



**LISTED BUILDING OR  
BUILDINGS IN CONSERVATION AREAS  
APPEAL TO SCOTTISH MINISTERS**

UNDER SECTION 18 OF THE PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS)(SCOTLAND) ACT 1997 IN RESPECT OF LISTED BUILDINGS AND CONSERVATION AREA CONSENTS THE TOWN AND COUNTRY PLANNING (APPEALS)(SCOTLAND) REGULATIONS 2013

**IMPORTANT: Please read and follow the notes provided when completing this form - failure to supply all relevant information could invalidate your appeal.**

Use **BLOCK CAPITALS** if completing in manuscript

<u><b>Appellant(s)</b></u>	<u><b>Agent (if any)</b></u>
Name	Name
Address	Address
Postcode	Postcode
Contact Tel No 1	Contact Tel No 1
Contact Tel No 2	Contact Tel No 2
Fax No	Fax No
E-mail	E-mail
	Mark this box to confirm all contact should be through this representative

\*Do you agree to all correspondence regarding your appeal being sent **by e-mail**?

Yes

No

Planning Authority	
Planning Authority's Application Reference number	
Site address	
Description of proposed works	
Date of application to local authority	Date of local authority decision
OS Map Grid Ref or Postcode	Area of Appeal Site (m <sup>2</sup> /ha)

<b>Nature of application - (select one option only)</b>	<b>Appeal against - (select one option only)</b>
Listed building consent, including refusal of an approval required by a condition	Refusal of an application
Variation or discharge of conditions, listed buildings	Failure to give a decision (deemed refusal)
Conservation area consent	Conditions imposed on consent
Variation or discharge of conditions, conservation areas	

## **STATEMENT OF APPEAL**

You **MUST** state, in full, why you are appealing against the planning authority's decision (or failure to make a decision). Your statement must set out all matters you consider require to be taken into account in determining your appeal.

**Note:** you might not have a further opportunity to add to your statement of appeal at a later date, so it is essential that you produce all of the information you want the decision-maker to take into account. You will though be entitled to comment on (i) any additional matter which may be raised by the planning authority in its response to your appeal, or (ii) any representations the Scottish Government might receive from any other person or body.

State the reasons for your appeal and all matters you wish to raise here. (If necessary, this can be continued or provided in full on a separate document).

### List of documents/evidence

Provide a list of all documents, materials and evidence which you have provided with your appeal and intend to rely on in support of your appeal and ensure that the documents are clearly numbered . (If necessary, this can be continued or provided in full on a separate document). When listing plans and drawings please quote the reference the planning authority gave them.

## **Appeal Procedure**

The person appointed to determine your appeal, (the reporter) will decide the procedure to be used. In general, a decision will be made based on your appeal documents and the planning authority's response. In some cases the appointed person may require further procedures to gain more information on specific matters before reaching a decision. This is your opportunity to indicate what procedure you think is most appropriate for the handling of your appeal. (See Notes for Appellants)

1. Review of all relevant information provided by yourself and other parties only, with no further procedure
2. Inspection of land subject of the appeal
3. Further written submissions on specific matters
4. Holding of one or more hearing sessions (i.e. round table discussions) on specific matters
5. Holding of one or more formal inquiry sessions on specific matters

If boxes 3, 4 or 5 are checked, please explain below which of the matters (as set out in your statement above) you think should be subject to that procedure, and why. (Use additional pages if necessary.)

