Metal and Mineral Detection Consent Application Form

Notes

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) or by post to Heritage Directorate Business Support, Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

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 to process your application and to confirm and update our scheduled monument Owner-Occupier records. These records allow us to process consents, monitor the condition of scheduled monuments and notify the owner of any potential designation changes. If your application affects 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 NatureScot for the purpose of processing an application for SSSI consent, should this be required.

We publish applications and decisions on our portal http://portal.historicenvironment.scot. We will publish the application and relevant supplementary information including the name and address that you have submitted as part of the application. However, we 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 * ☐

1. Applicant Name and Address

Title: **First Name:** _____ **Surname:**

Company/Organisation:

Building Number/Name:

Street: **Town:**

County: **Postcode:**

Preferred method of contact **Email** ◯ **Post** ◯

2. Applicant's legal interest in monument

Owner ◯ Joint Owner ◯ Occupier ◯ Other ◯ None ◯

If other please specify:

3. Monument to which application applies

Indexno: **Name:**

Local Authority: **Grid Reference:**

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4. Survey method

Please tick all that apply

Gradiometer/Magnetometer ☐ **GPR** ☐ **Metal Detector** ☐ **Other** ☐

If other please specify:

5. Timescale for proposed survey

6. Enclosed documents

Please check the boxes to confirm you are including these documents:

☐ **Research strategy including survey methodology, reporting and archiving of data**

☐ **Plan showing area of survey**

☐ **Written confirmation of permission to undertake survey from owner**

☐ **Outline of provision for finds conservation and analysis (metal detecting only)**

7. Other information relevant to 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:

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9. Declaration

Tick as appropriate:

- ☐ I hereby apply for Metal and Mineral Detecting Consent as described in this application and shall either undertake the survey within one year of the grant of consent or notify Historic Environment Scotland that the survey shall not be undertaken.
- ☐ All survey markers will be placed no deeper than the depth of topsoil and will be removed immediately on completion of the survey.
- ☐ I will notify Historic Environment Scotland within 2 weeks of the completion of the survey.
- ☐ I will provide Historic Environment Scotland and the local historic environment record with a copy of the survey report within 3 months of completion of the survey.
- ☐ I will complete an OASIS data capture form and log an entry with Discovery and Excavation Scotland within 3 months of completion of the survey.
- ☐ I will archive all unprocessed data and a copy of the survey report in line with archive standards and with a completed metadata form to the HES Archive digital.archives@hes.scot within 12 months of completion of the survey.
- ☐ Excavation will be restricted to the depth of topsoil, or 15 centimetres/6 inches, whichever is the shallower (for metal detecting only).

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:**