

Scheduled Monument Consent Application Form

Contact Detail Sheet

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 Historic Environment Scotland 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. However, should your application affect any Site of Special Scientific Interest (SSSI) we will, with your permission, pass the personal information contained in this form, along with the form itself, to Scottish Natural Heritage for the purpose of processing an application for SSSI consent, should this be required. Historic Environment Scotland publish applications and decisions on its portal <http://portal.historicenvironment.scot> as required by Regulation 7 and 8 of The Scheduled Monument Consent Procedure (Scotland) Regulations 2015. 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.

Please indicate that you have read and agreed with the paragraphs above, along with Historic Environment Scotland's main corporate [privacy notice](#) *

Your Contact Details

Name:

Tel/Mobile:

Email:

Applicant's legal interest in monument

Owner Joint Owner Occupier Other None

If other please specify:

Do you agree to all your correspondence about your application being sent by email?

Yes No

Checklist

You must submit the following documents:

- Completed Application Form (Part A)
- Completed Other Parties Notification Form (if you are not the owner of the monument) (Part B)
- Completed Ownership Certificate (Part C)
- 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



Application Form

Ancient Monuments and Archaeological Areas Act 1979

It is important that you read the accompanying [Scheduled Monument Consent Application Guidance Note](#) to avoid any delay in processing your application. You can complete and submit this form by email (scheduledmonumentconsent@hes.scot) or by post to Heritage Directorate Business Support, Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

1. Applicant Name and Address

Title: First Name: Surname:

Company/Organisation:

Building Number/Name:

Street: Town:

County: Postcode:

2. Monument to which application applies

Indexno: Name:

Local Authority: Grid Reference:

Description of Land:

3. Pre-application discussions

Have you undertaken pre-application discussions with Historic Environment Scotland? Y

Details:

4. Summary of proposed works (max 20 words)

5. Description of proposed works

6. Indicative timescale for proposed works

7. List of plans, drawings and other documents accompanying application

8. Nature Conservation – Protected Places and Species

Will the proposed works affect any of the following:

Site of special scientific interest

If yes do you consent to your personal information and this application being passed to NatureScot for the purpose of processing an application for SSSI consent, should this be required?

Special Protection Area

Special Areas of Conservation

European Protected Species

Other Protected Species

Other Biodiversity Concerns

Please give details below:

9. Other information relevant to application

10. Declaration

I hereby apply for scheduled monument consent 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.

Name:

DATE:

Signature:

On behalf of:

Where an application is being dealt with by an agent to whom correspondence should be sent state:

Name of Agent:

Tel No:

Company/Organisation:

Building Number/Name:

Street:

Town:

County:

Postcode: