



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 100731359-002

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)

Proposal is for the refurbishment of existing offices including decoration works, upgrades of existing lighting and full refurbishment of existing reception are including new reception desk.

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:	Form Design Consultants		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Kieran	Building Name:	George Street
Last Name: *	McCann	Building Number:	27
Telephone Number: *	07557391088	Address 1 (Street): *	27/2
Extension Number:		Address 2:	George Street
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH2 2PA
Email Address: *	kieran@formdc.com		

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

Individual  Organisation/Corporate entity

## Applicant Details

Please enter Applicant details

Title:	Ms	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *	Lorna	Building Number:	28
Last Name: *	Menzies	Address 1 (Street): *	Charlotte Square
Company/Organisation	People's Postcode Lottery	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH2 4DR
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

27-30 Charlotte Square

Northing

673774

Easting

324707

## Existing and Proposed Uses

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

The current use of the existing space are as offices

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

The proposed use of the existing space is to continue as 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? \*  
(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? \*

15

## 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)

Building Warrant Application and Planning Permissions Application

Reference Number

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)

We have provided applications for Building Warrant Consents and Planning Permission relating to proposed works including doughtakings, addition of new doors and other refurbishment works and MEP services relating to the improvement of energy efficiency of the buildings.

## 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

## Certificate Required

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

Certificate B

## 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 before you can complete your certificates.

Notice 1 is required

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

# 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 B

I hereby certify that –

(1) - I have/The Applicant has served notice on every person 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 1] of any part of the land to which the application relates.

Name:

Address:

Date of Service of Notice: \*

Signed: Kieran McCann

On behalf of: People's Postcode Lottery

Date: 30/10/2025 09:41:02

Note 1 – Any person who, in respect of any part of the land, is the owner or is the lessee under a lease thereof of which not less than 7 years remain unexpired.

## 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Current or old photographs. *         | <input checked="" type="checkbox"/> Yes <input 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.

## 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 Kieran McCann

Declaration Date: 30/10/2025