

**Buildings Survey Team**

**John Sinclair House**

**16 Bernard Terrace**

**Edinburgh**

**EH8 9NX**

**Tel: 0131 662 1456**

# SURVEY PROPOSAL

**FORM**

**Please use this form to propose a site or building to HES for survey.** If you are an owner or local authority contacting us in relation to a Listed Building /Conservation Area Consent, please use the *Consent Application Referral Form*.

**Completed forms can be returned to the above address or via e-mail to tbs@hes.scot**

**SITE DETAILS**

Name ............................................ Grid Reference (i.e. NS 12345, 67890)

Address ............................................ ............................................................

............................................ Council ................................................

............................................ Canmore ID (if known) ...........................

Postcode ............................................

**Is this site Listed/Scheduled?** **A B C Scheduled Unknown**

**Is this property/site the subject of a current planning application?**

**Yes (application no.......................................) No Unknown**

## OWNER/AGENT DETAILS (for access) YOUR DETAILS (organisation/individual)

Name .................................................. Name ..................................................

Address .................................................. Address ..................................................

.................................................. ..................................................

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Postcode .................................................. Postcode ..................................................

Tel No. .................................................. Tel No. ..................................................

Email ………………………………………………….. Email …………………………………………………..

**Please summarise your reasons for this proposal and describe any features of special architectural or historic interest**

## We, Historic Environment Scotland (HES), are required to collect your personal details and/or those of the property owner or agent so that we can process your referral. We will only use this data for the purpose specified and will keep it as part of the permanent record of the property. We collect this data as part of our public task. You can see more detail about how we collect and store personal data and your rights as a data subject by viewing our privacy notice online <https://www.historicenvironment.scot/privacy-notice/>