

**Subject:** RE: 25/00625/LBC and 25/00618/P  
**From:** "Robertson, Scott" <[REDACTED]>  
**Date:** 12/08/2025, 07:49  
**To:** J Fyall <jfyall@buildingcompliance.org.uk>

Hi John,

As per the Historic Environment Scotland response, HES's decision to not provide comment should not be taken as support for the proposals and the application should be determined in accordance with national and local policy on listed building/conservation area consent, together with related policy guidance.

Kind Regards

Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House |  
Haddington EH41 3HA

T. [REDACTED] Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**From:** J Fyall <jfyall@buildingcompliance.org.uk>  
**Sent:** 11 August 2025 15:39  
**To:** Robertson, Scott [REDACTED] >  
**Cc:** Douglas Llewellyn [REDACTED]; Collins, Donna [REDACTED] Hampshire, Norman [REDACTED] Jardine, Lyn [REDACTED]  
**Subject:** Re: 25/00625/LBC and 25/00618/P

**CAUTION:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Scott,

With the greatest respect, I had already contacted Historic Environment(Scotland) as I don't like any of us to unnecessarily waste time and resources and would not have submitted had there been the potential for negative comment.

The streetscape and the associated main front elevations is what defines these buildings and to the rear there are many 'evolutionary' individually designed and constructed extensions and conservatories of all forms and elemental variations.

The aggressive environment experienced on the seaward facing elevations of these buildings soon degrades even the best of hardwood and that is why I proposed uPVC and gave the technical reasons and also the opportunity cost in terms of carbon/energy.

Why would you proliferate the felling of mature rare imported hardwoods when we have existing recycled uPVC available which will retain the current embodied carbon?

Do you know how long it will take to replace the mature hardwood imported for a conservatory, purely specified for aesthetic reasons, where it is painted white and in the identical form of that proposed which at present, with its polycarbonate roof and uPVC guttering and downpipes is indistinguishable from uPVC apart from the obvious existing rotten elements ? - especially when it and others to the rear of these buildings can only be viewed from way down below along the road to the North !

A mature 50-60yr old hardwood will be absorbing around 30-35kg CO<sub>2</sub>/pa whereas planting replacements takes a long time to get up to that with - even a 10yr old hardwood tree will only be absorbing around 8-10kg/CO<sub>2</sub> !! Then, of course you have to regularly de-desalinate and repaint and maintain a hardwood conservatory with all the required chemicals, energy and carbon embodied in that to be added to the opportunity cost of felling the tree !!

I am in favour of properly considered genuine beneficial use of hardwood timber in construction in the correct technical and site-specific exposure conditions and restricted structural applications but in this case recycled uPVC just makes so much more sense.

If Historic Environment(Scotland), the Government appointed professional guardians of our heritage, find the proposal not worthy of comment and thereby permit granting of LBC, then by what legal and professional competency conferred upon ELC Planning Dep't do they completely disregard the opinion of HES and deny approval ?

On provision of competent answers to the questions posed I will present to my client BUT, if LBC is effectively approved by HES and ELC Planning refuse permission, then I will advise that the application be presented to the Planning Committee where under similar circumstances the appellants have had their appeals upheld due to the HES professional opinion expressed, as in this case, with *"No Comment"*.

If the HES statement means nothing in the opinion of ELC Planning Dep't, then it beggars the question of why they are consulted at all and, in this case why, only after my query was initiated, when they should have been consulted immediately on submission of the Planning and LBC applications !?

Yours respectfully, in anticipation of prompt reply,

John

Sender:

John A. Fyall Bsc(Hons) C.Build.E, FCABE. Bld. Eng. Design Consultant

& RIAS-regd Scottish Government Accredited Sect.6, Energy Certifier of Design

Tele: 01368 863752



On 11/08/2025 11:43, Robertson, Scott wrote:

Hi John,

I am just picking up your voicemail from last week as I was on annual leave.

Firstly, I trust you would be agreeable to an extension to the determination date of the application from tomorrow until Monday 18<sup>th</sup> August in the first instance?

I have attached the consultation response we have received from HES in which they make no comment to the application. You queried if we had received this response prior to my original email stating we would not support the uPVC framing of the conservatory – this is correct, as with many similar applications we have received it is unlikely HES will provide any comments on these applications and as such I sought to clarify our position to yourself at the earliest opportunity.

I note your points regarding carbon sequestration and the sustainability of a uPVC framed conservatory, however the key determining factors for assessing a listed building consent application is the impact of the proposed development on the fabric and the special architectural or historic interest of the building. In this case, the proposed UPVC framed conservatory would, by the different construction material of its frames and profiles on the rear elevation of the house, significantly change the character and appearance of the building in a manner that would seriously harm the integrity and special architectural or historic interest of it. The conservatory would neither preserve nor enhance, the special architectural or historic interest of the listed building, the terrace of listed buildings to which this house forms a part contrary to Policy 7 of National Planning Framework 4 and Policies CH1 of the adopted East Lothian Local Development Plan 2018.

If you let me know if you would like the application to proceed for refusal or if an amended scheme will be received that would be great and I can either proceed to determine the applications for approval or refusal.

Kind Regards

Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington EH41 3HA

T. [REDACTED]  
[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

Visit our website at

\*\*\*\*\*  
\*\*\*\*\*

Email Disclaimer - East Lothian Council

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and ensure it is deleted and not read copied or disclosed to anyone else. It is your responsibility to scan this email and any attachments for computer viruses or other defects. East Lothian Council do not accept liability for any loss or damage which may result from this email or any files attached. Email is not secure and can be intercepted, corrupted or amended without the knowledge of the sender. East Lothian Council do not accept liability for errors or omissions arising as a result of interrupted or defective transmission.

\*\*\*\*\*

--

Sender:

John A. Fyall Bsc(Hons) C.Build.E, FCABE. Bld. Eng. Design Consultant

& RIAS-regd Scottish Government Accredited Sect.6, Energy Certifier of Design

Tele: 01368 863752





**App No. 25/00618/P**

**EAST LoTHIAN COUNCIL  
DECISION NOTICE**

**TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997  
TOWN AND COUNTRY PLANNING  
(DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATIONS 2013**

**Mr & Mrs Llewellyn  
c/o John A Fyall Bsc(Hons)Bld.Eng. C.Build.E, FCABE  
Per John A Fyall  
12 Beachmont Court  
Dunbar  
EH42 1YF**

**APPLICANT: Mr & Mrs Llewellyn**

With reference to your application registered on 13th June 2025 for planning permission under the above mentioned Acts and Regulations for the following development, viz:-

**Erection of conservatory  
at  
5 Bowmont Terrace  
Queens Road  
Dunbar  
EH42 1LF**

East Lothian Council as the Planning Authority in exercise of their powers under the above-mentioned Acts and Regulations hereby **REFUSE PLANNING PERMISSION** for the said development.

The reasons for the Council's refusal of planning permission are:-

- 1 The UPVC framing of the proposed conservatory would not, as required by the HES Guidance, be a high quality material appropriate for use on a category B listed building. Instead it would be a non traditional material that would detract from and would neither preserve nor enhance but would be harmful to the special architectural or historic interest of the listed building and the group of listed buildings at Bowmont Terrace of which it is a part and harmful to the character and appearance of the Dunbar Conservation Area contrary to Policy 7 of NPF4 and Policies CH1 and CH2 of the adopted East Lothian Local

Development Plan 2018 and the Scottish Government's policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019.

The report on this application is attached to this Decision Notice and its terms shall be deemed to be incorporated in full in this Decision Notice.

Details of the following are given in the application report:

- the terms on which the Planning Authority based this decision;
- details of any variations made to the application in terms of Section 32A of the Town and Country Planning (Scotland) Act 1997.

The plans to which this decision relate are as follows:

<u>Drawing No.</u>	<u>Revision No.</u>	<u>Date Received</u>
DL/JAF/CC/01	-	13.06.2025
DL/JAF/CC/02	-	13.06.2025
DL/JAF/CC/03	-	13.06.2025
DL/JAF/CC/04	-	13.06.2025
DL/JAF/CC/05	-	13.06.2025

**18th August 2025**



Keith Dingwall  
Chief Planning Officer

## NOTES

If the applicant is aggrieved by the decision of the Planning Authority to grant permission for the proposed development subject to conditions, the applicant may require the planning authority to review the case under section 43A of the Town and Country Planning (Scotland) Act 1997 within three months from the date of this decision notice. The notice of review, with the correct appropriate fee, should be submitted online at <https://www.edevelopment.scot/eDevelopmentClient/> or sent to the Clerk to the Local Review Body, Committee Team, Communications and Democratic Services, John Muir House, Haddington, East Lothian EH41 3HA.

If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the Planning Authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part 5 of the Town and Country Planning (Scotland) Act 1997.

# OFFICER REPORT

**15th August 2025**

App No. **25/00618/P**

Application registered on **13th June 2025**

Target Date **12th August 2025**

Proposal	<b>Erection of conservatory</b>	SDELL	N
		CDEL	N
Location	<b>5 Bowmont Terrace Queens Road Dunbar EH42 1LF</b>	Bad Neighbour Development	N

APPLICANT: **Mr & Mrs Llewellyn**

Is this application to be approved as a  
departure from structure/local plan? N

**c/o John A Fyall Bsc(Hons)Bld.Eng. C.Build.E, FCABE  
Per John A Fyall  
12 Beachmont Court  
Dunbar  
EH42 1YF**

DECISION TYPE:

**Application Refused**

## PLANNING ASSESSMENT

This application relates to 5 Bowmont Terrace, a two storey building located within a predominantly residential area as defined by Policy RCA1 of the adopted East Lothian Local Development Plan (ELLDLP) 2018. The building is listed along with nos. 3 and 4 Bowmont Terrace as being of special architectural or historic interest (Category B).

Planning permission is sought for the replacement of the conservatory on the rear (north) elevation of the building.

The existing conservatory is timber framed, painted white with a polycarbonate roof. The proposed replacement conservatory would replicate the size and scale of the existing conservatory but would be uPVC framed and feature a glass roof.

Through separate application 25/00625/P listed building consent is sought for the replacement of a conservatory. That application stands to be determined on its own merits.

Section 25 of the Town and Country Planning (Scotland) Act 1997 requires that the application be determined in accordance with the development plan, unless material considerations indicate otherwise.

The development plan is the adopted National Planning Framework 4 (NPF4) and the adopted East Lothian Local Development Plan 2018.

Policies 7 (Historic Assets and Places) and 16 (Quality Homes) of NPF4 is relevant to the determination of this application. Policies CH1 (Listed Buildings), CH2 (Development Affecting Conservation Areas) and DP5 (Extensions and Alterations to Existing Buildings) of the adopted East Lothian Local Development Plan 2018 are also relevant to the determination of this application.

Material to the determination of the application are Sections 59 and 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

Section 59 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 that in considering whether to grant planning permission for development which affects a listed building or its setting a planning authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Also material to the determination of the application is Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 states that a planning authority must have regard to the desirability of preserving or enhancing the character or appearance of a conservation area in exercising its responsibilities in the determination of any application for planning permission for development affecting a conservation area.

Also material to the determination of the application is Historic Environment Scotland's (HES) Guidance "Managing Change in the Historic Environment: Extensions" 2010.

Also material to the determination of the application is supplementary Planning Guidance (SPG) on 'Cultural Heritage and the Built Environment' adopted by the Council on 30th October 2018. The SPG expands on policies that are set out in the East Lothian Local Development Plan 2018 and it provides policy guidance on replacement windows in buildings which are in a conservation area and/or buildings which are listed as being of special architectural or historic interest.

No objection has been received in relation to the application.

The proposed replacement conservatory would not be harmful to the residential amenity of any neighbouring residential properties.

Policy 7(c) of NPF4 and Policy CH1 of the adopted East Lothian Local Development Plan states that development proposals for the alteration of a listed building will only be supported where the alterations preserve its character and special architectural or historic interest.

The building of 5 Bowmont Terrace is part of a group of buildings a Bowmont Terrace that are all listed as being of special architectural or historic interest (Category B). Their rear elevations are readily visible in views from East Links Road to the north and Golf House Road to the east. Although there have been alterations to the rear of these listed buildings, they still retain traditional elements and are still of some special architectural or historic interest. The existing conservatory is attached to the rear of the listed building and is not in

itself of any particular special architectural or historic interest. Therefore the demolition of that existing conservatory would not be harmful to the special architectural or historic interest of the listed building or harmful to the character and appearance of the conservation area.

The proposed conservatory would be located in the same position as the conservatory that is to be removed. It would be subordinate in scale and form and would be located on a secondary (rear) elevation of the listed building so on those counts the proposed conservatory accords with the HES Guidance "Managing Change in the Historic Environment: Extensions" (2010). However, unlike the existing conservatory which has white painted timber frame, the proposed conservatory would have white coloured UPVC frames. The UPVC framing of the proposed conservatory would not, as required by the HES Guidance, be a high quality material appropriate for use on a category B listed building. Instead, it would be a nontraditional material that would detract from and would neither preserve nor enhance but would be harmful to the special architectural or historic interest of the listed building and the group of listed buildings at Bowmont Terrace of which it is a part.

The proposed replacement conservatory by being harmful to the special architectural or historic interest of the listed building would be harmful to the character and appearance of the Dunbar Conservation Area.

The proposed replacement conservatory by being harmful to the special architectural or historic interest of the listed building and harmful to the character and appearance of the Dunbar Conservation Area would be contrary to Policy 7 of NPF4 and Policies CH1 and CH2 of the adopted East Lothian Local Development Plan 2018 and the Scottish Government's policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019.

The proposed conservatory is contrary to the development plan. There are no material planning considerations that outweigh the fact that the proposed conservatory is contrary to the development plan.

