



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 100658357-002

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)

Internal alterations to enable conversion of residential flat to office and external vents serving bathroom extractor systems

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

## Agent Details

Please enter Agent details

Company/Organisation:	<input type="text" value="Ferguson Planning"/>		
Ref. Number:	<input type="text"/>	You must enter a Building Name or Number, or both: *	
First Name: *	<input type="text" value="Ferguson"/>	Building Name:	<input type="text" value="Shiel House"/>
Last Name: *	<input type="text" value="Planning"/>	Building Number:	<input type="text" value="54"/>
Telephone Number: *	<input type="text" value="01896 668744"/>	Address 1 (Street): *	<input type="text" value="Island Street"/>
Extension Number:	<input type="text"/>	Address 2:	<input type="text"/>
Mobile Number:	<input type="text"/>	Town/City: *	<input type="text" value="Galashiels"/>
Fax Number:	<input type="text"/>	Country: *	<input type="text" value="Scotland"/>
		Postcode: *	<input type="text" value="TD1 1NU"/>
Email Address: *	<input type="text" value="Ruaraidh@fergusonplanning.co.uk"/>		

Is the applicant an individual or an organisation/corporate entity? \*

Individual  Organisation/Corporate entity

## Applicant Details

Please enter Applicant details

Title:	<input type="text"/>	You must enter a Building Name or Number, or both: *	
Other Title:	<input type="text"/>	Building Name:	<input type="text" value="Mertoun Estate Office"/>
First Name: *	<input type="text"/>	Building Number:	<input type="text"/>
Last Name: *	<input type="text"/>	Address 1 (Street): *	<input type="text" value="St Boswells"/>
Company/Organisation	<input type="text" value="Mertoun Estate Farms Ltd"/>	Address 2:	<input type="text"/>
Telephone Number: *	<input type="text"/>	Town/City: *	<input type="text" value="Melrose"/>
Extension Number:	<input type="text"/>	Country: *	<input type="text" value="Scotland"/>
Mobile Number:	<input type="text"/>	Postcode: *	<input type="text" value="TD6 0EA"/>
Fax Number:	<input type="text"/>		
Email Address: *	<input type="text" value="Ruaraidh@fergusonplanning.co.uk"/>		

## Site Address Details

Planning Authority:

Scottish Borders Council

Full postal address of the site (including postcode where available):

Address 1:

MERTOUN HOUSE

Address 2:

ST BOSWELLS

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

MELROSE

Post Code:

TD6 0EA

Please identify/describe the location of the site or sites

Northing

631735

Easting

361786

## Existing and Proposed Uses

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

Office (Class 4) and Butler's flat (Class 9 and sui generis)

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

Office (Class 4)

## Pre-Application Discussion

Have you discussed your proposal with the planning authority? \*

Yes  No

## 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? \*

26

## 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

## Certificate Required

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

Certificate A

## 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 A

I hereby certify that – (See the help section for notes)

(1) - No person other than myself/the applicant was an owner [Note 1] 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 appeal.

Signed: - Ferguson Planning

Date: 30/01/2024 10:51:27

Please tick here to certify this Certificate. \*

## 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. \*  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. \*  Yes  No

Elevations. \*  Yes  No

Floor Plans. \*  Yes  No

Roof Plan. \*  Yes  No

Does your plan include:

- |                                       |   |
|---------------------------------------|---|
| Sections. *                           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Perspectives of Photomontages. *      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Block Plan. *                         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Special Detailed Drawing. *           | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Detailed specification of finishes. * | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Current or old photographs. *         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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

- Design Statement.
- Supporting Statement.
- 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: - Ferguson Planning

Declaration Date: 30/01/2024