

HISTORIC SCOTLAND

THE LISTING PROCESS



Proposal

Anyone can propose a building for listing, de-listing or a change of category. We receive around 350 proposals per year. Proposals can be made by email or post. The proposal form is available on our website at www.historic-scotland.gov.uk/listedbuildings

Basic information is required for considering a case. This should include information on the location of the building, up-to-date photographs of the exterior and, if possible, the interior and any historical information about the property. Details on any planning permissions and the level of risk to the structure would also be helpful.



Assessment

Once we receive a proposal research is then carried out. This may include a site visit. The aim of the research is to assess the proposal against the listing criteria which include: age and rarity, architectural and historic interest, and close historical association. Full information on our selection criteria can be found on pages 66-68 of the Scottish Historic Environment Policy document at www.historic-scotland.gov.uk/shep

When undertaking research into a building a wide range of sources may be considered and, depending on the type of proposal, this stage can take a number of weeks to complete. If we find that the building does not meet the criteria for listing we will write to the relevant parties at this stage.



Consultation

Following research, we consider the merit of the building. If we find that the building may be of interest (or no longer of interest in the case of de-listing requests) we reach an interim decision on the proposal. The local planning authority is then consulted along with the owner, where possible. For potential new listings we also consult with an independent third party.

Consultation usually takes around one month. For more complex sites or larger projects this stage can take longer.



Completion

Following consultation we meet to discuss the responses and make a final recommendation which is put forward as a formal listing, de-listing or a change of category.

If listed, the building is added to the Scottish Ministers' Lists of Buildings of Special Architectural or Historic Interest. List descriptions can be found on our website at www.historic-scotland.gov.uk/historicandlistedbuildings. A map-based search facility is available through Pastmap at www.pastmap.org.uk.



Contacts and further sources of information

Our booklet *Scotland's Listed Buildings – A Guide for Owners and Occupiers* provides more information on listing and is available on our website at www.historic-scotland.gov.uk/publications

We are happy to provide further guidance on all aspects of the listing process and you can contact the Listing Team by telephone, Email or post.

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