



**West Lothian
Council**

LISTED BUILDING CONSENT OR CONSERVATION AREA CONSENT APPLICATION FORM

PLEASE READ NOTES FOR APPLICANTS BEFORE COMPLETING THIS FORM. IT IS IMPORTANT THAT THE FORM IS COMPLETED CORRECTLY TO AVOID DELAYS IN PROCESSING

1. Name and Address of Applicant

Telephone No :

Fax No :

2. Name and Address of Agent

Profession :

Telephone No :

Fax No :

A. DETAILS OF THE PROPOSALS

3. Site Address

Please enclose an accurate plan, preferably Ordnance Survey based, showing the location of the site and its boundaries outlined in red.

4. Description of the Proposal

5. Type of Application

- Listed Building Consent for works affecting the character of a listed building
- Conservation Area Consent for demolition within a Conservation Area
- Variation or Discharge of Conditions of above

Tick as appropriate

6. Type of Property

7. Current use of Property

<p>8. Description of Existing Property</p> <p>(a) Walls</p> <p>(b) Roof</p> <p>(c) Boundary Walls and Fences</p>	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<p>9. Has the building been altered in the past ?</p> <p>If so, please give brief details</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>10. Is the building already the subject of any consent?</p> <p>If so, please give brief details</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>11. Have you obtained a Building Warrant for the proposed works?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>12. Has the building benefited from any grant from the Council or Historic Scotland?</p> <p>If so, please give brief details</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>13. Are you applying for a variation or discharge of condition?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>14. If the answers to question 13 is YES please :</p> <p>(a) Describe the variation or discharge of conditions which is being sought</p> <p>(b) State the reasons for seeking this variation or discharge</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>15. Please give brief details of the proposed works :</p>	
<p>(a) Internal Alterations</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>(b) External Alterations</p>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

15. (continued) Please give brief details of the proposed works :

<p>(c) Demolition</p> <p>How will the site be treated after demolition? How do you propose to dispose of salvaged materials?</p>	<div style="border: 1px solid black; height: 80px;"></div>
<p>(d) Exterior Painting and Cleaning (Specify method and materials)</p>	<div style="border: 1px solid black; height: 60px;"></div>
<p>(e) Removal of Features or Fittings What will be the future of the removed items?</p>	<div style="border: 1px solid black; height: 55px;"></div>
<p>(f) Window Replacement Describe materials and opening method of both existing and proposed windows</p>	<div style="border: 1px solid black; height: 70px;"></div>
<p>(g) Repairs</p>	<div style="border: 1px solid black; height: 75px;"></div>
<p>16. What is the estimated cost of the works?</p>	<div style="border: 1px solid black; height: 45px;"></div>
<p>17. When is it intended to undertake the works?</p>	<div style="border: 1px solid black; height: 40px;"></div>
<p>18. Who will undertake the works?</p>	<div style="border: 1px solid black; height: 50px;"></div>

B. LAND OWNERSHIP CERTIFICATE

If you do not own all of the land or property to which this application relates, you **MUST** notify all owners of the site at the same time as submitting this application. (A form for this purpose can be obtained from the Development & Building Control Unit)

I CERTIFY THAT :

Tick **ONE** box only

- Twenty one days before the date of this application, the applicant owned ALL the land to which this application relates.

or

- The applicant has given notice to all persons who, twenty one days before the date of this application, owned any part of the land to which it relates. These are :

NAME OF OWNER	ADDRESS WERE NOTIFICATION SENT	DATE NOTIFIED

Where necessary, continue on another sheet and attach to the application form.

I FURTHER CERTIFY THAT :

Tick **ONE** box only

• Twenty one days before the date of this application, **NONE** of the land to which this application relates formed part of an agricultural holding.

or

• The applicant has given notice of this planning application to every persons who, twenty one days before the date of this application, was a tenant of an agricultural holding, any part of which formed part of the land to which the application relates. These are :

NAME OF TENANT	ADDRESS WHERE NOTIFICATION SENT	DATE NOTIFIED

If you do not know who owns land or who is an agricultural tenant, you **MUST** advise the Council. If the Council has to publish details of the application in the local press to remedy this, the advertisement will have to be paid in full by the applicant.

D. DECLARATION

Please check that you have completed all the questions and the land ownership certificates correctly. You must now sign the declaration below to validate the application.

I certify that the information given by me in this form is true and accurate to the best of my knowledge. I understand that anyone who knowingly or recklessly makes a false declaration is liable, on conviction, to a fine of currently up to £2,000.

Signed	Date
On behalf of	(if signed by an agent)

FOR OFFICIAL USE ONLY	
S No	Category
Letter sent	Conservation Area
ApplicationNo	Historic Scotland
Date Registered	RCAHMS Notification