

Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: planning@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100373411-002

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Description of Proposed Works to Listed Building

Are the proposals to alter, extend or demolish the listed building(s)? * Yes No

Are the proposals to vary or discharge conditions attached to a previous grant of listed building consents(s)* Yes No

As you have indicated that the proposals are to vary or discharge conditions attached to a previous grant of listed building consent(s), please provide further details.

Please provide a description of the variation or discharge conditions: * (Max 500 characters)

Windows 1, 2, 3, 4, 9 and 10 were refurbished following the granting of LBC on 2nd June 2021. Single glazing and joinery repairs only.

Previous application reference number: *

Please Note: It can be a criminal offence to undertake works that require listed building consent in advance of obtaining consent.

Has the work already been started and/or completed? *

No Yes – Started Yes - Completed

Please Note: it can be a criminal offence to undertake works that require listed building consent in advance of obtaining consent.

Please state date of completion, or if not completed, the start date (dd/mm/yyyy): *

Please explain why work has taken place in advance of making this application: * (Max 500 characters)

Listed Building consent was granted on 2nd June 2021. Client decided to proceed with repairs without opting for the double glazing option consented in the application. The project is ongoing. No further work has taken place as yet but client now has funding to proceed with the remainder of the project.

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

Applicant Agent

Agent Details

Please enter Agent details

Company/Organisation:	Craft Worx Limited		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Lynn	Building Name:	The Cottage
Last Name: *	Hipsey	Building Number:	
Telephone Number: *	07879676465	Address 1 (Street): *	Lyrical Steading
Extension Number:		Address 2:	Ballencrieff
Mobile Number:		Town/City: *	Bathgate
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH48 4LD
Email Address: *	lynn@craftworx-renovation.com		

Is the applicant an individual or an organisation/corporate entity? *

Individual Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Other	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *	Carolyn	Building Number:	13
Last Name: *	Benjamin	Address 1 (Street): *	Smith's Place
Company/Organisation	Wellspring	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH6 8NT
Fax Number:			
Email Address: *			

Site Address Details

Planning Authority:

City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1:

13 SMITH'S PLACE

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

EDINBURGH

Post Code:

EH6 8NT

Please identify/describe the location of the site or sites

Northing

675549

Easting

326856

Existing and Proposed Uses

Please describe the current use: * (Max 500 characters)

13 Smith's Place, is used to provide counselling services.

Please describe the proposed use: * (Max 500 characters)

The use will remain the same for 13 Smith's Place

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

Yes No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

Meeting Telephone Letter Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

Listed Building Consent was granted following an 'Extension of time request'

Title:

Mr

Other title:

First Name:

Daniel

Last Name:

Lodge

Correspondence Reference Number:

No 21/01012/LBC

Date (dd/mm/yyyy):

31/05/2021

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Listed Building Category

Please state the category of listing (if known) of the building in the list of Buildings of Special Architectural or Historic interest: *

- Category A
 Category B
 Category C
 A (Group)
 B (Group)
 Ecclesiastical Category A
 Ecclesiastical Category B
 Ecclesiastical Category C
 Don't Know

Demolition of Listed Building

Does the proposal involve demolition of a listed building or a building within the curtilage of a listed building? *

- Total or substantial demolition of the listed building
 Total or substantial demolition of a building within the curtilage of the listed building
 Other (partial demolition or alterations)

Listed Building Alterations

Do the proposed works include alterations and/or extension to a listed building? *

Yes No

(This may be in addition to any demolition works specified previously)

Does the proposal include:

Works to the exterior of the building? This would include works to any structure or object fixed to the building Yes No
Or to any other buildings within its curtilage: *

Works to the interior of the building? This should include any stripping out of any internal features eg. Wall, Ceiling, plasterwork, joinery, panelling, fireplaces, chimney pieces, staircases, ironmongery, doors, flooring, Floor finishes/floorboards, tiling, stencilled decoration, fixed furniture and fittings, including machinery: * Yes No

Please state the number of attachments you will be including with this proposal, this may include plans, drawings and photographs sufficient to identify the location, extent and character of the items to be altered, extended or removed, and the proposal for their replacement, including any new means of structural support and detailed specification of proposed finishing materials.

Number of plans, drawings and photographs in total? *

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Proposal Relating to Listed Building

Are there any current applications or existing consents or permissions for this site? * Yes No

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * Yes No

Certificates and Notices

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997

The Town and Country Planning (Listed Building and Buildings in Conservation Areas) (Scotland) Regulations 1987

One Certificate must be completed and submitted along with this form; either Certificate A, Certificate B or Certificate C.

Are you the sole owner of ALL the land/building relevant to this proposal? * Yes No

Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate A

Land Ownership Certificate

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) act 1997

The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987

Certificate A

I hereby certify that – (See the help section for notes)

(1) - No person other than myself/the applicant was an owner [Note 1] of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying appeal.

Signed: Lynn Hipsey

Date: 10/03/2025 17:17:12

Please tick here to certify this Certificate. *

Checklist – Application for Listed Building Consent

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit the necessary information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

A Location plan which identifies the land to which the application relates drawn to an identified scale
And showing the direction of north. * Yes No

A copy of other detailed plans, drawings, photographs (with annotations to describe the details of
Materials and workmanship) as necessary to describe your proposals. * Yes No

Elevations. * Yes No

Floor Plans. * Yes No

Roof Plan. * Yes No

Does your plan include:

Sections. * Yes No

Perspectives of Photomontages. * Yes No

Block Plan. * Yes No

Special Detailed Drawing. * Yes No

Detailed specification of finishes. * Yes No

Current or old photographs. * Yes No

What other information are you submitting in support of your application? *

- Design Statement.
- Supporting Statement.
- Condition Survey Report.
- Feasibility Study.
- Development Appraisal.
- Environmental Impact Statement.
- Conservation Survey/Statement/Plan.
- Other.

Declare – Listed Building Consent

I, the applicant/agent certify that this is an application for listed building consent as described in this form the accompanying plan/drawings and additional information.

Declaration Name: Mrs Lynn Hipsey

Declaration Date: 10/03/2025