

SCHEDULED MONUMENT CLEARANCE

This application guidance is only for completing scheduled monument clearance applications. You should only complete such an application form if you are a Crown Body (a government department or agency) applying to carry out works at a scheduled monument. If you are not, you should complete a scheduled monument consent application form.

PRE-APPLICATION ADVICE

Historic Environment Scotland encourages all applicants to seek pre-application advice prior to completing their application for scheduled monument clearance. This will help to identify any further information that may be required in support of the application, and identify any significant issues with the works proposed. The level of supporting documents required to determine a scheduled monument clearance application will vary, depending on the scale and nature of the works proposed. Generally, the greater the complexity of the works, the greater the level of information and justification require.

APPLICATIONS FOR SCHEDULED MONUMENT CLEARANCE

Applications are made to Historic Environment Scotland and are to be made on a form obtained from Historic Environment Scotland. Applications can be submitted electronically or by post

All applications for scheduled monument clearance must contain the following information:

- a written description of the works to which it relates;
- the name or location of the scheduled monument to which the works relate or a description of the location of the land;
- the name and address of the applicant and, where an agent is acting on behalf of the applicant, the name and address of that agent;
- a plan or drawing, sufficient to identify the area of land to which the works relate;
- such other plans and drawings as are necessary to describe the works to which it related; and

Applications which contain insufficient information to satisfy the information requirements will be returned to the applicant with a clear explanation of why the application has been returned and what further information is required. Historic Environment Scotland strongly encourage the use of its pre-application advice and application checking service to ensure you include the correct information at the time of submission in order that the processing of your application is not delayed.

PUBLICATION OF APPLICATIONS FOR SCHEDULED MONUMENT CLEARANCE

Scheduled monument clearance applications will be made publicly available on Historic Environment Scotland's Decision on-line portal (<http://portal.historicenvironment.scot>) during the application process (normally within five working days of receiving an application that satisfies the information requirements). Historic Environment Scotland will publish the application form and supporting documentation.

Once an application has been determined, Historic Environment Scotland will publish the decision notice and associated report on handling. Any representations made concerning an application that are material to the determination of the application will be addressed in the report on handling.

Privacy Notice

We believe you should always know what data we collect from you, why we need it and how we look after it. This privacy notice, along with our overarching HES privacy notice, explain your rights and our role in protecting the information that you share with us. We will process your Personal Data in strict accordance with the General Data Protection Regulation and the Data Protection Act 2018.

The data you submit to us as part of your application for consent will be used for this purpose and to confirm and update Historic Environment Scotland's Owner-Occupier records. This allows us to monitor the condition of scheduled monuments and notify you of any potential designation changes. Historic Environment Scotland publish applications and decisions on its portal <http://portal.historicenvironment.scot>. Historic Environment Scotland will publish the application and relevant supplementary information including the name and address that you have submitted as part of the application. However, Historic Environment Scotland will not publish signatures, personal email addresses or telephone numbers.

You must advise Historic Environment Scotland if there are particular reasons why you think any information you have provided should not be published.

DETERMINATION

Applications for scheduled monument clearance will normally be determined within 8 weeks of receipt of the application. Complex applications may take longer; where this is likely to be the case Historic Environment Scotland will discuss and agree appropriate timescales with the applicant.

Historic Environment Scotland can take the decision to: grant; grant with conditions, part grant/part refuse; part grant/part refuse with conditions, or refuse an application for scheduled monument clearance.

The conditions applied can include a condition reserving specified details of the works (whether or not set out in the applications for clearance) for subsequent approval by Historic Environment Scotland.

All applications are determined in line with Historic Environment Scotland's [Scheduled Monument Consents Policy](#).

CONTACTS

For further help and information please call 0131 668 8716.

MAKING A SCHEDULED MONUMENT CLEARANCE APPLICATION

The application form contains a **contact details sheet**. The information on this sheet will not be published as part of the application but it is important that it is completed so we are able to contact you about your application. If it is not completed, we have problems contacting you and this may delay the determination of your application.

Please follow the instructions below when completing your application form.

APPLICATION DETAILS

1 Applicant name and address

Please enter your name, address and contact details. If you are an agent, enter the name and address of the person you are making the application on behalf of.

2 Monument to which application applies

Please enter information sufficient to identify the monument. The monument index number and name can be obtained by calling Historic Environment Scotland on 0131 668 8716 or through the Pastmap website www.pastmap.org.uk. Alternatively, please enter a grid reference for the monument, or a description of the location of land to which the application affects.

3 Pre-application discussions.

Please detail any pre-application discussions you have held with Historic Environment Scotland.

4 Summary of proposed works

Please provide a brief summary of the proposed works (no more than 20 words)

5 Description of proposed works

Please provide a detailed description of all works proposed. This should include details of how you intend to carry out the works, together with any proposed mitigation. If you prefer to submit these details as a supporting document, please enter the name of the supporting document here.

6 List of plans, drawings and other documents accompanying application (continue on separate sheet if necessary)

Please list any supporting plans, drawings or documents which accompany your application, indicating whether you intend to submit them by post or email. You **must** include a plan or drawing sufficient to identify the area of land to which the works relate and other such other plans and drawings as are necessary to describe the works to which it relates.

7 Other Information relevant to the application

You should include details of any other information relevant to the application. This may include details of other permissions you have sought, or previous works on site.

8 Declaration

You can email your application and supporting documents to:
scheduledmonumentconsent@hes.scot, or post them to: Heritage Directorate Business Support,
Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH