

DESIGNATION APPLICATION FORM

Designation is the legal recognition of some of our most important historic sites and places. You can find more information at historicenvironment.scot/listing-scheduling-and-designations.

Please use this form to ask us to designate something, review or remove a designation, make a minor change or correction, or apply for a Certificate of Intention not to List.

Any questions? If you need help, or have a question about designation, please contact us on 0131 668 8914 or email us at designations@hes.scot.

We will publish your application online.

- We publish designation applications on our [portal](#) when we receive them and for a time after a decision has been reached (usually three months).
- If you are a private individual and are not representing any company, group, organisation or public authority, we will publish your name and address unless you tell us not to by ticking the box below. We may also publish any supporting information you supply, including images (see 'Supporting information'), and you need to tell us separately if there are reasons why these should not be published.

Please tick the box if you **do not** want us to publish your information.

- If you represent a company, group, organisation or public authority, we will publish the name of your organisation.

Your personal information

We believe you should always know what information we collect from you, why we need it and how we look after it. Our privacy notice explains your rights and our role in protecting the information that you share with us. The information you give us as part of this designation application will only be used for this purpose.

If there is an appeal against a designation, we may share your application (but not your name and address if you have asked us not to publish this) and any supporting information with the Scottish Government's Planning and Environmental Appeals Division as part of the appeal process.

We will process your personal information in line with the General Data Protection Regulation 2016/679 and the Data Protection Act 2018.

I have read and agree with the [privacy notice](#).

Please tick

Your details (these will not be published online)

Email address

Phone number

Which of the following are you?

(Please tick)

The owner (I own all or part of the building or land.)

The occupier (I live there, or manage the building or land, but I don't own it.)

A third party (I am neither of the above.)

The planning authority



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EACHDRAIDHEIL
ALBA



Your details (these will be published online unless you have opted out – see above)

Title (Mr, Mrs, and so on)

Name

Organisation

Address

Postcode

Which building, site or place would you like to tell us about?

Please give us the following details.

For buildings, we need the name, address and postcode. For other sites and places, please give details such as the name, local authority area, grid reference and (if available) the Canmore ID (the unique site number on the [National Record of the Historic Environment](#)).

If the building or land is already designated, please tell us the reference number

You can find this on the designation record. Search for designations and reference numbers on the [portal](#).

What do you want us to do?

(Please tick)

Assess the site for designation

Assess it for designation after a Building Preservation Notice has been served
(for planning authorities only)

Review its existing designation

Remove its designation

Issue a Certificate of Intention not to List (buildings only)

Make a minor change (for example, correct errors in a designation record)

What is the reason for your application?

Use this space to give a brief summary of why you are applying. Please send any further details separately as supporting information (see below). Do not include personal or sensitive information.

Are you aware of any development proposals for the building or site? (Please tick)

No

Don't know

Yes

(If yes, please give details below.

Do not include personal or sensitive information.)

We consider each site or place case by case. In some circumstances we may not go ahead with an application if there are development proposals. For more details, see historicenvironment.scot/what-is-listing.

Supporting information

We welcome photographs, maps and any other documents to support your application.

Recent photographs showing the outside and inside of buildings are especially useful.

We may not be able to take your application forward without these.

We may publish any supporting information, including images that you supply as part of your application. You must tell us if there are reasons why any of the supporting information you have provided should not be published.

We will not normally publish images of interiors of buildings unless they are accessible areas of public buildings. We may publish submitted images in our designation records.

Supporting information guidance

- Images must be taken from public land or public rights of way, or you must have the permission of the landowner.
- Images must be yours or, if a historic image, you must have the rights to it.
- Do not include information in images which can be used to identify an individual – avoid people and faces in images. Do not include car registration plates (or if you do, blur them out).
- Do not include supporting information that includes personal or sensitive information.

Please send your supporting information as separate attachments, along with this form, to designations@hes.scot.

Please use the box to tell us what supporting information you are sending with your application.

What happens now?

Once you have filled in your form, **save it to your computer** and then email it to us at designations@hes.scot.

We do not accept applications sent by post. Please remember to attach any supporting information.

Your email must not be more than 20Mb. If you need help, or have a question about designation, please contact us on 0131 668 8914 or email us at designations@hes.scot.

We will acknowledge your application within five working days. We will first assess your application to see how best to deal with your request. If we go ahead with your application, we may take up to six to nine months before reaching a decision. If we decide not to go ahead, we will let you know as soon as possible.

You can find information about designations and how we assess sites and places on our website at historicenvironment.scot/listing-scheduling-and-designations.

You can view your application and check the progress of your case on the [portal](#).