#### REASON FOR REFUSAL:

- 1 The UPVC framing of the proposed conservatory would not, as required by the HES Guidance, be a high quality material appropriate for use on a category B listed building. Instead it would be a nontraditional material that would detract from and would neither preserve nor enhance but would be harmful to the special architectural or historic interest of the listed building and the group of listed buildings at Bowmont Terrace of which it is a part and harmful to the character and appearance of the Dunbar Conservation Area contrary to Policy 7 of NPF4 and Policies CH1 and CH2 of the adopted East Lothian Local Development Plan 2018 and the Scottish Government's policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019.

#### LETTERS FROM

15th August 2025

# OFFICER REPORT

**15th August 2025**

App No. **25/00625/LBC**

Application registered on **13th June 2025**

Target Date **12th August 2025**

Proposal	<b>Erection of conservatory and part demolition of building</b>	SDELL	N
		CDEL	N
Location	<b>5 Bowmont Terrace Queens Road Dunbar EH42 1LF</b>	Bad Neighbour Development	N

APPLICANT: **Mr & Mrs Llewellyn**

Is this application to be approved as a departure from structure/local plan? N

**c/o John A Fyall Bsc(Hons)Bld.Eng. C.Build.E, FCABE  
Per John A Fyall  
12 Beachmont Court  
Dunbar  
EH42 1YF**

DECISION TYPE:

**Application Refused**

## PLANNING ASSESSMENT

This application relates to 5 Bowmont Terrace, a two storey building located within a predominantly residential area as defined by Policy RCA1 of the adopted East Lothian Local Development Plan (ELLDP) 2018. The building is listed along with no. 3 and 4 Bowmont Terrace as being of special architectural or historic interest (Category B).

Listed building consent is sought for the replacement of a conservatory that is attached to the rear (north) elevation of the building.

The existing conservatory is timber framed, painted white with a polycarbonate roof. The proposed replacement conservatory would replicate the size and scale of the existing conservatory but would be uPVC framed and feature a glass roof.

Through separate application 25/00618/P, planning permission is sought for the replacement of a conservatory. That application stands to be determined on its own merits.

Material to the determination of the application is Section 14 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and the Scottish Government's

policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019.

The Historic Environment Policy Statement echoes the statutory requirements of Section 14 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 that in considering whether to grant listed building consent for any works to a listed building the planning authority shall have special regard to the desirability of preserving the building or any features of special architectural or historic interest which it possesses.

Also material to the determination of the application is Historic Environment Scotland's (HES) Guidance "Managing Change in the Historic Environment: Extensions" 2010.

Also material to the determination of the application is Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 which requires that a planning authority must pay special attention to the desirability of preserving or enhancing the character or appearance of the area in which the building is located.

Policy 7 (Historic Assets and Places) of National Planning Framework 4 (NPF4) is relevant to the determination of this application. Policies CH1 (Listed Buildings) and CH2 (Development Affecting Conservation Areas) of the adopted ELLDP 2018 are also relevant to the determination of this application.

Also material to the determination of the application is supplementary Planning Guidance (SPG) on 'Cultural Heritage and the Built Environment' adopted by the Council on 30th October 2018. The SPG expands on policies that are set out in the East Lothian Local Development Plan 2018 and it provides policy guidance on replacement windows in buildings which are in a conservation area and/or buildings which are listed as being of special architectural or historic interest.

No representations have been received in relation to the application.

Historic Environment Scotland have advised they have no comments to make regarding this listed building consent application.

However, Historic Environment's Scotland's (HES) document "Managing Change in the Historic Environment: Extensions" (2010) advises that extensions must protect the character and appearance of the building; they should be subordinate in scale and form; they should be located on a secondary elevation; and must be designed in a high quality manner using appropriate materials.

Policy 7(c) of NPF4 and Policy CH1 of the adopted East Lothian Local Development Plan states that development proposals for the alteration of a listed building will only be supported where the alterations preserve its character and special architectural or historic interest.

The building of 5 Bowmont Terrace is part of a group of buildings a Bowmont Terrace that are all listed as being of special architectural or historic interest (Category B). Their rear elevations are readily visible in views from East Links Road to the north and Golf House Road to the east. Although there have been alterations to the rear of these listed buildings, they still retain traditional elements and are still of some special architectural or historic interest. The existing conservatory is attached to the rear of the listed building and is not in itself of any particular special architectural or historic interest. Therefore, the demolition of



that existing conservatory would not be harmful to the special architectural or historic interest of the listed building.

The proposed conservatory would be located in the same position as the conservatory that is to be removed. It would be subordinate in scale and form and would be located on a secondary (rear) elevation of the listed building so on those counts the proposed conservatory accords with the HES Guidance "Managing Change in the Historic Environment: Extensions" (2010). However, unlike the existing conservatory which has white painted timber frame, the proposed conservatory would have white coloured UPVC frames. The UPVC framing of the proposed conservatory would not, as required by the HES Guidance, be a high quality material appropriate for use on a category B listed building. Instead it would be a nontraditional material that would detract from and would neither preserve nor enhance but would be harmful to the special architectural or historic interest of the listed building and the group of listed buildings at Bowmont Terrace of which it is a part.

The proposed replacement conservatory by being harmful to the special architectural or historic interest of the listed building would be harmful to the character and appearance of the Dunbar Conservation Area.

The proposed conservatory with its UPVC framing would be contrary to Scottish Government's policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019, to HES Guidance "Managing Change in the Historic Environment: Extensions" 2010 and contrary to Policy 7 of NPF4 and Policies CH1 and CH2 of the adopted East Lothian Local Development Plan 2018. There are no material considerations that outweigh the fact that the proposed conservatory would be harmful to the special architectural or historic interest of the listed building.

#### REASON FOR REFUSAL:

- 1 The UPVC framing of the proposed conservatory would not, as required by the HES Guidance, be a high quality material appropriate for use on a category B listed building. Instead it would be a nontraditional material that would detract from and would neither preserve nor enhance but would be harmful to the special architectural or historic interest of the listed building and the group of listed buildings at Bowmont Terrace of which it is a part contrary Scottish Government's policy on development affecting a listed building given in the Historic Environment Policy for Scotland (HEPS): April 2019, contrary to HES Guidance "Managing Change in the Historic Environment: Extensions" 2010 and contrary to Policy 7 of National Planning Framework 4 and Policies CH1 and CH2 of the adopted East Lothian Local Development Plan 2018.

#### LETTERS FROM

15th August 2025

**NOTE\*:**

**Now known as 5 Bowmont Terrace, Queens Road, Dunbar EH42 1LF  
and subject to ELC Planning current LBC submission ref: 25/00625/LBC**



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

The only legal part of the listing under the Planning (Listing Buildings and Conservation Areas) (Scotland) Act 1997 is the address/name of site. Addresses and building names may have changed since the date of listing – see 'About Listed Buildings' below for more information. The further details below the 'Address/Name of Site' are provided for information purposes only.

