

APPLICATION FOR LISTED BUILDING CONSENT

Planning(Listed Building and Conservation Area) (SCOTLAND) ACT 1997

The Planning (Listed Building Consent and Conservation Area Consent Procedure) (Scotland) Regulations 2015

Please refer to the accompanying **Guidance Notes** when completing this application

PLEASE NOTE IT IS FASTER AND SIMPLER TO SUBMIT PLANNING APPLICATIONS ELECTRONICALLY VIA <https://www.eplanning.scot>

1. Applicant's Details

Title
 Forename XINYI
 Surname CHEN

Company Name
 Building No./Name FLAT 1/2
 Address Line 1 56
 Address Line 2 CLERK STREET
 Town/City EDINBURGH

Postcode EH8 9JB
 Telephone
 Mobile
 Fax
 Email

2. Agent's Details (if any)

Ref No.
 Forename ANDREW
 Surname TRAYNOR

Company Name
 Building No./Name 2
 Address Line 1 FERNBANK
 Address Line 2
 Town/City STIRLING

Postcode FK9 5AD
 Telephone
 Mobile
 Fax
 Email

3. Address or Location of Proposed Development (please include postcode)

FLAT 1/2
 56 CLERK STREET
 EDINBURGH
 EH8 9JB

NB. If you do not have a full site address please identify the location of the site(s) in your accompanying documentation.

4. Description of Proposed Works

Are the proposals to alter, extend or demolish the listed building(s)?

Yes No

If yes, please provide details

PROPOSED REPLACEMENT OF EXISTING TIMBER FRAMED WINDOWS TO NEW UPVC WINDOWS.

Are the proposals to vary or discharge conditions attached to a previous grant of listed building consent(s)?

Yes No

If yes, please provide details:

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

Have the works already been started or completed?

Yes No

If yes, please state date of completion, or if not completed, the start date:

Date started:

Date completed:

If the works have started, please explain why work has already taken place in advance of making this application.

N/A

5. Existing and Proposed Use

Please describe the current use:

3 BEDROOM 1ST FLOOR FLAT

Please describe the proposed use:

3 BEDROOM 1ST FLOOR FLAT

6. Pre-Application Discussion

Have you received any advice from the planning authority in relation to this proposal?

Yes No

If yes, please provide details about the advice below:

In what format was the advice given?

Meeting Telephone call Letter Email

Have you agreed or are you discussing a Processing Agreement with the planning authority? Yes No

Please provide a description of the advice you were given and who you received the advice from:

Name: Date: Ref No.:

The address is in a 'conservation area' and B listed; you can verify this via am I in a conservation area or listed building? Initially background advice can be found at conservation area and listed building guidance. I then refer you to our quick guide to windows allied with additional statutory guidance clicking on Householder 'Permitted Development' (development not requiring planning permission) specifically 'altering or replacing existing windows' pages 73-76

7. Listed Building Category

Please state the category of listing (if known) of the building as it appears in Historic Scotland's list of Buildings of Special Architectural or Historic interest:

CATEGORY B

8. Demolition of Listed Building

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

Yes No

If yes, is the demolition:

Total or substantial demolition of a listed building or listed structure (e.g. listed wall)

Total or substantial demolition of a building within the curtilage of the listed building

Other (partial demolitions or alterations)

If you selected 'total or substantial demolition', please describe the building and the proposed demolition works. Please include a method statement for proposed demolition works and protective measures for remaining parts of the building:

N/A

Please state your reasons for proposed demolition of all or part of the building(s) and/or structure(s)?

N/A

If you selected other, please specify:

N/A

9. Listed Building Alterations

Do the proposed works include alterations and/or extensions to a listed building? Yes No

Does the proposal include works to the exterior of the listed building? Yes No

Does the proposal include works to the interior of the listed building? Yes No

10. Related Proposals

Are there other proposals relating to the demolition of the listed building, for example, redevelopment of the listed building site?

Are there any current applications for this site?

Yes No

If yes, please provide details about the application(s) below, including planning application reference numbers(s):

N/A

11. Planning Service Employee/Elected Member Interest

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

Or, are you / the applicant / the applicant's spouse or partner a close relative of a member of staff in the planning service or elected member of the planning authority? Yes No

If you have answered yes please provide details:

N/A

DECLARATION

I, the applicant/agent certify that this is an application for Listed Building Consent as described in the form. The accompanying plans/drawings and additional information are provided as part of this application. I hereby confirm that the information given in this form is true and accurate to the best of my knowledge.

