



Newtown St Boswells Melrose TD6 0SA Tel: Payments/General Enquiries 01835 825586 Email: regadmin@scotborders.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100649385-001

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Description of Proposed Works to Listed Building

Are the proposals to alter, extend or demolish the listed building(s)? *

Yes No

If Yes, please provide further details: * (Max 500 characters)

To replace some of our single glazed draughty rotten windows with new conservation double glazed units - they would be made of painted timber , be the same 6 over 6 astragal and the astragals would be integral to the frame. They will look exactly the same - which incidentally are not original and don't contain historical glass. Ventrola have surveyed and I attach their findings and also the spec of the windows which is exactly complies with what the planning department have stated is required.

Has the work already been started and/or completed? *

No Yes - Started Yes - Completed

Please Note: it can be a criminal offence to undertake works that require listed building consent in advance of obtaining consent.

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

Applicant Agent

Applicant Details

Please enter Applicant details

Title:	<input type="text" value="Mrs"/>	You must enter a Building Name or Number, or both: *	
Other Title:	<input type="text"/>	Building Name:	<input type="text" value="Kilbucho Place"/>
First Name: *	<input type="text" value="Polly"/>	Building Number:	<input type="text"/>
Last Name: *	<input type="text" value="Lambert"/>	Address 1 (Street): *	<input type="text" value="Kilbucho"/>
Company/Organisation	<input type="text"/>	Address 2:	<input type="text"/>
Telephone Number: *	<input type="text"/>	Town/City: *	<input type="text" value="Broughton"/>
Extension Number:	<input type="text"/>	Country: *	<input type="text" value="Uk"/>
Mobile Number:	<input type="text"/>	Postcode: *	<input type="text" value="M12 6jq"/>
Fax Number:	<input type="text"/>		
Email Address: *	<input type="text"/>		

Site Address Details

Planning Authority:	<input type="text" value="Scottish Borders Council"/>
Full postal address of the site (including postcode where available):	
Address 1:	<input type="text" value="KILBUCHO PLACE HOUSE"/>
Address 2:	<input type="text" value="KILBUCHO"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>
Address 5:	<input type="text"/>
Town/City/Settlement:	<input type="text" value="BIGGAR"/>
Post Code:	<input type="text" value="ML12 6JQ"/>

Please identify/describe the location of the site or sites

Northing	<input type="text" value="635163"/>	Easting	<input type="text" value="309399"/>
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Existing and Proposed Uses

Please describe the current use: * (Max 500 characters)

We would like to replace our existing rotten and I'll firing single glazed astragal windows with new double glazed ones . We have had a survey carried out by Ventrola who would would replace them with conservative double glazed , timber painted , sash and case windows with the same 6 over 6 astragals which would be integral to the frame . They would look exactly the same as our existing windows- none of which are original.

Please describe the proposed use: * (Max 500 characters)

The proposal to replace some of our existing single glazed rotten widows with double glazed ones is to reduce our energy consumption by retaining more heat in our home - the current windows are extremely draughty and we also have a major problem with condensation which causes the sills to rot. We added an extension to our house in 2010 , with all the relevant planning permissions, and we allowed to put double glazed windows in then to match the rest of the house .

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

Yes No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

Meeting Telephone Letter Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

We were told we will need listing building consent for the new windows and also give a specification for the windows.

Title:

Ms

Other title:

First Name:

Sanne

Last Name:

Roberts

Correspondence Reference Number:

Date (dd/mm/yyyy):

03/10/2023

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Listed Building Category

Please state the category of listing (if known) of the building in the list of Buildings of Special Architectural or Historic interest: *

- Category A
 Category B
 Category C
 A (Group)
 B (Group)
 Ecclesiastical Category A
 Ecclesiastical Category B
 Ecclesiastical Category C
 Don't Know

Demolition of Listed Building

Does the proposal involve demolition of a listed building or a building within the curtilage of a listed building? *

- Total or substantial demolition of the listed building
 Total or substantial demolition of a building within the curtilage of the listed building
 Other (partial demolition or alterations)

Listed Building Alterations

Do the proposed works include alterations and/or extension to a listed building? *
(This may be in addition to any demolition works specified previously)

Yes No

Does the proposal include:

Works to the exterior of the building? This would include works to any structure or object fixed to the building
Or to any other buildings within its curtilage: * Yes No

Works to the interior of the building? This should include any stripping out of any internal features eg. Wall,
Ceiling, plasterwork, joinery, panelling, fireplaces, chimney pieces, staircases, ironmongery, doors, flooring,
Floor finishes/floorboards, tiling, stencilled decoration, fixed furniture and fittings, including machinery: * Yes No

Please state the number of attachments you will be including with this proposal, this may include plans, drawings and photographs sufficient to identify the location, extent and character of the items to be altered, extended or removed, and the proposal for their replacement, including any new means of structural support and detailed specification of proposed finishing materials.

Number of plans, drawings and photographs in total? *

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Proposal Relating to Listed Building

Are there any current applications or existing consents or permissions for this site? *

Yes No

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an
elected member of the planning authority? *

Yes No

Certificates and Notices

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997

The Town and Country Planning (Listed Building and Buildings in Conservation Areas) (Scotland) Regulations 1987

One Certificate must be completed and submitted along with this form; either Certificate A, Certificate B or Certificate C.

Are you the sole owner of ALL the land/building relevant to this proposal? * Yes No

Are you able to identify and give appropriate notice to ALL the other owners? Yes No

Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate B

Certificates

The certificate you have selected requires you to distribute copies of the Notice 1 document below to all of the owners that you have provided before you can complete your certificates.

Notice 1 is required

I understand my obligations to provide the above notice before I can complete the certificates. *

Land Ownership Certificate

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) act 1997

The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987

Certificate B

I hereby certify that –

(1) - I have/The Applicant has served notice on every person other than myself/the applicant who, at the beginning of the period of 21 days ending with the date of the accompanying application was owner [note 1] of any part of the land to which the application relates.

Name:

Address:

Date of Service of Notice: *

Signed: Mrs Polly Lambert

On behalf of:

Date: 10/11/2023 11:18:06

Note 1 – Any person who, in respect of any part of the land, is the owner or is the lessee under a lease thereof of which not less than 7 years remain unexpired.

Checklist – Application for Listed Building Consent

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit the necessary information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

A Location plan which identifies the land to which the application relates drawn to an identified scale
And showing the direction of north. * T Yes ≤ No

A copy of other detailed plans, drawings, photographs (with annotations to describe the details of
Materials and workmanship) as necessary to describe your proposals. * T Yes ≤ No

Elevations. * T Yes ≤ No

Floor Plans. * ≤ Yes T No

Roof Plan. * ≤ Yes T No

Does your plan include:

Sections. * ≤ Yes T No

Perspectives of Photomontages. * ≤ Yes T No

Block Plan. * ≤ Yes T No

Special Detailed Drawing. * ≤ Yes T No

Detailed specification of finishes. * T Yes ≤ No

Current or old photographs. * T Yes ≤ No

What other information are you submitting in support of your application? *

≤ Design Statement.

≤ Supporting Statement.

T Condition Survey Report.

≤ Feasibility Study.

≤ Development Appraisal.

≤ Environmental Impact Statement.

≤ Conservation Survey/Statement/Plan.

≤ Other.

Declare – Listed Building Consent

I, the applicant/agent certify that this is an application for listed building consent as described in this form the accompanying plan/drawings and additional information.

Declaration Name: Mrs Polly Lambert

Declaration Date: 10/11/2023