**Address/Name of Site**

**QUEEN'S ROAD, 3-5 (INCLUSIVE NOS) BOWMONT TERRACE  
LB24846**

**Listed Building**

The only legal part of the listing under the Planning (Listing Buildings and Conservation Areas) (Scotland) Act 1997 is the address/name of site. Addresses and building names may have changed since the date of listing – see 'About Listed Buildings' below for more information. The further details below the 'Address/Name of Site' are provided for information purposes only.

**Address/Name of Site**

**QUEEN'S ROAD, 3-5 (INCLUSIVE NOS) BOWMONT TERRACE LB24846**

Status: Designated

**Documents**

There are no additional online documents for this record.

**Summary****Category**

B

**Local Authority**

East Lothian

**NGR**

NT 68450 78475

**Group Category Details**

100000020 - 118, 120, 121

**Planning Authority**

East Lothian

**Coordinates**

368450, 678475

**Date Added**

11/01/1988

**Burgh**

Dunbar

**Description**

1884. 2-storey terrace of 3 houses, mirrored about the centre, 1st floor breaking eaves. Each house of 3 bays red sandstone rubble, snecked and squared; vertically droved elevation dressings. Slate roofs. Plain barge boarding. Decorative gutter fixtures. Full-height canted bays mitred to square under gable eaves. String course dividing floors. Segmentally pedimented and gabled dormers. Bracketted door canopies with fish-scale slates.

**NO. 3:** 4-centred frames to door and windows. Diamond lead-pane lower lights; stained glass in upper. Probably alterations of 1930s.

**NO. 4:** Addition of greenhouse; WC, 1901.

**NO. 5:** Altered porchway 1900, George Fortune, Duns. Addition of turret WC and flat-roofed bathroom at rear 1904.

**References****Bibliography**

No Bibliography entries for this designation.

By email to:  
[environment@eastlothian.gov.uk](mailto:environment@eastlothian.gov.uk)

East Lothian Council  
Planning Delivery  
John Muir House  
Haddington  
EH41 3HA

Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH

Enquiry Line: 0131 668 8716  
[HMConsultations@hes.scot](mailto:HMConsultations@hes.scot)

Our case ID: 300081607  
Your ref: 25/00625/LBC  
04 August 2025

Dear East Lothian Council

Planning (Listed Building Consent and Conservation Area Consent Procedure)  
(Scotland) Regulations 2015  
5 Bowmont Terrace Queens Road Dunbar EH42 1LF - Erection of conservatory and  
part demolition of building

Thank you for your consultation which we received on 28 July 2025. The proposals affect:

Ref	Name	Designation Type
LB24846	QUEEN'S ROAD, 3-5 (INCLUSIVE NOS) BOWMONT TERRACE	Listed Building

## Our Advice

We have considered the information received and do not have any comments to make on the proposals. Our decision not to provide comments should not be taken as our support for the proposals. This application should be determined in accordance with national and local policy on listed building/conservation area consent, together with related policy guidance.

## Further Information

This response applies to the current proposal. An amended scheme may require another consultation with us, which should be sent to [HMConsultations@hes.scot](mailto:HMConsultations@hes.scot).

Decisions affecting the historic environment should take the [Historic Environment Policy for Scotland](#) (HEPS) into account as a material consideration. Our series of [Managing Change in the Historic Environment Guidance Notes](#) supports national policy on the historic environment, including HEPS, and explains how it should be applied. Technical advice is available through our Technical Conservation website at [www.engineshed.org](http://www.engineshed.org).

Yours faithfully

**Historic Environment Scotland**



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

Home

[Search](#) [My Profile](#) [Login](#) [Register](#)

## Planning – Application Comments

[Help with this page](#)

25/00625/LBC | Erection of conservatory and part demolition of building | 5 Bowmont Terrace Queens Road Dunbar EH42 1LF

[Save search](#) [Refine search](#) [Track](#) [Print](#)

[Details](#) **[Comments](#)** [Documents \(7\)](#) [Related Cases \(1\)](#) [Map](#)

[Make a Comment](#) **[Consultee Comments \(0\)](#)**

Total Consulted: 0 Consultees Responded: 0

There have been no consultations requested for this application.

an idox solution



[Contact us](#) [A-Z of services](#) [Accessibility](#) [Accessibility statement](#)

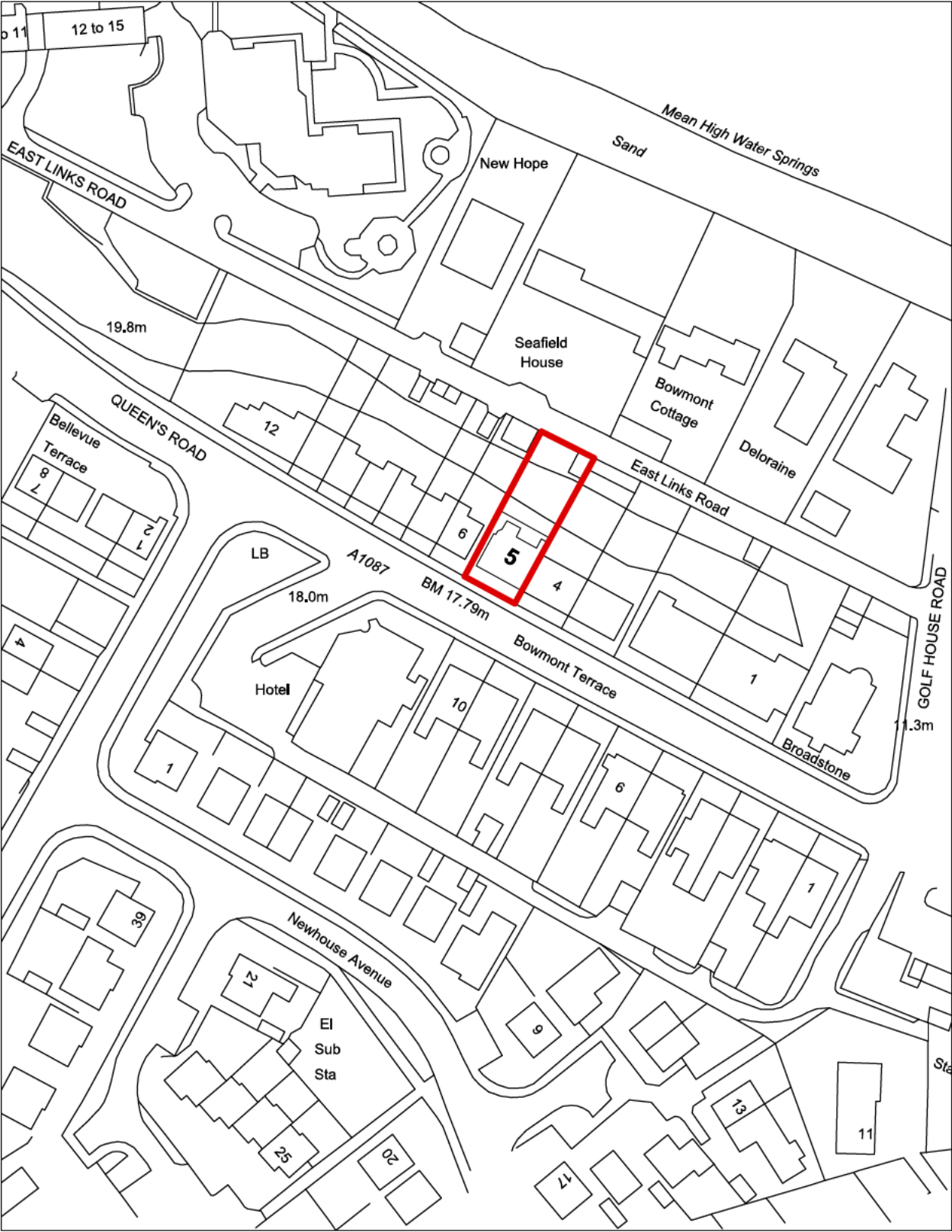
[Jobs and vacancies](#) [Privacy and cookies](#)

East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian EH41 3HA

All content © 2025 East Lothian Council. All Rights Reserved.

