

**Applications for Listed Building or Conservation Area Consent in DUPLICATE to be clearly legible, accompanied by FOUR copies of all plans to be lodged with Corporate Services (Development Management) at Cunninghame House, Irvine.**

**NOTE: A SEPARATE APPLICATION FOR PLANNING PERMISSION OR ADVERTISEMENT CONSENT MAY REQUIRE TO BE SUBMITTED TO CORPORATE SERVICES (DEVELOPMENT MANAGEMENT).**

**OFFICE USE ONLY**

REG.NO. \_\_\_\_\_

DATE OF RECEIPT \_\_\_\_\_

RELATED APPLICATION REF NO. \_\_\_\_\_

**NORTH AYRSHIRE COUNCIL**

**APPLICATION FOR (a) LISTED BUILDING OR (b) CONSERVATION AREA CONSENT**

**SECTION I**

I/We \_\_\_\_\_

hereby make application to North Ayrshire Council for (a) LISTED BUILDING (b) CONSERVATION AREA CONSENT (delete whichever is inapplicable), (required under the Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997) in respect of proposed works specified below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which affects the building situated at \_\_\_\_\_

in accordance with the particulars given on the form and with the plans which accompany this application

Signature of Applicant or Agent \_\_\_\_\_

Date \_\_\_\_\_

**SECTION II**

Applicant's Name and Address

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Postal Address \_\_\_\_\_

Post Code \_\_\_\_\_

Tel.No. \_\_\_\_\_

Particulars of Agent (if any) acting on applicant's behalf

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Post Code \_\_\_\_\_

Tel.No. \_\_\_\_\_

Profession \_\_\_\_\_

3. What is the estimated cost of any works to be carried out?

---

4. Has any grant aid been applied for in respect of this proposal (other than an Improvement Grant under the Housing Acts)?

---

If so give date of application, to whom application made, and details of any grant, if known.

---

5. (a) Describe briefly the present use of building(s). If used for more than one purpose give details.

---

(b) If building(s) are vacant, please state the last known use.

---

---

6. If external alterations/extensions are proposed give brief description of existing architectural features and proposed materials stating type, colour and manufacturer for the following elements.

(a) walls: (including finish)

existing

---

---

proposed

---

---

(b) roof coverings:

existing

---

---

proposed

---

---

(c) windows, (e.g type of window; no. of panes):

existing

---

---

proposed

---

---

(d) doors, (e.g. panelled, lined):

existing

---

---

proposed

---

---

(e) rain water goods, (e.g. cast iron; lead; form of section)

existing

---

---

proposed

---

---

(f) boundary walls/fences  
(including height)

existing

---

---

---

proposed

---

---

---

(g) alterations affecting any other external  
features (chimneys, extraction flues etc.)

---

---

---

7. If internal works are proposed give details and enclose photographs of existing architectural features, (e.g. cornices, decorative ceilings, mouldings, timber panelling, fireplaces, staircases, etc.) which are affected by the works:

---

---

---

---

---

8. If demolition is proposed, give details of:

(a) why the demolition of the building is necessary (supporting information may be required)

---

---

---

---

---

---

---

---

---

---

(b) building, part of building or any other feature to be demolished (describe here, but also show clearly on drawings)

---

---

---

---

---

---

---

---

---

---

(c) method of demolition (include any measures to minimise impact on local amenity with particular reference to noise control, dust control, burning of demolition material, location of skips, pedestrian & vehicular diversions, traffic generation from demolition, timescale and hours of operation, termination of utilities (e.g. gas, water, etc.) and any other relevant matters.

---

---

---

---

---



### SECTION III

TOWN AND COUNTRY PLANNING  
(LISTED BUILDINGS AND BUILDINGS IN CONSERVATION AREAS)  
(SCOTLAND) REGULATIONS 1987  
CERTIFICATES UNDER REGULATION 6

**ONE ONLY OF THE FOLLOWING FORMS (1-4) MUST BE COMPLETED**  
**(Please tick the box in the corner of the relevant form)**

THE DECLARATION AT THE END OF THIS SECTION MUST BE SIGNED AND DATED

I HEREBY CERTIFY THAT:-

\*Delete where inapplicable

**FORM 1** (Where the applicant is the only owner, and the land is not an agricultural holding)

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

(2) None of the land to which the application relates constitutes or forms part of an agricultural holding.

