

HISTORIC SCOTLAND

LISTING AND DESIGNED LANDSCAPES

APPLICATION FORM



Historic Scotland is an executive agency of the Scottish Government 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 and maintain statutory lists of buildings of special architectural or historic interest and to compile an inventory of gardens and designed landscapes. We have a dedicated team who research and assess designations proposals and reviews.

This application form allows you to submit a proposal for listing, de-listing, a change of category, an inventory garden or designed landscape or other reviews. You can also use this form to apply for a Certificate of Intention not to List (COINTL). If approved, the Certificate provides a legal guarantee that a building will not be statutorily listed for a period of five years from the date of the Certificate. Further guidance on COINTL is available on our website. Please provide as much information as possible, including photographs. Further help and information in completing this form, which can be returned by either post or email, is available from the Listing and Designed Landscapes Team at Historic Scotland on tel: 0131 668 8701/8705.

Contact Details

Personal Details		Address Details	
Title:		Postcode:	
First Name:		Address:	
Last Name:			
Organisation:			
Telephone:			
Email:			

Freedom of Information and Data Protection

Historic Scotland is subject to the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998 so any information you supply to us may become publicly available. We will retain the information you provide in hard copy form and/or on computer for administrative purposes and future review. Any decision on disclosure is subject to exemptions under the relevant legislation and so, for example, we will not release personal information to a third party if its disclosure would contravene any of the principles set out in the Data Protection Act. We will contact you should we receive a request for release of your personal details to help us decide whether or not they may be released.

Type of Application

Listing

I would like to:

Propose a NEW Building or Structure to be added to the List	<input type="radio"/>
Request a REVIEW of an existing Listed Building	<input type="radio"/>
Request a Listed Building be REMOVED from the List	<input type="radio"/>
Request a Certificate of Intention not to List	<input type="radio"/>

Gardens & Designed Landscapes

I would like to:

Propose a NEW Garden and Designed Landscape for inclusion on the Inventory	<input type="radio"/>
Request a REVIEW of an existing Inventory Garden and Designed Landscape	<input type="radio"/>
Request a Garden and Designed Landscape be REMOVED from the Inventory	<input type="radio"/>

Building or Site Location

Address:			
Grid Reference (if possible):			
Planning Authority Area:			
Map attached?	<input type="radio"/> Yes	<input type="radio"/> No	

Ownership and Occupancy

Are you the owner of part or all of the subject?	<input type="radio"/> Yes	<input type="radio"/> No
Are you the occupier of part or all of the subject?	<input type="radio"/> Yes	<input type="radio"/> No
Do you know any other relevant owners/occupiers? (If yes, please supply additional contact details)	<input type="radio"/> Yes	<input type="radio"/> No

Owner/Occupier Details		Address Details	
Title:		Postcode:	
First Name:		Address:	
Last Name:			
Organisation:			
Telephone:			
Email:			
Owner: <input type="checkbox"/>	Occupier: <input type="checkbox"/>		

Planning Details

Please supply details of any planning proposals. 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/index/heritage/policy/shep.htm and on our website at www.historic-scotland.gov.uk/index/heritage/historicandlistedbuildings.htm.

Is this building or site the subject of planning proposals?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Don't know
Type:	Further details:		
<input type="text"/>			
Planning Application URL:			
Planning Application Reference Number:			

Listing

Special Interest

Listed buildings can be designated because of their special architectural or historic interest. Please provide information to support your application which relates to the criteria for listing. Similarly if you are requesting a listing review, a de-listing, or a Certificate of Intention not to List, please provide the reasons for this.

The listing criteria is published online in the [Scottish Historic Environment Policy \(2011\)](#) at Annex 2.

The criteria are defined by three broad headings:

Age and Rarity

Architectural or Historic Interest

Close Historical Association

Gardens and Designed Landscapes

Significance of Site

Please describe the site and outline why you think it merits assessment for inclusion in the Inventory. You may find it helpful to refer to the criteria for determining whether a garden or designed landscape is of national importance, as defined in Annex 4 of the [Scottish Historic Environment Policy \(2011\)](#). Similarly if you are requesting a review or a removal from the Inventory please provide the reasons for this.

Background Factors

Special architectural or historic interest is the reason for listing. However, any background factors that you feel may be relevant, should be included here.

Threat

If the building or site is currently under threat of demolition or alteration, please give details here as it will enable us to prioritise our assessment where necessary.

Photographs

Please enclose recent captioned and dated photographs of all external elevations of the building and any internal features of interest (decorative plasterwork or timberwork, marble fireplaces, unusual structural material etc) or photographs of the site including landscape views or garden features. Historic Scotland will make an initial assessment based on the photographs supplied. These will be returned if required.

Can you attach any photographs to support this application?	<input type="radio"/> Yes	<input type="radio"/> No
I would like my photographs returned	<input type="radio"/> Yes	<input type="radio"/> No
I have attached photographs to an email (up to 20Mb)	<input type="radio"/> Yes	<input type="radio"/> No

Supporting Documentation

Can you attach any documents to support this application?	<input type="radio"/> Yes	<input type="radio"/> No
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Description:

Comments or Further Information

Please add here anything else that you think will be relevant to this application. For example it would be helpful to let us know if the subject lies within or contains any other designations e.g. Conservation Area, World Heritage Site, Site of Special Scientific Interest etc.

Additional information can be provided by separate cover if necessary.

Submission of Proposal

Please send this form and any supporting documents to:

Historic Scotland's Listing and Designed Landscapes Team
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Or by email to hs.listing@scotland.gsi.gov.uk or hs.gardens@scotland.gsi.gov.uk
(Please note that we may only accept email attachments up to 20Mb maximum.)