## **Site Inspection**

In the event that the Scottish Government Reporter appointed to consider your appeal decided to inspect the appeal site, in your opinion:

Can the site be viewed entirely from public land?	Yes	No
Is it possible for the site to be accessed safely, and without barriers to entry?	Yes	No
Will the reporter need to enter a property to see the proposed works?	Yes	No
Are there any biosecurity issues that affect the site? <i>(for more information on biosecurity, please see the site inspection section in the notes for appellants)</i>	Yes	No

If there are any reasons why you think the Reporter would be unable to access and view the appeal site alone, please explain here:

If a site inspection is held do you have any views on whether it should be accompanied or unaccompanied? Please give reasons:

**CERTIFICATE OF OWNER NOTIFICATION**

**Certificate under regulation 18 of the Town and Country Planning (Appeals) (Scotland) Regulations 2013** regarding notification of owners of any part of the building subject to appeal at the beginning of the period of 21 days ending with the date of this appeal.

Service of notice to owners in the form set out in Part 1 of Schedule 3 of the above regulations (Notice No. 1 - the required notice).

**I certify** that I/the appellant: (select one of the following options only)

was the sole owner at that time. (complete section C below)

gave the required notice to all others in ownership at that time. (complete sections A & C below)

attempted to give the required notice to all others in ownership at that time and that all reasonable steps were taken to obtain their names and addresses, but these steps were unsuccessful in some instances (complete sections A, B & C below) and that a notice in form 2 was published in a local newspaper

attempted to give the required notice to all others in ownership at that time and that all reasonable steps were taken to ascertain their names and addresses, but these steps were unsuccessful in all instances (complete sections B & C below) and that a notice in form 2 was published in a local newspaper

**A**

The required notice (Notice No.1) was served on the following owners:-

name and address at which notice was served

Date of service of notice

Name and address at which notice was served

Date of service of notice

Name and address at which notice was served

Date of service of notice

Name and address at which notice was served

Date of service of notice

**B**

**Notice in the form set out in Part 2 of Schedule 3 of the above regulations (Notice No.2)**

The steps taken to ascertain the names and addresses were as follows:-

Said notice was published in the following local newspaper

On

**C**

Signed

Date

Tick if signed on behalf of the appellant

### **Other Appeals**

Have you made any other appeals to Scottish Ministers concerning this land?

Yes No

If yes, please give details, including our appeal reference numbers (if known):

### **Checklist**

Please mark the appropriate boxes to confirm you have provided all supporting documents/evidence relevant to your appeal:

Full completion of all parts of this form (including the certificate under Regulation 18 of the Town and Country Planning (Appeals) (Scotland) Regulations 2013)

Full statement of appeal

All documents, materials and evidence which you intend to rely on

Application to planning authority, including all plans/drawings and other documents relevant to your application which is the subject of this appeal (including a copy of the certificate regarding notification of owners about the application)

Planning authority's decision notice (if any), which is the subject of your appeal

Where the application/appeal relates to an earlier consent (e.g. refusal of approval required by a condition, variation or discharge of conditions), the application, approved plans and decision notice from that earlier consent

**\* Plan and Drawings** - A copy of the location plan at a scale of 1:1250 or 1:2500 and scale copies of all the drawings submitted as part of the application under appeal should be submitted electronically. Please note that as it is not always possible for electronic plans and drawings to be scaled correctly you may be asked to provide some or all of these in hard copy at a later date.

**The Scottish Government routinely publishes all documents relating to each appeal on its website at [www.dpea.scotland.gov.uk](http://www.dpea.scotland.gov.uk). You must advise DPEA if there are particular reasons why you think any document you have provided cannot be published.**

### **Declaration**

**I appeal to the Scottish Ministers as set out on this form and supporting documents. I confirm that I have today sent a copy of my appeal including a list of all documents, materials and evidence to the planning authority.**

Signed

Date

If you take part in the appeals process, use DPEA websites, contact the division or attend a webcast, the DPEA may collect certain information about you. To find out more about what information is collected, how the information is used and managed please read the [DPEA's privacy notice](#).

This form and all supporting documents should be sent to:

E-mail: [dpea@gov.scot](mailto:dpea@gov.scot)

Post: Planning and Environmental Appeals Division  
Hadrian House  
Callendar Business Park  
Falkirk  
FK1 1XR

Contact Tel: 0300 244 6668