



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 100729501-002

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

Are the proposals to vary or discharge conditions attached to a previous grant of listed building consents(s):* ☐ Yes ☒ No

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:			
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Ken	Building Name:	Inchgarvie Lodge
Last Name: *	Kirkcaldy	Building Number:	
Telephone Number: *	07553 343018	Address 1 (Street): *	Hopetoun Road
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	South Queensferry
Fax Number:		Country: *	Scotland
		Postcode: *	EH30 9SJ
Email Address: *	kenkirkcaldy@icloud.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:	Dalmeny Church Hall
First Name: *		Building Number:	22
Last Name: *		Address 1 (Street): *	Main Street
Company/Organisation	Dalmeny & Queensferry Kirk Session	Address 2:	
Telephone Number: *		Town/City: *	Dalmeny
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH30 9TT
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:

DALMENY CHURCH HALL

Address 2:

22 MAIN STREET

Address 3:

DALMENY

Address 4:

Address 5:

Town/City/Settlement:

SOUTH QUEENSFERRY

Post Code:

EH30 9TU

Please identify/describe the location of the site or sites

Northing

677453

Easting

314419

Existing and Proposed Uses

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

Entrance pathway to Dalmeny Church Hall from Dalmeny Kirk and from the Bankhead Road.

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

No changes to existing use.

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)

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

Are you able to identify and give appropriate notice to ALL the other owners?

☐ Yes ☒ No

If you cannot trace all the other owners, can you give the appropriate notice to one or more owner? *

☐ Yes ☒ No

Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate C

Certificates

The certificate you have selected requires you to distribute copies of the Notice 1 document below to all of the owners that you have provided previously. As you have been unable to trace ALL the owners, your planning authority may be required to place an advertisement in a local newspaper. You may wish to contact the planning authority for further guidance.

You have the option to create a blank notice and complete it by hand or to print out a pre-populated Notice containing the information you have given in this proposal.

Notice 1 is required

☒ I understand my obligations to provide the above notice before I can complete the certificates. *

Land Ownership Certificate

Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 Listed Building and Buildings in Conservation Areas (Scotland) Regulations 1987 Certificate Under Regulation 6(1)

Certificate C

I hereby certify that –

(1) - I am/The applicant is unable to issue a certificate in accordance with either sub-paragraph (a) or sub-paragraph (b) of regulation 6(1) of the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 in respect of the accompanying application.

Option 2

(2) - I have/The applicant has served notice on each of the following persons other than myself/the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application, was owner [Note 2] of any part of the land to which the application/appeal was owner [Note 2] of any part of the land to which the application relates.

Name:

Address:

Date of Service of Notice: *

(4) – I have/The applicant has taken reasonable steps, as listed below, to ascertain the names and addresses of the other owners or agricultural tenants and *have/has been unable to do so –

A search was carried out at the Registers of Scotland through UK Land Searches Ltd. They confirmed there is no trace of the land in the map based Land Register. A further search of the older Sasine Register which uses verbal descriptions of properties confirmed it was not possible to say with any clarity who the owner of all the land is.

Signed: Ken Kirkcaldy

On behalf of: Dalmeny & Queensferry Kirk Session

Date: 13/10/2025 11:28:20

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)

All the details are contained on the proposed layout drawing.

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 Ken Kirkcaldy

Declaration Date: 13/10/2025