  
**East Lothian**  
Council



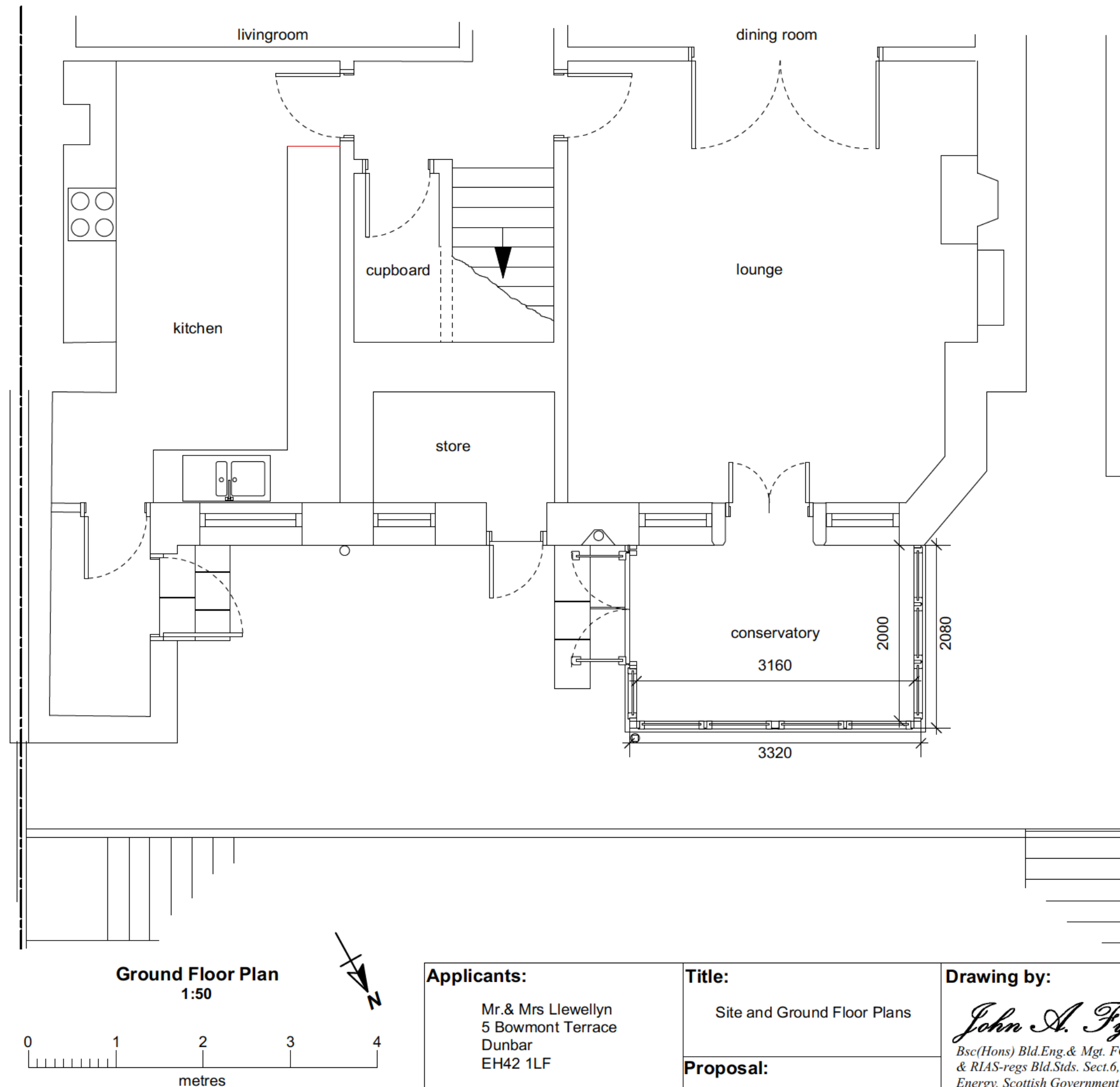
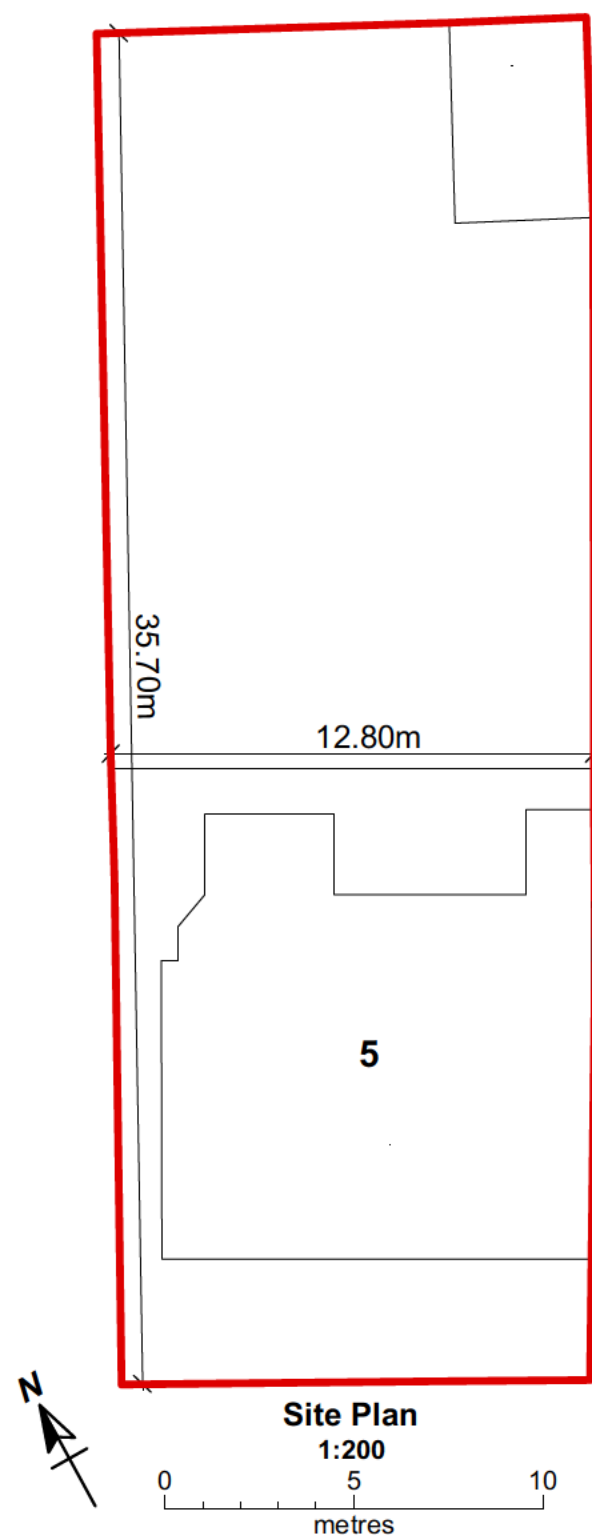


