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31 August 2009

Dear Sir or Madam

Historic Scotland has launched a public consultation on **Historic Scotland Guidance Notes – Managing Change in the Historic Environment** (Con1174).

The consultation is available to download from the following link:

<http://www.historic-scotland.gov.uk/index/about/consultations/currentconsultations.htm>

It is Scottish Government policy to minimise the amount of material printed in hard copy but please contact Gordon Mackie on gordon.mackie@scotland.gsi.gov.uk or 0131-668-8938 if you feel you need a printed copy.

The consultation document contains a series of questions, as well as details of the consultation process and how to respond. I have attached a 'Respondent Information Form'. It is important that you complete and return this to us with your comments, as it tells us how you want your response to be treated. You can email the form to us if you are responding on-line or post it to us along with your written comments: electronic responses to the consultation are easier and quicker for us to process. The consultation closes on **8 December 2009**.

If you have any queries please do not hesitate to contact either Gordon Mackie or myself.

Yours faithfully



Jim MacDonald
Deputy Chief Inspector

RESPONDENT INFORMATION FORM: HISTORIC SCOTLAND GUIDANCE NOTES – MANAGING CHANGE IN THE HISTORIC ENVIRONMENT

Please complete the details below and return it with your response. This will help ensure we handle your response appropriately. Thank you for your help.

Name:

Postal Address:

1. Are you responding: **(please delete the line that does not relate to your situation)**
 - (a) as an individual go to Q2a/b and then Q4
 - (b) **on behalf of** a group/organisation go to Q3 and then Q4

INDIVIDUALS

- 2a. Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government website)?
(please delete the line that does not relate to your situation)

Yes (go to 2b below)

No, not at all

We will treat your response as confidential

- 2b. **Where confidentiality is not requested**, we will make your response available to the public on the following basis **(please delete the lines that do not relate to your situation)**

Yes, make my response, name and address all available

Yes, make my response available, but not my name or address

Yes, make my response and name available, but not my address

ON BEHALF OF GROUPS OR ORGANISATIONS:

- 3 The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government website). Are you also content for your **response** to be made available? **(please delete the line that does not relate to your situation)**

Yes

No We will treat your response as confidential

SHARING RESPONSES/FUTURE ENGAGEMENT

- 4 We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Government to contact you again in the future in relation to this consultation response?
(please delete the line that does not relate to your situation)

Yes

No