



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: [planning@edinburgh.gov.uk](mailto: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 100705650-001

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

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

- Internal alterations to an existing bathroom on the second floor - Re-instating a cupola and rooflight - Replacing existing windows on the North and South elevations - Drainage alterations to convert two office spaces to WC's.

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

## Agent Details

Please enter Agent details

|                                                                                                       |                            |                                                      |                |
|-------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------|----------------|
| Company/Organisation:                                                                                 | ZONE Architects            |                                                      |                |
| Ref. Number:                                                                                          |                            | You must enter a Building Name or Number, or both: * |                |
| First Name: *                                                                                         | ZONE                       | Building Name:                                       |                |
| Last Name: *                                                                                          | Architects Ltd             | Building Number:                                     | 211            |
| Telephone Number: *                                                                                   | 0131 551 1973              | Address 1 (Street): *                                | Granton Road   |
| Extension Number:                                                                                     |                            | Address 2:                                           |                |
| Mobile Number:                                                                                        |                            | Town/City: *                                         | Edinburgh      |
| Fax Number:                                                                                           |                            | Country: *                                           | United Kingdom |
|                                                                                                       |                            | Postcode: *                                          | EH5 1HD        |
| Email Address: *                                                                                      | david@zonearchitects.co.uk |                                                      |                |
| Is the applicant an individual or an organisation/corporate entity? *                                 |                            |                                                      |                |
| <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Organisation/Corporate entity |                            |                                                      |                |

## Applicant Details

Please enter Applicant details

|                      |            |                                                      |                 |
|----------------------|------------|------------------------------------------------------|-----------------|
| Title:               | Miss       | You must enter a Building Name or Number, or both: * |                 |
| Other Title:         |            | Building Name:                                       |                 |
| First Name: *        | Betsy      | Building Number:                                     | 37              |
| Last Name: *         | Williamson | Address 1 (Street): *                                | Melville Street |
| Company/Organisation | MS 37      | Address 2:                                           |                 |
| Telephone Number: *  |            | Town/City: *                                         | Edinburgh       |
| Extension Number:    |            | Country: *                                           | United Kingdom  |
| Mobile Number:       |            | Postcode: *                                          | EH3 7JF         |
| 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:

37 MELVILLE STREET

Address 2:

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

NEW TOWN

Post Code:

EDINBURGH

Please identify/describe the location of the site or sites

Northing

673687

Easting

324330

## Existing and Proposed Uses

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

Offices

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

Offices

## Pre-Application Discussion

Have you discussed your proposal with the planning authority? \*

☐ Yes ☒ No

## 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? \*

9

## 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)

Conversion of office to form three dwellings

Reference Number

24/03718/FUL

|                                                                                                                                               |                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at The same time as this application? * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

|                                                                                                                                                             |                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Planning Service Employee/Elected Member Interest</b>                                                                                                    |                                                                     |
| 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? * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Certificates and Notices</b>                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Certificate and Notice<br>The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997<br>The Town and Country Planning (Listed Building and Buildings in Conservation Areas) (Scotland) Regulations 1987<br>One Certificate must be completed and submitted along with this form; either Certificate A, Certificate B or Certificate C.<br>Are you the sole owner of ALL the land/building relevant to this proposal? * |  |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                    |  |

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| <b>Certificate Required</b>                                                                                     |  |
| The following Land Ownership Certificate is required to complete this section of the proposal:<br>Certificate A |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Land Ownership Certificate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Certificate and Notice<br>The Planning (Listed Buildings and Conservation Areas) (Scotland) act 1997<br>The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987<br>Certificate A<br>I hereby certify that – (See the help section for notes)<br>(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.<br>Signed:                      Architects: ZONE Architects Ltd<br>Date:                         20/03/2025 15:56:41<br><div style="text-align: center; margin-top: 10px;"> <input checked="" type="checkbox"/> Please tick here to certify this Certificate. *         </div> |  |

|                                                                                                                                                                                                                                                                                                                            |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Checklist – Application for Listed Building Consent</b>                                                                                                                                                                                                                                                                 |                                                                     |
| 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. *                                                                                                                                                                              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. *                                                                                                                                                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Elevations. *                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Floor Plans. *                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Roof Plan. *                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

|                                       |                                                                     |
|---------------------------------------|---------------------------------------------------------------------|
| Does your plan include:               |                                                                     |
| Sections. *                           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Perspectives of Photomontages. *      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Block Plan. *                         | <input checked="" type="checkbox"/> Yes <input 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.

  

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

The application is linked to an already approved planning application, ref: 24/03718/FUL. This application includes a supporting statement within the Design statement.

  

## 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:                      Architects: ZONE Architects Ltd

Declaration Date:                      21/03/2025