



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 100727635-001

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)

Due to the balustrade on the roof of the 1894 Building the balustrade needs to be removed for safety reasons. The balustrade will be replaced once permission has been granted for its replacement which is subject to a separate application.

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:                                                                                 | Carter Jonas LLP              |                                                      |                  |
| Ref. Number:                                                                                          |                               | You must enter a Building Name or Number, or both: * |                  |
| First Name: *                                                                                         | Nicky                         | Building Name:                                       | Mayfield House   |
| Last Name: *                                                                                          | Brock                         | Building Number:                                     |                  |
| Telephone Number: *                                                                                   | 01865511444                   | Address 1 (Street): *                                | 256 Banbury Road |
| Extension Number:                                                                                     |                               | Address 2:                                           |                  |
| Mobile Number:                                                                                        |                               | Town/City: *                                         | Oxford           |
| Fax Number:                                                                                           |                               | Country: *                                           | United Kingdom   |
|                                                                                                       |                               | Postcode: *                                          | OX2 7DE          |
| Email Address: *                                                                                      | Nicky.brock@carterjonas.co.uk |                                                      |                  |
| Is the applicant an individual or an organisation/corporate entity? *                                 |                               |                                                      |                  |
| <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Organisation/Corporate entity |                               |                                                      |                  |

## Applicant Details

Please enter Applicant details

|                      |                                 |                                                      |                  |
|----------------------|---------------------------------|------------------------------------------------------|------------------|
| Title:               | Ms                              | You must enter a Building Name or Number, or both: * |                  |
| Other Title:         | Brock                           | Building Name:                                       | Mayfield House   |
| First Name: *        | Jill                            | Building Number:                                     |                  |
| Last Name: *         | Swift                           | Address 1 (Street): *                                | 256 Banbury Road |
| Company/Organisation | Science & Technology Facilities | Address 2:                                           | 256 Banbury Road |
| Telephone Number: *  |                                 | Town/City: *                                         | Oxford           |
| Extension Number:    |                                 | Country: *                                           | United Kingdom   |
| Mobile Number:       |                                 | Postcode: *                                          | OX2 7DE          |
| 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:

CRAWFORD BUILDING

Address 2:

ROYAL OBSERVATORY

Address 3:

21 OBSERVATORY ROAD

Address 4:

Address 5:

Town/City/Settlement:

BLACKFORD

Post Code:

EDINBURGH

Please identify/describe the location of the site or sites

Northing

670611

Easting

325798

## Existing and Proposed Uses

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

Use of the building is not applicable.

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

The use of the building is not applicable and will not change.

## 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)

Meeting with Clare Macdonald which suggests we submit a listed building application for the removal of the loose balustrade.

Title:

Mrs

Other title:

First Name:

Clare

Last Name:

Macdonald

Correspondence Reference  
Number:

Date (dd/mm/yyyy):

11/09/2025

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

## 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: Nicky Brock

Date: 24/09/2025 11:20:42

☒ 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. *                           | <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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)

Covering letter and Method 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:                      Mrs Nicky Brock

Declaration Date:                      30/09/2025