



## BUILDING DESIGNATION APPEAL TO SCOTTISH MINISTERS

UNDER SECTION 5B OF THE PLANNING (LISTED BUILDING AND CONSERVATION AREAS)  
(SCOTLAND) ACT 1997 AGAINST A DECISION BY HISTORIC ENVIRONMENT SCOTLAND  
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

<u><b>Details of Decision by Historic Environment Scotland (HES)</b></u>	
HES's Reference Number	Date of HES's Decision
Name and Address of Building	
OS Map Grid Ref or Postcode	
<b>What decision by HES do you wish to appeal against:</b> (select <u>one</u> option only)	
The listing of the building	The amendment to the listed building record for the building

<b>What is your interest in the building?</b>
Owner                      Occupier                      Tenant
None of the above. If so, please state your interest below

### **Statement of Appeal**

You **MUST** state, in full, why you are appealing against HES's 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 HES 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).

### **Appeal Procedure**

The person appointed to determine your appeal will decide the procedure to be used. In general, a decision will be made based on your appeal documents and the HES'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)

**Note:** If you select Option 1 you should not select any further options.  
You may select any combination of Options 2 to 5 if you wish

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

It is likely that there will be a site inspection by the Scottish Government Reporter appointed to consider your appeal, which may involve internal inspection with a representative from HES.

Please confirm you are happy with this? Yes      No

Is it possible for the site to be accessed safely, and without barriers to entry? Yes      No

Are there any biosecurity issues that affect the site?  
*(for more information on biosecurity, please see the site inspection section in the notes for appellants)* Yes      No

### **Other Appeals**

Have you made any other appeals to Scottish Ministers concerning this building? Yes      No

If yes, please give details, including our appeal reference number (if know):

## **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

Full statement of appeal

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

HES's decision notice, which is the subject of your appeal

**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 can confirm that I have today sent a copy of my appeal to Historic Environment Scotland.**

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

The form, and any documents not already with HES, should also be sent to:

[HMappeals@hes.scot](mailto:HMappeals@hes.scot)

FAO Heritage Management Directorate  
Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH

0131 668 8716

*Using the "Submit by Email" button creates an email prepopulated with the DPEA and HES email addresses where you can attach additional documents before sending.*