I, the applicant/agent hereby certify that the attached Land Ownership Certificate has been completed

I, the applicant/agent hereby certify that requisite notice has been given to other land owners and /or agricultural tenants Yes No N/A

Signature



Name:

ANDREW TRAYNOR

Date:

22/07/25

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation.

LAND OWNERSHIP CERTIFICATES

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

The Planning (Listed Building Consent and Conservation Area Consent Procedure)
(Scotland) Regulations 2015

CERTIFICATE A, B, OR CERTIFICATE C MUST BE COMPLETED BY ALL APPLICANTS

CERTIFICATE A

Certificate A is for use where the applicant is the only owner of the land to which the application relates and none of the land is agricultural land.

I hereby certify that -

- (1) No person other than the applicant _____ was owner 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 application.
- (2) None of the land to which the application relates constitutes or forms part of agricultural land.

Signed:

On behalf of:

XINYI CHEN

Date:

22/07/25

CERTIFICATE B

Certificate B is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where all owners/agricultural tenants have been identified.

I hereby certify that -

- (1) I have _____ served notice on every person other than myself _____ who, at the beginning of the period of 21 days ending with the date of the application was owner of any part of the land to which the application relates. These persons are:

Name	Address	Date of Service of Notice

- (2) None of the land to which the application relates constitutes or forms part of agricultural land
- or
- (3) The land or part of the land to which the application relates constitutes or forms part of agricultural land and I have _____ served notice on every person other than myself _____ who, at the beginning of the period of 21 days ending with the date of the application was an agricultural tenant. These persons are:

Name	Address	Date of Service of Notice

Signed:

On behalf of:

Date:

CERTIFICATE C

Certificate C is for use where the applicant is not the owner or sole owner of the land to which the application relates and/or where the land is agricultural land and where it has not been possible to identify ALL or ANY owners/agricultural tenants.

(1) I have _____ been unable to serve notice on **every** person other than myself who, at the beginning of the period of 21 days ending with the date of the application was owner of any part of the land to which the application relates.

or

(2) I have _____ been unable to serve notice on **any** person other than myself who, at the beginning of the period of 21 days ending with the date of the accompanying application, was owner of any part of the land to which the application relates.

(3) None of the land to which the application relates constitutes or forms part of an agricultural holding.

or

(4) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding and I have _____ been unable to serve notice on any person other than myself who, at the beginning of the period of 21 days ending with the date of the accompanying application was an agricultural tenant.

or

(5) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding I have _____ served notice on each of the following persons other than myself who, at the beginning of the period of 21 days ending with the date of the application was an agricultural tenant. These persons are:

Name	Address	Date of Service of Notice

(6) I have _____ taken reasonable steps, as listed below, to ascertain the names and addresses of all other owners or agricultural tenants and have _____ been unable to do so.

Steps taken:

Signed:

On behalf of:

Date:

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation.

NOTICE TO OWNERS AND AGRICULTURAL TENANTS

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

The Planning (Listed Building Consent and Conservation Area Consent Procedure)
(Scotland) Regulations 2015

Name [Note 1]	
Address	

Proposed development at [Note 2]	

Take notice that this application is made to

[Note 3]		Council by	
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For planning permission to [Note 4]

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If you wish to obtain further information on the application or to make representations about the application, you should contact the Council at [Note 5]

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(The grant of listed building consent does not affect owners' rights to retain and dispose of their property unless there is some provision to the contrary in an agreement or lease. The grant of listed building consent for non-agricultural development may affect agricultural tenants security of tenure.)

Signed	
On behalf of	
Date	

*Delete where appropriate

[Note 1] – Insert name and address of owner or agricultural tenants

[Note 2] – Insert address or location of proposed development.

[Note 3] – Insert name of planning authority.

[Note 4] – Insert description of proposed development.

[Note 5] - Insert planning authority address.

NOTICE TO OWNERS AND AGRICULTURAL TENANTS

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

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

NOTES FOR GUIDANCE

Before applying for listed building consent, applicants should notify all persons who (other than themselves), were the owners of any of the land to which the application relates, or were agricultural tenants at the beginning of the prescribed period (in effect 21 days ending with the date on which the application was submitted).

Notices to owners and agricultural tenants must include:

1. The name of the applicant
2. The address or location of the proposed development
3. A description of the proposed development and
4. The name and address of the planning authority who will determine the application.

The grant of listed building consent will not affect the rights of an owner, or tenant under a lease which has at least 7 years to run, to dispose of the consented property unless there is express provision in the lease/Agreement.

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation.