



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 100693016-005

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)

Internal alterations to fabric including; removal of existing roof access hatch and extendable ladder, erection of new fire rated partitions on the third floor and installation of new AOV and fire rated door actuated by the AOV.

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:	Morgan Architects		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Hannah	Building Name:	
Last Name: *	Davis-Holroyd	Building Number:	5
Telephone Number: *	01313324200	Address 1 (Street): *	Advocate's Close
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Edinburgh
Fax Number:		Country: *	United Kingdom
		Postcode: *	EH1 1ND
Email Address: *	hannah@morganarchitects.co.uk		
Is the applicant an individual or an organisation/corporate entity? *			
☐ Individual ☒ Organisation/Corporate entity			

Applicant Details

Please enter Applicant details

Title:	Other	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *		Building Number:	1
Last Name: *		Address 1 (Street): *	Charlotte Square
Company/Organisation	Walter Scott & Partners Limited	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	United Kingdom
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

1-4 Charlotte Square, Edinburgh, EH2 4DR

Northing

673942

Easting

324685

Existing and Proposed Uses

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

No.4 Charlotte Square is an office (Class 4). Nos 1-3 Charlotte Square will remain as offices (Class 4).

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

No.4 Charlotte Square is an office (Class 4). Nos 1-3 Charlotte Square will remain as offices (Class 4).

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)

Trying to find a solution with BC regarding comments from Fire and Rescue Service looking for smoke ventilation to the main stair. Feedback suggests the introduction of a new room with AOV within an A-listed building could be considered acceptable providing it does not impact on any architectural features or layout of the room. A LBC application is required for formal assessment.

Title:

Mr

Other title:

First Name:

Adam

Last Name:

Gloser

Correspondence Reference Number:

Date (dd/mm/yyyy):

25/11/2025

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)

Does the proposal include:

Works to the exterior of the building? This would include works to any structure or object fixed to the building ☒ Yes ☐ No
Or to any other buildings within its curtilage: *

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)

Granted Planning Permission

Reference Number

24/06179/FUL

Please describe the application and include the planning application reference number(s), if known: (Max 500 characters)

Granted Listed Building Consent

Reference Number

24/06174/LBC

Please describe the application and include the planning application reference number(s), if known: (Max 500 characters)

Application for Building Warrant

Reference Number

25/00890/WARR

Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at the same time as this application? * ☐ 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

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:

Scott's Real Estate c/o Corran Properties, 18, Charlotte Square, Edinburgh, EH2 4DF

Date of Service of Notice: *

28/11/2025

Name:

Ms Marilyn Harrison

Address:

Millburn Estates Ltd, 16, Charlotte Square, Edinburgh, EH2 4DF

Date of Service of Notice: *

28/11/2025

Name:

Ms Marilyn Harrison

Address:

The Old Rectory, 17, Thameside, Henley-on-Thames, England, RG7 1BH

Date of Service of Notice: *

28/11/2025

Signed:

Hannah Davis-Holroyd

On behalf of:

Walter Scott & Partners Limited

Date:

01/12/2025 13:05:58

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. *

☐ 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: Ms Hannah Davis-Holroyd

Declaration Date: 01/12/2025