used decoratively) but some are chamfered and some are backset (ie recessed from the plane of the harl or render)
Mews	Stabling, in an urban context
Modillion	Small bracket, sometimes scrolled, sometimes block-like, set at regular intervals in the soffit of a cornice

Mullion	Upright member dividing the lights of a window
Mutule	Small flat slabs at the soffit of the cornice of a Doric entablature and positioned above the triglyph, if any; often used as a wallhead cornice without full entablature
Ogee	Double curve composed of two curves in opposite directions without a break; used on both roofs and arches
Pediment	Classical form of corniced gable or gablet used at openings as well as a termination to roof structures
Pend	Open-ended passageway through a building; usually vehicular (as against a close which is usually pedestrian)
Piended	Hipped roofed
Pilaster	The flat version of a column, consisting of a slim rectangle projecting from a wall; used also of plain piers or pilasters without classical orders which are more correctly termed pilaster strips
Pilotis	Vertical posts supporting overhanging architecture, characteristic of Modern Movement design post-1945
Plate Glass	Large sheets of glass cast in plates and polished, introduced from 1838 onwards
Platt	Platform, broad doorstep, landing on stair, cantilevered stone gallery access to tenement flats

Pointing	The treatment with mortar of exposed joints in masonry or brickwork
Quoins	Stones larger than those of which a wall is composed, or better shaped, and forming the corners of walls or door and window openings: if they project they are described as raised, those with chamfered angles being referred to as rusticated
Raked	Angled
Render	Smooth coating of cement over masonry
Reveal	The inward plane of a door or window opening between the edge of the external wall and the window or door frame
Rubble	Masonry which is not fully dressed; can be of boulders; or of random rubble retaining in some degree the natural shape of the stone; or of squared rubble in which the stones are roughly squared and may be either coursed or snecked; ie with variations in the coursing brought about by the use of small filler stones or snecks
Rustication	Treatment of masonry in which the joints are sunk, usually in a V (chamfered rustication) but sometimes square; can have varied decorative treatments, eg with rock faced, reeded or vermiculated panels, or frosted in which the blocks appear coated in icicles

Sash and Case	A form of window in which the glazing slides vertically in two parallel frames within the case, the upper sliding outward of the lower
Skew	Sloping tabling, sometimes coped, finishing a gable which is upstanding from the plane of the roof
Skewputt	Bottom end of a skew or crowstepped gable which projects from the wallhead, usually in a cavetto
Snecked	Form of rubble construction composed of squared stones in which the coursing is varied by small filler stones or snecks
Soffit	The underside of a cornice, stair or lintel; that of an arch is more correctly an intrados
Stall Riser	In a shopfront, the panels below the display window's cill
String Course	A shallow moulding continued across a whole facade which may be defined by its position, eg cill course or impost course
Stugged	Of masonry stone work, its surface picked to a consistent pattern, commonly employed from the mid-19th century onwards
Swept Dormer	Roof window formed by sweeping a section of the roof up from the main plane at a slacker pitch; also known as catslide dormer
System built	Term used for pre-fabricated, mass-produced construction post-1945

Thackstone	Stone weathering projecting over the roof cladding at the base of a chimney, in its original use over thatch
Tracery	Pattern of pierced open stonework in a Gothic or early Renaissance window; in Georgian or post-Georgian buildings may be of wood and may even be part of a window sash
Transom	Horizontal member dividing a window opening
Truss	The triangular frames bearing a roof
Verandah	Open shelter or gallery around a building with a lean-to roof carried on verticals of timber or iron
Weatherboarding	Form of wall cladding composed of overlapping horizontal boards on a timber framework
Wet Dash	Traditional type of harl in which the aggregate of small, evenly-sized pebbles is incorporated into the mix