

HISTORIC PROTECTED PLACES DESIGNATIONS REQUEST FORM



Designation gives buildings, sites, and places legal protection and informs decisions that are made about some of our most important historic places. You can find more information at www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations

Please use this form to ask us to consider a building, site or place for designation or to review an existing designation. You can also use it to request a Certificate of Intention not to List (buildings only).

By submitting a request you are making us aware of a new site or an issue with an existing designation and as such a request cannot be withdrawn.

We will decide on whether there is a need for a designation assessment or review and if so, what priority we give that work. Please see our service standard to understand how we prioritise requests at www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations. For sites with multiple owners, we will normally make all interested parties aware of the request.

If you need help completing this form, please contact us at designations@hes.scot.

- **We publish Part 1 of designation request forms on our Portal.** These remain published after a decision has been reached usually for a period of three months. **Part 2** helps inform our assessments and decision making and won't be published.
- If you represent a company, group, organisation or public authority, we will publish your organisation's name. We will publish your personal information unless you tell us not to by ticking the box below.
- If you are a private individual and are not representing any company, group, organisation or public authority, we will publish your personal information unless you tell us not to by ticking the box below.

Please tick the box if you do not want us to publish your personal information.

Your personal information

Our privacy notice explains your rights and our role in protecting the information that you share with us. The information you give us as part of this designation request will only be used for this purpose.

If there is an appeal against a designation decision, we will share your request form and any supporting information with the Scottish Government's Planning and Environmental Appeals Division (DPEA) as part of the appeal process.

We will process your personal information in line with the General Data Protection Regulation 2016/679 and the Data Protection Act 2018.

I have read and agree with the [privacy notice](#).

Your contact information (this will not be published online)

Email address

Phone number

Which of the following are you?

The owner (I own all or part of the building or land.)

The occupier (I live there, or manage the building or land, but I don't own it.)

An interested party (I am neither of the above.)

The planning authority

HISTORIC PROTECTED PLACES DESIGNATIONS REQUEST FORM - PART I



Your details

Title (Mr, Mrs, and so on)

Name

Organisation

Address and postcode

Which building, site or place would you like to tell us about?

Please provide details which allow us to identify the site

For buildings, the postal address (with postcode) is most useful. For other sites and places, please give details such as the name if the site has one, local authority area, National Grid Reference and (if available) the National Record of the Historic Environment (NRHE) ID. This information can be found on [PastMap](#) and on [Trove](#).

If the building or land is already designated, please tell us the reference number

You can find this on the designation record. Search for designations and reference numbers on the [Portal](#) or [Trove](#).

What do you want us to do?

Assess a building, site or place for designation

Review an existing designation

Assess a building for designation as part of a Building Preservation Notice process (for planning authorities only)

Issue a Certificate of Intention not to List (buildings only)

HISTORIC PROTECTED PLACES DESIGNATIONS REQUEST FORM - PART 2

What is the reason for your request?

Use this space to give a summary of your request. You can include your understanding of the cultural significance of the building, site or place, how you feel it meets or doesn't meet the criteria for designation and any other relevant information. Do not include personal or sensitive information or make abusive or offensive remarks. Please send any further details separately as supporting information (see below). You will find information about how we assess sites and places for designation in the [Designation Policy and Selection Guidance](#).

Are you aware of any development proposals for the site, building or place?

No Don't know Yes (If yes, please give details below. Do not include personal or sensitive information.)

We decide on a case-by-case basis whether we will take forward a designation assessment. In some circumstances we may not go ahead with a review. For more details, see [Designation Policy and Selection Guidance](#) pp 7-8.

Supporting information

We may not be able to take your request forward without sufficient information. Recent photographs of buildings, sites and places are especially useful. You can also provide maps and any other documents to support your request.

If you are the owner of a building that you are proposing for listing or are requesting a review of an existing listing, please supply recent photographs of the interior and exterior. If you can't please let us know why.

We may publish supporting information, including images that you supply as part of your request. You must tell us if there are reasons why any of the supporting information you have provided should not be published.

Supporting information guidance

- Do not include personal or sensitive information or make abusive or offensive remarks.
- If you are providing information about development proposals affecting a site, only include information that is in the public domain (for example from a Local Authority planning portal).
- Images must be taken from public land or public rights of way, or you must have the permission of the landowner.
- Images must be yours or, if a historic image, you must have the rights to it.
- Do not provide information in images which can be used to identify an individual including people and faces in images. Do not include car registration plates.
- For buildings, also include images of the building, its setting and any associated outbuildings.
- We will not normally publish images of interiors of buildings unless they are accessible areas of public buildings.

Please send your supporting information as separate attachments, along with this form, to designations@hes.scot.

Please use the box to tell us what supporting information you are sending with your request.

What happens now?

Once you have filled in your form, **save it to your device** and then email it to us at designations@hes.scot. Please remember to attach any supporting information. Your email must not be more than 20Mb. You will receive an automated email acknowledgement. We will contact you within 3 months to either tell you how we intend to handle your request or to provide you with a decision.

If you need help, or have a question about designation, please email us at designations@hes.scot.

You can find information about designations and how we assess sites and places on our website at www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations

You can view the progress of your request on the [Portal](#) or [Trove](#).