Current View from East Links Road



Current North Elevation from East Links Road

<b>Applicants:</b>  Mr. & Mrs Llewellyn 5 Bowmont Terrace Dunbar EH42 1LF		<b>Title:</b>  Location	<b>Drawing by:</b>  <i>John A. Fyall</i> <small>Bsc(Hons) Bld.Eng. &amp; Mgt. FCABE &amp; RIAS-regd Bld.Stds. Sect.6, Energy, Scottish Government Accredited Certifier of Design</small> <b>Building Design Service</b> 12 Beachmont Court Dunbar EH42 1YF Tel: 01368-863752
<b>Drawing Ref:</b>  DL/JAF/CC/01		<b>Proposal:</b>  Replace existing conservatory with new of identical form and footprint at:	
<b>Scale:</b>  1:1250@A3	<b>Date:</b>  10/06/2025	5 Bowmont Terrace Dunbar EH42 1LF	

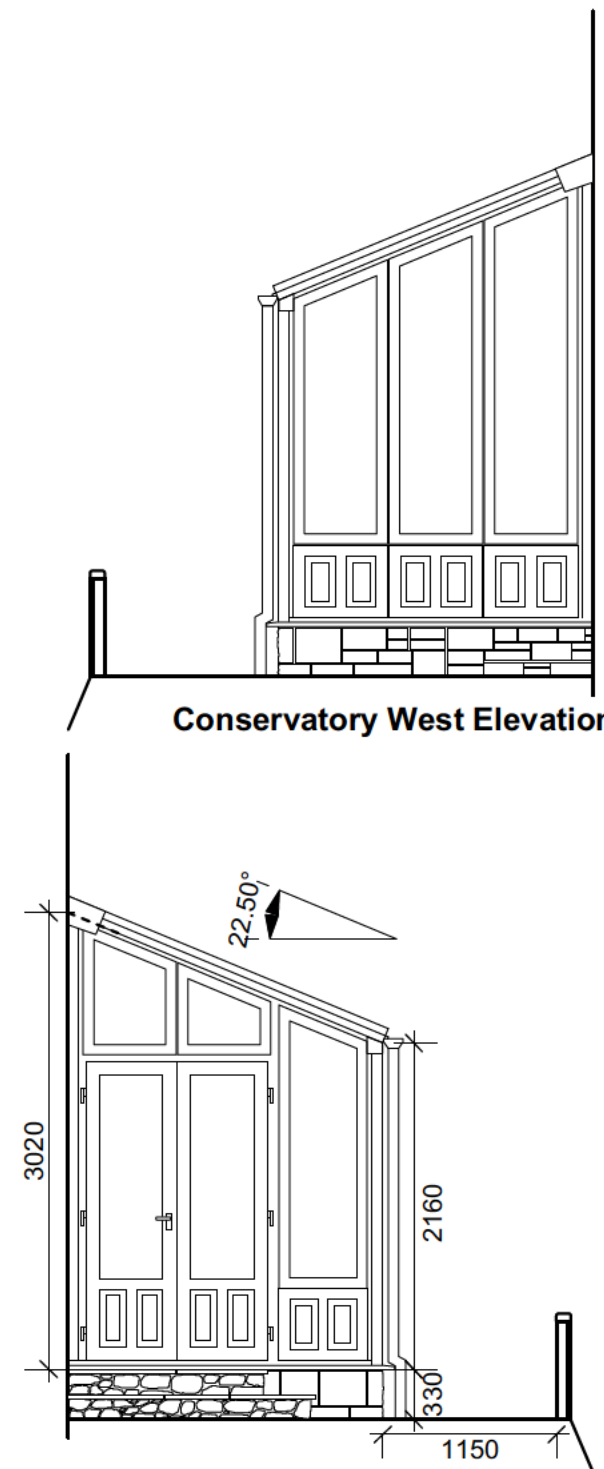


<b>Applicants:</b>  Mr.& Mrs Llewellyn 5 Bowmont Terrace Dunbar EH42 1LF		<b>Title:</b>  Site and Ground Floor Plans	<b>Drawing by:</b>  <i>John A. Fyall</i> <i>Bsc(Hons) Bld.Eng.&amp; Mgt. FCABE &amp; RIAS-regs Bld.Sids. Sect.6, Energy, Scottish Government Accredited Certifier of Design</i> <b>Building Design Service</b> 12 Beaumont Court Dunbar EH42 1YF Tel: 01368-863752
<b>Drawing Ref:</b>  DL/JAF/CC/02		<b>Proposal:</b>  Replace existing conservatory with new of identical form and footprint at:  5 Bowmont Terrace Dunbar EH42 1LF	
<b>Scale:</b>  1:200 & 1:50@A3	<b>Date:</b>  09/06/2025		

