



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 100665581-002

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)

Porch: 1960s Asbestos covered stair to be demolished & replaced by small front door overhand porch. Glass in existing porch to be replaced with either wall or double glazing. 2 Velux windows in roof and roof slated on current pitch. Bathroom: one bedroom stud wall to be partially removed and boiler room converted to shower room. Velux installed in bathroom (same as others attic bedrooms). Windows do not overlook any one. Building warrant plans and photos available at ref: 100665581-003

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="Green Gates"/>
First Name: *	<input type="text" value="Gillian"/>	Building Number:	<input type="text"/>
Last Name: *	<input type="text" value="Rodger"/>	Address 1 (Street): *	<input type="text" value="Green Gates"/>
Company/Organisation	<input type="text"/>	Address 2:	<input type="text" value="Leithen Road"/>
Telephone Number: *	<input type="text"/>	Town/City: *	<input type="text" value="Innerleithen"/>
Extension Number:	<input type="text"/>	Country: *	<input type="text" value="United Kingdom"/>
Mobile Number:	<input type="text"/>	Postcode: *	<input type="text" value="EH44 6NH"/>
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="GREEN GATES"/>
Address 2:	<input type="text" value="LEITHEN ROAD"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>
Address 5:	<input type="text"/>
Town/City/Settlement:	<input type="text" value="INNERLEITHEN"/>
Post Code:	<input type="text" value="EH44 6NH"/>

Please identify/describe the location of the site or sites

Northing	<input type="text" value="637591"/>	Easting	<input type="text" value="333419"/>
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Existing and Proposed Uses

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

Currently the upstairs room we plan to convert is a boiler room. The front porch is currently a 1960s glass pitched roof with no insulation and leaking. The roof over stairs outside is asbestos and not visually in keeping with the rest of the house.

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

Boiler room to change to shower room. We would need to shift boiler and hot water tank to other side of room and take 1.5m out of larger of attic bedrooms. Door will remain in same place and the only demolition is of a partial stud wall. The roof light we would like, will be in keeping with others in attic rooms and look onto our double pitched roof, so do not overlook anyone. Porch to remain same use, yet modernised.

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)

email correspondence with C. Clarke and P. Salisbury.

Title:

Mr

Other title:

First Name:

Paul

Last Name:

Salisbury

Correspondence Reference Number:

Date (dd/mm/yyyy):

27/02/2024

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? *

8

Proposal Relating to Listed Building

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

Yes No

Proposals Relating to Listed Building

Please describe the application and include the planning application reference number(s), if known: (Max 500 characters)

building warrant for prosed work indicated.

Reference Number

100665581-003

Are you submitting an application for Planning Permission, Conservation Area Consent or other consent at the same time as this application? * Yes No

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

building warrant for work

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:

Mrs Gillian Rodger

Address:

Green Gates, Leithen Road, Innerleithen, United Kingdom, EH44 6NH

Date of Service of Notice: *

21/03/2024

Signed:

Mrs Gillian Rodger

On behalf of:

Date:

21/03/2024 16:39:36

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. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Elevations. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Floor Plans. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Roof Plan. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Does your plan include:	
Sections. *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Perspectives of Photomontages. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Block Plan. *	<input type="checkbox"/> Yes <input checked="" 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: Mrs Gillian Rodger

Declaration Date: 21/03/2024