

You should read these notes alongside our designations application form. The notes will help you to fill in the form. We will not take forward applications which do not include the necessary information.

If you need more advice to help you fill in the form, please phone us on [0131 668 8716](tel:01316688716) or email us at designations@hes.scot.

If you are suggesting a large-scale or partnership project with many sites and structures, please contact us before filling in any forms.

SECTION 1

YOUR DETAILS

Please fill in your contact details. We will not accept your form without this information. Please provide us with an email address, if possible, as this is how we would prefer to contact you.

Freedom of information and data protection

We must keep to the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998, which means any information you give us may become available to the public. We will keep the information you give us as hard copy or on computer (or both) for administrative purposes and in case we need it in the future. We will not release your personal information to any other person or organisation if doing so would not meet the principles set out in the Data Protection Act. If we receive a request to release your personal details, we will contact you to help us decide whether or not to release them.

SECTION 2

TYPE OF DESIGNATION YOU ARE APPLYING ABOUT

In this section, please say which type of designation your application relates to. The types of designation are as follows;

Listed building: Generally structures (such as bridges, churches, houses, schools) mostly from the 16th century up until the 1980s which can be of local, regional or national interest.

Scheduled monument: Uninhabited nationally important archaeological sites and structures (such as prehistoric burial mounds, Roman forts, early Christian carved stones, anti-invasion defences) from 8,000 years ago up until the Second World War.

Garden and designed landscape: Nationally important grounds intentionally laid out for artistic effect (such as country estate landscapes, botanic garden collections, urban parks and cemeteries).

Battlefield: Nationally important landscapes on which major battles took place and soldiers fought and died (such as Culloden and Bannockburn).

Historic marine protected area: Nationally important marine historic assets such as particularly significant shipwrecks.

If you are not sure which designation to apply for, you can find out more about them on our website at www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations or contact us for advice.

SECTION 3

TYPE OF APPLICATION

There are four types of application.

Designate: Choose this option if you would like us to assess an **undesignated** site or structure for designation. Please check that it is not already designated by using our search at portal.historic-scotland.gov.uk.

Amend: Choose this option if the site or structure you are applying about is **already designated** and you would like us to **review** the designation.

You must provide the reference of the current designation. You can find this using our search at portal.historic-scotland.gov.uk. The reference is also at the top of the designation record. References begin with the letters **LB, SM, GDL, BTL or HMPA** depending on the type of designation and are followed by between one and five numbers.

Remove: Choose this option if you would like us to consider **removing** a designation.

You must provide the reference of the current designation. You can find this using our search at

portal.historic-scotland.gov.uk. The reference is also at the top of the designation record. References begin with the letters **LB, SM, GDL, BTL or HMPA** depending on the type of designation and are followed by between one and five numbers.

Certificate of Intention Not to List: Choose this option if you would like to apply for a Certificate of Intention Not to List. A certificate is a legal guarantee that a building won't be listed for five years from the date the certificate is granted. We assess applications for a certificate using the same criteria as a listing application. If we don't issue a certificate the building may be listed. You can find out more about certificates here: www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings.

For battlefields and historic marine protected areas the decisions to designate have been taken recently, and we may only review designation decisions or requests to change the boundary of an existing designation if there is good reason to do so.

These reasons might include:

- loss of the site since its designation, and
- significant evidence, not previously considered, relating to the site's identification or merit.

SECTION 4

LOCATION

Please tell us as much as you can about where the site or structure is located.

Local authority area: Please tell us which local authority area (or areas) the site or structure is within.

Address and postcode: You must provide an address and postcode if the site has an address.

National Grid Reference: You must provide a National Grid reference (NGR) or a map if the site is a monument, landscape feature or does not have a postal address. Ordnance Survey provides advice on how to find a National Grid reference at www.ordnancesurvey.co.uk/support/the-national-grid.html.

Map: You must provide an NGR or a map with the location outlined on it if the site is a monument, landscape feature or does not have a postal address. This is particularly helpful if you are asking us to assess a large area for designation such as a garden or designed landscape. Please attach your map to the application form.

Canmore or historic environment record reference number: If the structure or site is included on Canmore, our online catalogue for heritage sites across Scotland, please give the Canmore reference number or link to the relevant pages on Canmore. You can do this by searching Canmore: canmore.org.uk. Historic Environment Records can be searched using Pastmap: pastmap.org.uk.

SECTION 5

OWNER AND OCCUPIER INFORMATION

If we need to carry out a site visit we normally contact the owner beforehand. For sites or structures which do not have an address and postcode it is particularly important that you provide us with information about the owner (or owners). We may not take forward your application if we do not have this information.