(a)  
SEE NOTES  
BELOW

OR

**FORM 2** (Where Form 1 does not apply, and all other owners or agricultural tenants have been notified.)

Please complete ONE of the alternatives for BOTH (1) and (2) below.

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

OR

\*I have \*myself  
(1) The applicant has served notice on every person other than the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner (a) of any part of the land to which the application relates. These persons are:

NAME	ADDRESS	DATE OF SERVICE OF NOTICE
------	---------	---------------------------

(a) and (b)  
SEE NOTES  
BELOW

(2) None of the land to which the application relates constitutes or forms part of an agricultural holding.

OR

(2) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding and the applicant has served notice on every person other than the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application, was an agricultural tenant. These persons are:

NAME OF TENANT (b)	ADDRESS	DATE OF SERVICE OF NOTICE
--------------------	---------	---------------------------

#### NOTES

- (a) Any person who, in respect of any part of the land, is the proprietor of the *dominium utile* or is the lessee under a lease thereof of which not less than 7 years remain unexpired.
- (b) If you are the sole agricultural tenant, or there are no tenants enter "None".

OR

**FORM 3** (When all owners and agricultural tenants have NOT been notified.)



Please complete Part (1), ONE of the alternatives for each of Parts (2) & (3) and Parts (4) & (5).

\*I am  
(1) The applicant is unable to issue a certificate in accordance with sub-paragraphs (l)(c) or (d) of regulation 6 in respect of the accompanying application.

AND

\*myself  
(2) No person other than the applicant was an owner (a) of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application.

OR

\*I have \*myself  
(2) The applicant has been unable to serve notice on any person other than the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner (a) of any part of the land to which the application relates.

OR

\*I have \*myself  
(2) The applicant has served notice on each of the following persons other than the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner (a) of any part of the land to which the application relates. These persons are:

NAME	ADDRESS	DATE OF SERVICE OF NOTICE
------	---------	---------------------------

(a) and (b)  
SEE NOTES  
BELOW

AND

(3) None of the land to which the application relates constitutes or forms part of an agricultural holding.

OR

(3) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding but the applicant has been unable to serve notice on any person other than the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was an agricultural tenant.

OR

(3) The land or part of the land to which the application relates constitutes or forms part of an agricultural holding and the applicant has served notice on each of the following persons other than the applicant who, at the beginning of the period of 21 days ending with the date of the application was an agricultural tenant. These persons are:

NAME OF TENANT (b)	ADDRESS	DATE OF SERVICE OF NOTICE
--------------------	---------	---------------------------

AND

\*I have  
(4) The applicant has taken reasonable steps, as listed below, to ascertain the names and addresses of the other owners or agricultural tenants and has been unable to do so.

(c) \_\_\_\_\_ (5) Notice of the application has been published  
 \_\_\_\_\_ in the (d) \_\_\_\_\_  
 \_\_\_\_\_ on (e) \_\_\_\_\_

(c), (d) and (e)  
SEE NOTES  
BELOW

**NOTES**

- (a) Any person who, in respect of any part of the land, is the proprietor of the *dominium utile* or is the lessee under a lease thereof of which not less than 7 years remain unexpired.
- (b) If you are the sole agricultural tenant or there are no tenants, enter "None".
- (c) Insert descriptions of steps taken.
- (d) Insert name of local newspaper circulating in the locality in which the land is situated.
- (e) Insert the date of publication, which must not be earlier than the beginning of the period of 21 days ending with the date of the application.

**FORM 4** (Minerals applications)

Certification in this section should be on a separate form, (FORM 4) which is available from Corporate Services (Development Control Section).



Under Section 10 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, any person who knowingly or recklessly issues a certificate which contains any statement which is false or misleading in a material particular is guilty of an offence and liable on summary conviction to a fine not exceeding level 3.

Signed.....

\*On behalf of.....

Date .....