



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 100695435-002

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

If Yes, please provide further details: * (Max 500 characters)

Change of use from office (Class 4) to serviced apartments (Sui Generis), including internal alterations, in retrospect.

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): *

01/07/2022

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

The majority of physical works to the property have been consented by planning applications 20/00161/FUL; 20/02300/FUL and Listed Building Consents 20/00160/LBC; 20/02299/LBC. A planning application (24/06087/FULSTL) has been submitted to regularise the change of use. Minor internal changes require Listed Building Consent as shown on proposed plans.

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:	Scott Hobbs Planning		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Julia	Building Name:	24a
Last Name: *	Frost	Building Number:	
Telephone Number: *	01312267225	Address 1 (Street): *	Stafford Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH3 7BD
Email Address: *	jf@scotthobbsplanning.com		
Is the applicant an individual or an organisation/corporate entity? *			
☐ Individual ☒ Organisation/Corporate entity			

Applicant Details

Please enter Applicant details

Title:		You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *		Building Number:	24a
Last Name: *		Address 1 (Street): *	Stafford Street
Company/Organisation	Alva Developments Edinburgh Limited	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	United Kingdom
Mobile Number:		Postcode: *	EH3 7BD
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:

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

Post Code:

Please identify/describe the location of the site or sites

21 Alva Street, Edinburgh, EH2 4PS

Northing

Easting

Existing and Proposed Uses

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

Office (Class 4)

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

Serviced Apartments (Sui Generis)

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)

The case officer confirmed Listed Building Consent would be required for additional internal works which had already been carried out.

Title:

Mr

Other title:

First Name:

Ross

Last Name:

Mc Farlane

Correspondence Reference Number:

24/06087/FULSTL

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)

Does the proposal include:	
Works to the exterior of the building? This would include works to any structure or object fixed to the building Or to any other buildings within its curtilage: *	☐ Yes ☒ No
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? *	6
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 (in retrospect) from office (Class 4) to Serviced Apartments (Sui Generis)(in retrospect). Reference Number 24/06087/FULSTL	
Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at The same time as this application? * ☒ Yes ☐ No	
If Yes, please provide further details: * (Max 500 characters) Change of use (in retrospect) from office (Class 4) to Serviced Apartments (Sui Generis)(in retrospect), planning application 24/06087/FULSTL	
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: Sheila Hobbs

Date: 20/03/2025 11:32:06

☒ 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.

As you have selected "other" from the information in support of your application list please provide further details. * (Max 500 characters)

n/a

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: Ms Sheila Hobbs

Declaration Date: 20/03/2025