Some structures and sites may have many owners. In these cases please state, if you can, who the owners are. If there are many owners of a landscape area it would be helpful if you could provide a map which shows who owns which part of the land.

SECTION 6

DEVELOPMENT PROPOSALS

We may not take listed building and scheduled monument applications forward in certain circumstances. These circumstances may also apply to applications for other designations.

These might include but aren't limited to:

- development proposals that affect the character of the site or building
- an appeal period or an appeal against refusal of planning permission, and
- other development proposals.

If there are development proposals or enforcement issues, we will consider requests to delist (remove from the list) or deschedule (remove from the schedule) on a case-by-case basis. If there is a strong likelihood that the structure or site no longer meets the criteria for designation and there are unresolved development or enforcement issues, we may decide to remove it from the list.

You can find out more about how development proposals can affect an application for each designation on our website pages. We will tell you if we are not taking forward your application because of development or other proposals.

If planning or other development proposals apply to the structure or site, please provide us with details. If a planning application has been submitted you must give us the **reference number** and the **link to the application** on the planning authority's website.

SECTION 7

REASON FOR YOUR APPLICATION

Please tell us why you are making your request.

SECTION 8

CRITERIA, SUPPORTING INFORMATION AND PHOTOGRAPHS

Criteria

Each designation has criteria which are used to assess the significance in designation terms of a site or structure. Please explain why you think the site or structure meets the criteria for designation, does not meet the criteria for designation for removal applications or needs a review for amendment applications. See below for more about the criteria for each designation.

Listed building: The main criteria are age and rarity, architectural or historical interest, and historical association. See the Historic Environment Scotland policy statement for the full criteria www.historicenvironment.scot/advice-and-support.

Scheduled monument: The main criteria are cultural significance and national importance. See the Historic Environment Scotland policy statement for the full criteria www.historicenvironment.scot/advice-and-support.

Garden and designed landscape: The main criteria are value as an individual work of art in its own right, historic value, horticultural, arboricultural or silvicultural value, architectural value, scenic value, nature conservation value, and archaeological value. See the Historic Environment Scotland policy statement for the full criteria www.historicenvironment.scot/advice-and-support.

Battlefield: The main criteria are its association with historical events or figures of national significance, the importance of any physical remains or archaeological potential (or both), and the battlefield landscape. See the Historic Environment Scotland policy statement for the full criteria www.historicenvironment.scot/advice-and-support.

Historic marine protected area: The main criteria are cultural significance and national importance. See the Historic Environment Scotland policy statement for the full criteria www.historicenvironment.scot/advice-and-support.

Supporting information and photographs

Please provide copies of any historic photographs, documents, maps, charts, plans, drawings, books or journal extracts which support your application. If you cannot send copies, please provide details of any documentary sources you have used or that you think might be useful to us in making our assessment.

WE NEED THE FOLLOWING INFORMATION FOR EACH DESIGNATION;

Listed building: You **must** provide recent photographs of the structure. Please provide as many photographs as possible of all elevations of the outside of the building, the building in its wider setting (that is, from a distance) and any interior features of interest or photographs of the site, including landscape views or garden features. **We will not take forward applications which do not have photographs.**

Scheduled monument: Please provide recent photographs of the monument and any features or finds if possible. Please provide information on sources and evidence relating to the site. **We will not take forward applications which do not have photographs and supporting information.**

Garden and designed landscape: Please provide information on sources and evidence relating to the site. If possible, provide photographs of the site, including landscape views or garden features. **We will not take forward applications which do not have supporting information.**

Battlefield: Please provide information on sources and evidence of the battle. **We will not take forward applications which do not have supporting information.**

Historic marine protected area: Please provide photographs of the site, the results of any surveys and records of any features or finds. **We will not take forward applications which do not have supporting information.**

Images should be a reasonable size and quality, but please do not attach very large digital files. Jpeg images should not be more than 5MB in size and our servers will not accept emails of more than 20MB.

SECTION 9

FURTHER INFORMATION

Use this space to tell us about anything else that is relevant to your application which you haven't told us about elsewhere on this form.

WHAT TO DO NOW

Email the filled-in form to us with any attachments to:
designations@hes.scot

You can also post the form to us at:
Designations Team
Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Our servers cannot receive any email that is over 20MB so please make sure that the email size is smaller than this. If this is an issue please contact us.

What happens next?

We will acknowledge your proposal within five working days if you emailed it to us. Postal acknowledgements may take longer. If we are taking the case forward for an assessment, we will let you know who your case officer is and approximately how long it will take to assess your application.

