



Planning &  
Transportation

# A Guide to Making An Application for Listed Building Consent

The following guidance notes have been prepared to help you apply for listed building consent and following the guidance will ensure that your application is considered without delay and a decision is issued in as short a time as possible. If you need any help to complete any part of this form, or are unsure if listed building consent is required, please contact Planning & Transportation, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD or telephone 01738 476500 between the hours of 8.45am to 5.00 pm, Monday to Friday.

Please note that you require a separate application form for planning consent, building warrant, conservation area consent and advertisement consent.

You are also advised to read Historic Scotland's Memorandum of Guidance on Listed Buildings and Conservation Areas, published in 1998.

## 1 Name and Address of Applicant and/or Agent

If this form is completed by an agent (eg an architect or solicitor) all correspondence from this Service will be sent to the agent. If the agent is a firm or partnership, please give the name and phone number of the individual dealing with the application.

## 2 Address of the Application Site

State the full address, including postcode, of the application site.

## 3 Nature of Proposed Works

This should indicate the applicant's intentions, eg demolition and alterations or extension.

## 4 Description of Work

This should clearly describe the work to be undertaken, including internal alterations.

## 5 Existing Use

Complete for all applications and for all parts of existing buildings.

## 6 New Use

Complete for all applications - please indicate proposed uses for all parts of the building.

## 7 Previous Changes

Please indicate if any works have been carried out on the building since 1946.

## 8 Design and External Appearance of the Building

Where the works involve the alteration, extension or change of external cladding of a listed building, please answer the questions as fully as possible. It would be of assistance if manufacturers brochures and/or colour samples of proposed finishes and materials could be submitted to the Planning Authority.

## 9 Land Ownership

If the applicant does not own the land or building which is the subject of the application or if the land forms part of an agricultural holding, you must inform the owner and/or tenant by serving on them a land ownership notice and by completing this question. In most cases it will be appropriate to complete answer **A**, ie where the applicant is the owner of the ground or the lessee under a lease, the unexpired term of which is not less than 7 years. If the applicant is not the proprietor of the ground or the lessee under a lease, answer **B** will almost always be appropriate. As an alternative, the Council will advertise the application, at the applicant's expense, but only where it can be shown that the applicant has taken all reasonable steps to identify the owner.

### Application Form

You must submit two copies of the completed and signed application form (one should be a photocopy).

### Plans

You must submit four copies of each appropriate plan as follows:

- *a location plan, ideally based on an ordnance survey plan.*
- *a site plan to a scale of not less than 1:500 showing the site and adjoining properties and roads. A red line should be drawn round the site and the direction of North indicated. Any adjacent land owned or controlled by the applicant should be edged in blue. The position of existing buildings should be marked and any proposed extension or demolitions clearly indicated.*
- *detailed plans, including floor plans, roof plans, sections and elevations, sufficient to accurately show the existing building and the building following alterations, extension or demolition. The Council may request additional drawings or details if these are felt necessary to fully describe the proposals.*

### Land Ownership

You must serve the land ownership notification, as appropriate.

## Completed Applications

Your completed application may be sent to the Head of Development Control, Planning & Transportation, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD or delivered by hand to Planning & Transportation or to any of the Council's area offices during normal office hours. Failure to complete the forms satisfactorily or to provide all the necessary plans is likely to result in your application being delayed.

## What Happens Next?

On receipt of the application, it will be checked by Planning & Transportation. If the application is not complete, you will be sent a letter specifying the outstanding information that is required before the application can be registered. Once the application is complete, it will be registered, you will be sent a letter confirming the brief description of the proposed development, the application reference number, and the date of registration. You may appeal to the Scottish Ministers if the application is not determined within two months of the date of registration, unless you agree to an extension of time.

Planning & Transportation will undertake appropriate consultations with other statutory agencies (such as Historic Scotland), if necessary publicly advertise the application, inspect the site, undertake a professional assessment of the proposed development, and either prepare a recommendation or determine the application.

The determination of the majority of applications is delegated to the Head of Development Control, Planning & Transportation. Some applications are referred for decision to the Development Control Committee of the Council, which meets monthly, and which the public may attend. Any decision to approve works to a category A or B building requires to be referred to Historic Scotland to be endorsed before the decision can be issued.

In due course, you will receive a written decision to approve, to approve with conditions, or to refuse the application. Reasons will be given for any conditions attached to an approval and reasons will be given for refusal of consent.

The pressure on Planning & Transportation to determine a large number of applications as effectively and efficiently as possible means that the applicant, or the agent, will only be contacted when Planning & Transportation requires the applicant to give further consideration to a particular issue, eg to provide additional information which may be required to enable a statutory consultee to respond, or to consider suggested design amendments to the proposal.