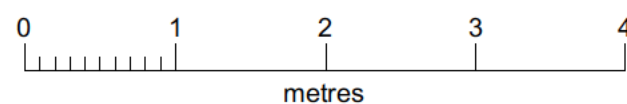




Conservatory North Elevation



Conservatory East Elevation



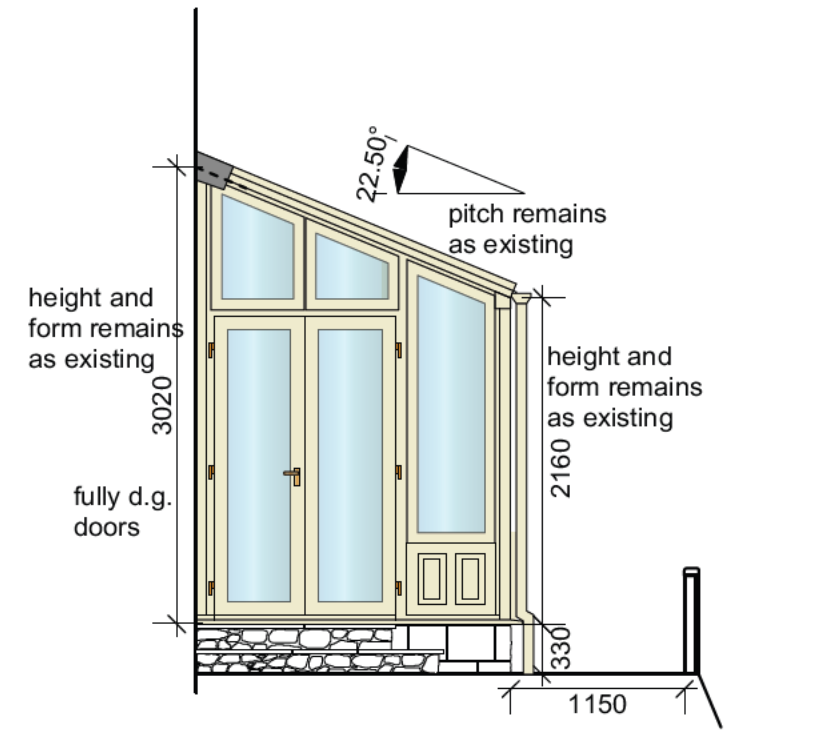
<b>Applicants:</b>  Mr. & Mrs Llewellyn 5 Bowmont Terrace Dunbar EH42 1LF		<b>Title:</b>  Existing Conservatory Elevations	<b>Drawing by:</b>  <i>John A. Fyall</i> <i>Bsc(Hons) Bld.Eng. &amp; Mgt. FCABE &amp; RIAS-regs Bld.Stds. Sect.6, Energy, Scottish Government Accredited Certifier of Design</i> <b>Building Design Service</b> 12 Beachmont Court Dunbar EH42 1YF  Tel: 01368-863752
<b>Drawing Ref:</b>  DL/JAF/CC/03		<b>Proposal:</b>  Replace existing conservatory with new of identical form and footprint at:  5 Bowmont Terrace Dunbar EH42 1LF	
<b>Scale:</b>  1:50@A3	<b>Date:</b>  09/06/2025		



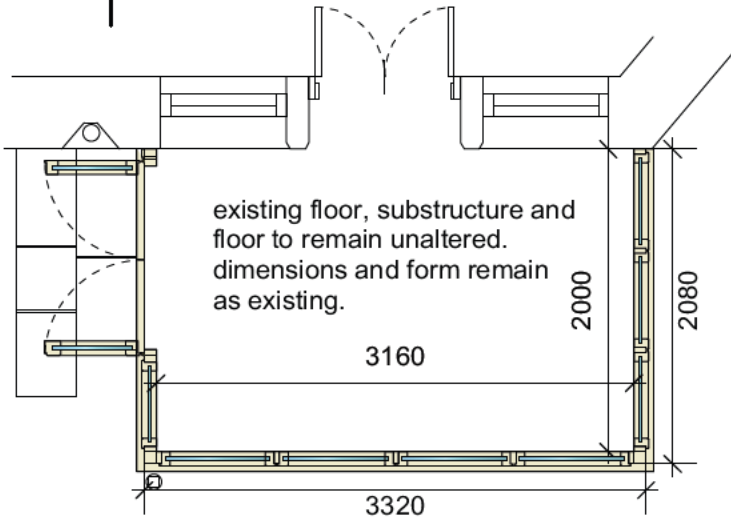
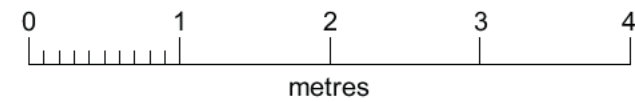


height and form remains as existing

Proposed Conservatory West Elevation



Proposed Conservatory East Elevation



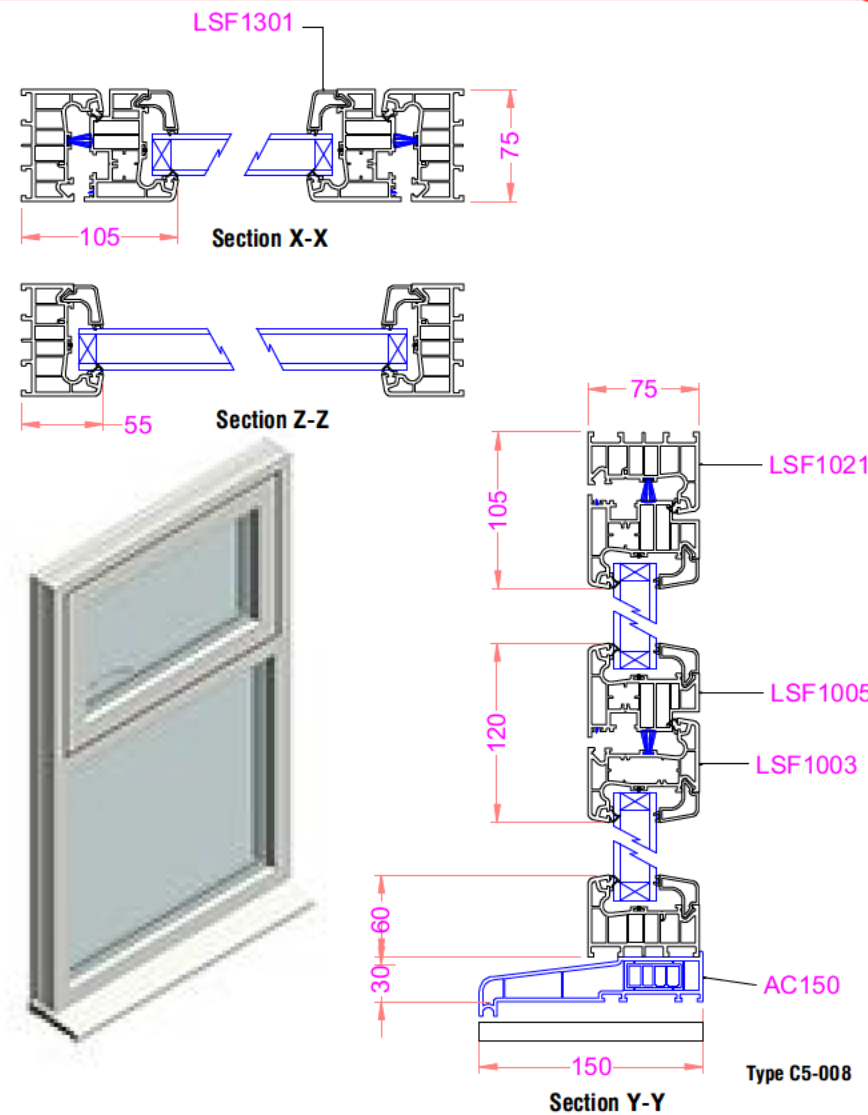
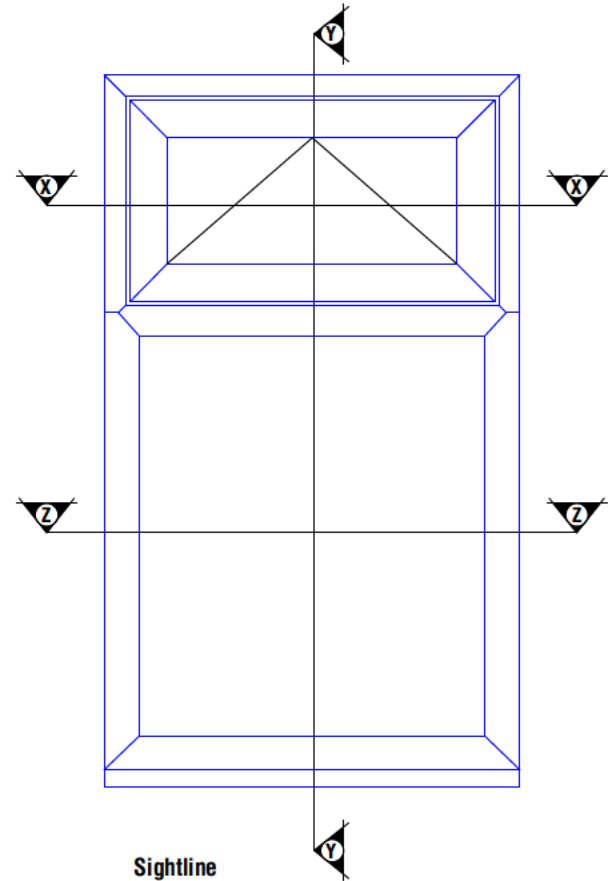
Proposed Conservatory Floor Plan

