

Listed Building Consent or Conservation Area Consent Application

TOWN & COUNTRY PLANNING (SCOTLAND) ACTS

Please Read The Notes For Guidance Before Completing This Form.

It is important that this form is completed correctly to avoid delays in processing

1

I / WE APPLY TO THE COUNCIL FOR: *Please tick relevant box*

Listed Building Consent for works affecting the character of a listed building

Conservation Area Consent for demolition within a Conservation Area

Variation or Discharge of Conditions of above

2

APPLICANT'S NAME

(If applicable)

ADDRESS

POSTCODE

TELEPHONE

FAX

3

AGENT'S

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

4

ADDRESS OR LOCATION OF PROPOSED DEVELOPMENT

ADDRESS

POSTCODE

GRID REF.

5

DESCRIPTION OF PROPOSED DEVELOPMENT

6

EXISTING USE OF LAND AND/OR BUILDINGS *Please give details*

7

DESCRIPTION OF EXISTING PROPERTY

(a) Walls

(b) Roof

(c) Boundary Walls and Fences

8

ALTERATIONS

Has the Building been altered in the past?

Yes

No

If so, give brief details

9

CONSENT

Is the Building already the subject of any consent?

Yes

No

If so, give brief details

10

GRANT

Has the Building benefited from any grant
from the Council or Historic Scotland?

Yes

No

If so, give brief details

11

VARIATION IN CONDITION

Are you applying for a variation or
discharge of condition?

Yes

No

12

IF THE ANSWER TO QUESTION 11 IS YES PLEASE:

(a) Describe the variation or discharge of conditions which is being sought

(b) State the reasons for seeking this variation or discharge

13

PLEASE GIVE BRIEF DETAILS OF THE PROPOSED WORKS

(a) **Internal Alterations**

(b) **External Alterations**

(c) **Demolition** *(including partial demolition)*

How will the site be treated after demolition?

How do you propose to dispose of salvaged material?

(d) **Exterior Painting and Cleaning**

Specify method and materials:

(e) **Removal of Features and Fittings**

What will be the future of the removed items?

(f) **Window Replacement**

Describe materials and opening method of both existing and proposed windows

Existing

Proposed

(g) **Repairs** *(generally repairs do not require formal consents)*

DECLARATION 1

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent *(delete as appropriate)*

Date

IF YOU DO NOT OWN ALL OF THE LAND OR PROPERTY TO WHICH THIS APPLICATION RELATES, YOU MUST NOTIFY ALL THE OWNERS AT THE SAME TIME AS SUBMITTING THIS FORM.

PLEASE READ THE NOTES FOR GUIDANCE CAREFULLY BEFORE COMPLETING THIS CERTIFICATE.

A I hereby certify that: Please tick **one** box

1. 21 days before the date of this application, the applicant owned **all** the land to which this application relates.

OR

2. The applicant has given notice to all persons who, 21 days before the date of this application, owned any part of the land to which it relates. They are:

| NAME OF OWNER | ADDRESS | DATE NOTIFIED |
|---------------|---------|---------------|
| | | |

B I further certify that: Please tick **one** box

1. 21 days before the date of this application, **none** of the land to which this application relates formed part of an agricultural holding.

OR

2. The applicant has given notice of this application to every person who, 21 days before the date of this application, was a tenant of an agricultural holding, any part of which formed part of the land to which the application relates. These persons are:

| NAME OF TENANT | ADDRESS | DATE NOTIFIED |
|----------------|---------|---------------|
| | | |

If you do not know who owns the land or who is an agricultural tenant, contact the Development Control Service.

DECLARATION 2

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant/agent (delete as appropriate) _____

Date _____

15

CHECKLIST Please tick **all** boxes

I enclose **2** additional copies of this form

I enclose **6** sets of the necessary plans and drawings

I have completed and signed the application forms

I have completed and signed the land ownership certificate

In the case of partial or full demolition, I enclose photographs showing the existing building

Your application cannot be registered until all these documents are received

Note: It is desirable to submit photographs of the existing building with all applications.

IMPORTANT: Information provided on this form will be used for Development Control purposes and held in accordance with the Data Protection Act.

IMPORTANT: ANYONE WHO KNOWINGLY OR RECKLESSLY MAKES A FALSE DECLARATION IS LIABLE, ON CONVICTION, TO A FINE OF CURRENTLY UP TO £2,000