



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 100722539-002

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)

(1) Replace non-original entrance door to No.3 East Norton Place with a timber sash and case window. (2) Remove non-original slot windows and infill with blonde sandstone. (3) Create new opening in the wall between No.3 and No.4 East Norton Place to create a single unit. This was how the property was laid out prior to 2000.

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: | Manson Associates                  |  |                |
| Ref. Number:          |                                    | You must enter a Building Name or Number, or both: * |                |
| First Name: *         | Ross                               | Building Name:                                       |                |
| Last Name: *          | Manson                             | Building Number:                                     | 25             |
| Telephone Number: *   | 0131 225 2958                      | Address 1 (Street): *                                | Ainslie Place  |
| Extension Number:     |                                    | Address 2:   |                |
| Mobile Number:        |                                    | Town/City: *   | Edinburgh      |
| Fax Number:           |                                    | Country: *   | United Kingdom |
|                       |                                    | Postcode: *  | EH3 6AJ        |
| Email Address: *      | ross.manson@mansonassociates.co.uk |  |                |

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

Individual  Organisation/Corporate entity

## Applicant Details

Please enter Applicant details

|                      |        |  |                    |
|----------------------|--------|--|--------------------|
| Title:               | Mrs    | You must enter a Building Name or Number, or both: * |                    |
| Other Title:         |        | Building Name:                                       |                    |
| First Name: *        | Cheryl | Building Number:                                     | 4                  |
| Last Name: *         | Gregor | Address 1 (Street): *                                | Drumsheugh Gardens |
| Company/Organisation |        | Address 2:   |                    |
| Telephone Number: *  |        | Town/City: *   | Edinburgh          |
| Extension Number:    |        | Country: *   | United Kingdom     |
| Mobile Number:       |        | Postcode: *  | EH3 7QJ            |
| 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

3 to 4 East Norton Place, Edinburgh EH7 5DR

Northing

674435

Easting

327027

## Existing and Proposed Uses

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

No.3 East Norton Place = Class 1A No.4 East Norton Place= Part Residential Part Short Term Let

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

Short-Term Let (Sui Generis)

## 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? \*  
(This may be in addition to any demolition works specified previously)

Yes  No

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? \*

5

## 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 from commercial (Class 1A) and part residential accommodation (Sui Generis) to short-term let accommodation including external alterations.

Reference Number

N/A

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 from commercial (Class 1A) and part residential accommodation (Sui Generis) to short-term let accommodation including external alterations.

**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: Ross Manson

Date: 19/08/2025 09:36:47

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: Mr Ross Manson

Declaration Date: 19/08/2025