

# e-Application for Scheduled Monument Clearance

## Contact Details Sheet



HISTORIC ENVIRONMENT SCOTLAND

ÀRAINNEACHD EACHDRAIDHEIL ALBA

### Data Protection Act 1998

Any personal data that you may be asked to provide on this form will be held and processed in accordance with the Data Protection Act 1998. The information provided by you and other relevant parties will be used for processing and determining your application for scheduled monument clearance, 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.

Your application will be processed by employees of Historic Environment Scotland. Applications will be available for public inspection and will be published on the Historic Environment Scotland Decision Portal <http://portal.historicenvironment.scot>.

We will publish the application and relevant supplementary information including your name, address and personal information about yourself and others that you have submitted as part of the application. We will not publish personal/sensitive information that is irrelevant to the assessment of the application including your contact details (signatures, personal email addresses and telephone numbers) and your legal interest in the monument.

You must advise Historic Environment Scotland if there are particular reasons why you think any document, or part of document, you have provided cannot be published.

### 1 Your Contact details

Tel	
Mobile	
Email	

### 2 Your legal interest in monument

Owner	<input type="checkbox"/>	Joint Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Other	<input type="checkbox"/>	None	<input type="checkbox"/>
If Other, please specify									

Do you agree to all your correspondence regarding your application being sent by email?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### Checklist

You must submit the following documents:

- Completed Application Form (Part A)
- Plan or drawing sufficient to identify the area of land to which the works relate
- Other plans and drawings as are necessary to describe the works

Please tick here if you intend to submit any supporting documents by post

## Ancient Monuments and Archaeological Areas Act 1979

This application form is for scheduled monument clearance. You should only complete this form if you are a Crown body (a government department or agency). If you are not, you should complete a scheduled monument consent application form.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application. You can complete and submit this form by email ([scheduledmonumentconsent@hes.scot](mailto:scheduledmonumentconsent@hes.scot)) or by post to Heritage Management Business Support, Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

### 1 Applicant name and address

Title		First Name		Surname	
Company / Organisation					
Building No / Name					
Street					
Town / City					
County / Region					
Postcode					

### 2 Monument to which application applies

Index no		Name	
Local Authority		Grid Ref	
Description of location of land			

### 3 Pre-application discussions

Have you undertaken pre-application discussions with Historic Environment Scotland? (If yes, please give details below)	Y <input type="checkbox"/>	N <input type="checkbox"/>

### 4 Summary of proposed works (max 20 words)

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### 5 Description of proposed works

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

No	Description	Reference	Document emailed	Document posted
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>

**7** Other information relevant to application

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**8** Declaration

- I hereby apply for scheduled monument clearance for the works described in this application and shown on the accompanying plans and drawings.
- I confirm that the information I have given on this form is true and accurate.

<b>Name</b>		<b>Date</b>	
<b>On behalf of</b>			
Where an application is being dealt with by an agent to whom correspondence should be sent, state the:-			
<b>Name of Agent</b>		<b>Tel No</b>	
<b>Address</b>			
		<b>Post Code</b>	