

Head of Regeneration and Planning
Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Application No.
Date of Receipt
Date Valid
DCA / B Checked

Regeneration and Planning



Planning (listed Building and Conservation Areas (SCOTLAND) Act 1997
The Planning (Listed Building Consent and Conservation Area Consent Prodecure)
(Scotland) Regulations 2015

APPLICATION FOR LISTED BUILDING CONSENT

1. Applicant (in block capitals) Name Address Tel. No.	Agent (if any) to whom correspondence should be sent Name Address Tel. No.
2. Full address or location of the building to which the application relates.	
3. Particulars of the applicant's interest in the building (e.g. owner, lessee, prospective purchaser, etc.)	
4. a) Estimate date of commencement of proposed works. b) Estimated date of completion of proposed works.	(a) (b)

5. Give a full description of the proposed works. In the case of alteration or extension, state materials to be used. If the proposal is for demolition, indicate the extent of the demolition (and show by hatching on plans submitted with the application).

6. Where alterations or extensions or changes of external cladding to the building are proposed:

- | | |
|--|-------|
| (a) State the purpose for which the building is now used. | (a) |
| (b) State the purpose for which the building is to be used. | (b) |
| (c) Give details and dates of any works (e.g. improvement / extension) which have been carried out on the building since 1946. | (c) |
| (d) State the following: | (d) |
| (i) Type and colour of external finish to walls. | (i) |
| (ii) Type and colour of material for roof covering. | (ii) |
| (iii) The materials / height etc. of any new boundary walls / fences to be erected | (iii) |

I / We* hereby apply for listed building consent to execute the works described in this application and the accompanying plans and drawings and in accordance therewith.

Signature of Applicant / Agent*..... Date:.....

* Delete whichever is appropriate.

N.B. Planning permission may also be required in addition to listed building consent

NOTES FOR APPLICANTS

1. Regulations 6 and 7 of the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 provides that the planning authority shall not entertain an application for listed building consent unless it is accompanied by certain certificates. This is designed to secure that owners of land are given notice of applications relating to their land. It is the duty of the applicants to give the necessary notices, and to provide the appropriate certificates.
2. If 21 days before the date of the application you were the owner or lessee of all the land to which the application relates, **you should complete Certificate A.** Score through Certificates B, C and D.
3. If Certificate A does not apply, **you should take one** of the following three courses:-
 - (a) If you know the names and addresses of all the persons who owned the land 21 days before the date of the application, you should **give them notice in the prescribed form and complete Certificate B.** Score through Certificates A, C and D.
 - (b) If you know the names and addresses of some of the persons who owned the land 21 days before the date of the application, but not all of them, you should **give notice in the prescribed form to those whose names and addresses you know, and also give notice of the application in a local newspaper, in the prescribed form.** The newspaper notice should be published not earlier than twenty days before the date of the application. Prior to placing the notice you should contact Planning Services for instruction on the format and appropriate newspaper. **You should then complete Certificate C.** Score through Certificates A, B and D.
 - (c) If you do not know the names and addresses of any of the persons who owned the land 21 days before the date of the application, you should **give notice of the application in a local newspaper, in the prescribed form.** This notice should be published not earlier than twenty days before the date of the application. Prior to placing the notice you should contact Planning Services for instruction on the format and appropriate newspaper. **You should then complete Certificate D.** Score through Certificates A, B and C.
4. Any person who knowingly or recklessly issues a certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine.
5. The 'prescribed form of notice' referred to in paragraph 3 of these notes are supplied with this form.

Certificate under Schedule 10, Paragraph 2.

CERTIFICATE A

I hereby certify that:

1. No person other than myself / the applicant / the appellant* was an owner (a) of any part of the building to which the application dated.....relates at the beginning of the period of 21 days ending with the date of the accompanying application.

Signature of Applicant / Agent..... Date:.....*

* Delete whichever is appropriate.

CERTIFICATE B

I hereby certify that:

1. I have / the applicant has* given the requisite notice to all the persons other than myself / the applicant* who at the beginning of the period of 21 days ending with the date of the accompanying application were owners of any part of the land to which the application relates, viz:-

<i>Name of Owner</i>	<i>Address</i>	<i>Date of Service of Notice</i>

Signature of Applicant / Agent..... Date:.....*

* Delete whichever is appropriate.

CERTIFICATE C

I hereby certify that:

1. (i) I am / the applicant is* unable to issue a certificate in accordance with either sub-paragraph (a) or sub-paragraph (b) of regulation 6(1) of the Town and Country Planning (Listed Buildings and Buildings in Conservation Area) (Scotland) Regulations 1987 in respect of the accompanying application dated

(ii) I have / the applicant has* given the requisite notice to the following persons other than myself / the applicant* who at the beginning of the period of 21 days ending with the date of the application were owners of any part of the land to which the application relates, viz:-

<i>Name of Owner</i>	<i>Address</i>	<i>Date of Service of Notice</i>

(iii) I have / the applicant has* taken the steps listed below, being steps reasonably open to me / the applicant* to ascertain the names and addresses of the [other] owners of the land or part thereof and have / has* been unable to do so:

(a).....

(iv) Notice of the application as set out below has been published in the (b).....
on (c).....
Copy of notice as published (attach advertisement clipped from newspaper)

*Signature of Applicant / Agent**..... *Date*

* Delete whichever is appropriate.

CERTIFICATE D

I hereby certify that:

1. (i) I am / the applicant is* unable to issue a certificate in accordance with sub-paragraph (a) of regulation 6(1) of the Town and Country Planning (Listed Buildings and Buildings in Conservation Area) (Scotland) Regulations 1987 in respect of the accompanying application dated and have / the applicant has* taken the steps listed below, being steps reasonably open to me / the applicant* to ascertain the names and addresses of all the persons other than myself / him or herself* who at the beginning of the period of 21 days ending with the date of the application were owners of any part of the land to which the application relates and have / has* been unable to do so.

(a).....

(ii) Notice of the application as set out below has been published in the (b).....
on (c).....
Copy of notice as published (attach advertisement clipped from newspaper)

*Signature of Applicant / Agent**..... *Date*

* Delete whichever is appropriate.

Data Protection: Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purpose of The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 2015, and related purposes, legislation and regulation.

Further information can be found at www.inverclyde.gov.uk/privacy

IMPORTANT:

1. Any person who knowingly or recklessly issues a Certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine not exceeding level3 on the standard scale.

**TOWN AND COUNTRY PLANNING (LISTED BUILDING
CONSENT AND CONSERVATION AREA CONSENT
PROCEDURE) (SCOTLAND) REGULATIONS 2015**

**Notice under regulation 9(1) of application for listed building consent
for service on owners**

[Proposed works*] [Proposed variation or discharge of conditions in relation to consent for works *] at [Note 1]

TAKE NOTICE

1. that application is being made to INVERCLYDE COUNCIL by

[Note 2] for [listed building
consent*] [conservation
area consent*] [variation
or discharge of
conditions*] to

[Note 3]
.....

2. If you wish to obtain further information on the application or to make representations about the application, you should contact the Council at

DEVELOPMENT MANAGEMENT TEAM, REGENERATION AND PLANNING SERVICE,
MUNICIPAL BUILDINGS, CLYDE SQUARE, GREENOCK PA14 5JH

Email: devcont.planning@Inverclyde.gov.uk

Telephone 01475 712406.

Signed

*On behalf of

Date

*Delete where inappropriate

Note 1 - Insert address or location of building to which the proposed works relate.

Note 2 - Insert name of applicant.

Note 3 - Insert brief description of proposed works or proposed variation or discharge of conditions.