



MONUMENT DESIGNATION APPEAL TO SCOTTISH MINISTERS

UNDER SECTION 1C OF THE ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1997
AGAINST A DECISION BY HISTORIC ENVIRONMENT SCOTLAND SCHEDULED MONUMENT (APPEALS)
(SCOTLAND) REGULATIONS 2015

**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>Appellant(s)</u>	<u>Agent</u> (if any)
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

Details of decision by Historic Environment Scotland (HES)

HES's reference number

Date of HES's decision

Name and address of monument

OS Map Grid Ref or Postcode

What decision by HES do you wish to appeal against: (select one option only)

The inclusion of the monument in the Schedule

The amendment of the monument's entry in the Schedule

What is your interest in the monument?

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 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)

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 one or more hearing sessions (i.e. round table discussions) on specific matters
5. Holding one or more formal inquiry sessions on specific matters

* You can suggest a combination involving more than one further procedure, if necessary.

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

In your opinion:

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 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

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. 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 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:

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

E-mail: dpea@gov.scot

HMAppeals@hes.scot

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

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

Contact Tel: 0300 244 6668

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.