

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 100704476-001

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

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.

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

Applicant Details

Please enter Applicant details

Title:	<input type="text" value="Mr"/>	You must enter a Building Name or Number, or both: *	
Other Title:	<input type="text"/>	Building Name:	<input type="text" value="St Columba's Hospice"/>
First Name: *	<input type="text" value="Adam"/>	Building Number:	<input type="text" value="15"/>
Last Name: *	<input type="text" value="Underwood"/>	Address 1 (Street): *	<input type="text" value="Boswell Road"/>
Company/Organisation	<input type="text" value="St Columba's Hospice Care"/>	Address 2:	<input type="text"/>
Telephone Number: *	<input type="text" value="[REDACTED]"/>	Town/City: *	<input type="text" value="Edinburgh"/>
Extension Number:	<input type="text"/>	Country: *	<input type="text" value="United Kingdom"/>
Mobile Number:	<input type="text"/>	Postcode: *	<input type="text" value="eh3 5rw"/>
Fax Number:	<input type="text"/>		
Email Address: *	<input type="text" value="[REDACTED]"/>		

Site Address Details

Planning Authority:

City of Edinburgh Council

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

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

Post Code:

Please identify/describe the location of the site or sites

Manor House - No17 Boswell Road Part of St Columba's Hospice Estate

Northing

676977

Easting

324479

Existing and Proposed Uses

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

The space is currently for educational training and meeting room hire. This is has been reducing since 2020

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

We are seeking to develop 176 sqm of the 651sqm of the building to offer a not for profit holistic & complementary therapies and general counselling offer. This would involve a refurbishment of the space to achieve a spa type aesthetic and incorporating existing features with no structural works planned. The goal is to support sustainable income for the Hospice while increasing the access to wellness services to our community and supporting access to counselling services within the area.

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)

Typically listed building consent is not needed for soft refurbishments such as painting interior walls or new carpets/wallpapers etc, however permission would likely be needed for even some minor structural changes such as new internal doors or the removal of walls. As there is no fee and if you are unsure it can be best practice to submit an LBC using the plans seen in the planning application so you can have official confirmation of this

Title:

Mr

Other title:

First Name:

Craig

Last Name:

Zimmer

Correspondence Reference Number:

Change of use application

Date (dd/mm/yyyy):

11/03/2025

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)

Proposal Relating to Listed Building

Are there any current applications or existing consents or permissions for this site? *

Yes No

Proposals Relating to Listed Building

Please describe the application and include the planning application reference number(s), if known: (Max 500 characters)

Change of use proposal for Manor House section of No17 Boswell Road

Reference Number

100700273

Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at the same time as this application? * 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

Are you able to identify and give appropriate notice to ALL the other owners? Yes No

Certificate Required

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

Certificate B

Certificates

The certificate you have selected requires you to distribute copies of the Notice 1 document below to all of the owners that you have provided before you can complete your certificates.

Notice 1 is required

I understand my obligations to provide the above notice before I can complete the certificates. *

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 B

I hereby certify that –

(1) - I have/The Applicant has served notice on every person other than myself/the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner [note 1] of any part of the land to which the application relates.

Name:

Mrs Jackie Stone

Address:

St Columbas Hospice Care, Manor House, 17, Boswell Road, Edinburgh, Eh5 3RW

Date of Service of Notice: *

11/03/2025

Signed:

Mr Adam Underwood

On behalf of:

Date:

11/03/2025 10:56:30

Note 1 – Any person who, in respect of any part of the land, is the owner or is the lessee under a lease thereof of which not less than 7 years remain unexpired.

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. * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Perspectives of Photomontages. * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Block Plan. * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Special Detailed Drawing. * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Detailed specification of finishes. * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Current or old photographs. * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: Mr Adam Underwood

Declaration Date: 12/03/2025