<b>Notes:</b> The proposal consists of removal of an old conservatory and replacement with a white PVC-U conservatory with glass rather than polycarbonate roof glazing. The building is HES listed and within Dunbar Conservation Area but the proposed structure is to the rear of the building where many various additions and materials have been applied throughout the length of Bowmont Terrace/Queens Road over the years. As may be ascertained from the attached HES Listing and Planning Record, the main features exist to the facade to the street elevation and a reference to the aged extensions and an anomalie of a turret forming a toilet to the rear in 1904. Eurocell uses a large proportion of reclaimed material which will withstand the aggressive seaward environment and reduce the demand for ancient hardwoods who's current demand was never anticipated in the planting regimes of any managed woodlands 100yrs or more ago and is therefore not sustainable and, in addition, removes the more beneficial carbon sequestration enabled by them being left standing, which will take 100yrs or more to regain by replanting !!!	<b>Applicants:</b>  Mr.& Mrs Llewellyn 5 Bowmont Terrace Dunbar EH42 1LF		<b>Title:</b>  Proposed Conservatory Floor Plan and Elevations		<b>Drawing by:</b>  <i>John A. Fyall</i> <i>Bsc(Hons) Bld.Eng.&amp; Mgt. FCABE &amp; RIAS-regs Bld.Stds. Sect.6, Energy, Scottish Government Accredited Certifier of Design</i> <b>Building Design Service</b> 12 Beachmont Court Dunbar EH42 1YF Tel: 01368-863752
	<b>Drawing Ref:</b>  DL/JAF/CC/04		<b>Proposal:</b>  Replace existing conservatory with new of identical form and footprint at:  5 Bowmont Terrace Dunbar EH42 1LF		
	<b>Scale:</b>  1:50@A3	<b>Date:</b>  11/06/2025			

eurocell

All together better

Window: Inward Glazed Outward Opening Hopper - Sections

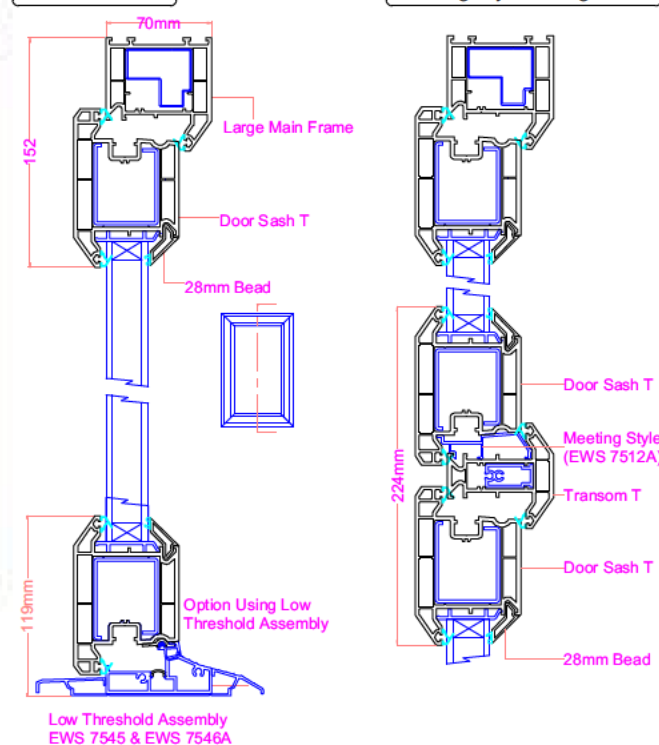


eurocell

All together better

French Door: Outward Opening Inward Glazed

Vertical Section Meeting Style Configuration



## Eurocell Sets Benchmark for Recycled PVC-U in Extrusion

5 June 2024



Eurocell, which operates the largest PVC-U recycling operation in the UK, achieved 32 per cent recycled PVC-U in extrusion in 2023, up from 27 per cent in 2021 - setting a new bar for recycled materials in the design and manufacture of its PVC-U windows and doors.

Eurocell's dedication to sustainability is demonstrated through its innovative manufacturing processes, where its profiles division blends raw PVC resin with recycled materials sourced from the company's cutting-edge recycling plants located in Selby, North Yorkshire, and Ilkeston, Derbyshire.

These facilities are pivotal in transforming factory offcuts and old window frames, which would likely end up in landfill, into reusable raw materials. In 2023 alone, Eurocell's recycling operations saved the equivalent of approximately 3 million window frames from landfill. The business operates a closed-loop recycling system to ensure that waste PVC-U can be reused, significantly reducing environmental impact.

Sandra Gaspar, Head of Recycling at Eurocell, commented: "The increase to 32 per cent in the proportion of recycled materials in our extrusion process, is a testament to our ongoing commitment to sustainability and demonstrates how we are leading the way in PVC-U recycling."

"By integrating more recycled content into our products, we not only reduce our carbon footprint but also provide our customers with high-quality, sustainable building solutions. We are helping the industry reduce waste and lower its carbon footprint, which is what we want our forward strategy to help deliver as we look to make further inroads in our recycling operation."

Looking ahead, Eurocell has set an ambitious target to increase the proportion of recycled PVC-U in its products to **40% by 2030**. The company's recycling initiatives also extend beyond its own operations and they are actively working with third-party sites to optimise material recovery and reduce waste, aiming to increase the percentage of waste recycled to 88% by 2025 and to 93% by 2030.

Eurocell facilitates efficient PVC-U recycling for installers and fabricators through its closed-loop recycling system. By offering reliable and timely collections from anyUK site, Eurocell ensures that PVC-U waste is managed responsibly. The service includes all aspects of waste management, from collection and transport to documentation, with waste transfer notes provided to demonstrate responsible handling - a testament to why the home improvement specialist won "Best PVC-U Manufacturer & Recycler 2023 - UK" at the Design and Build Awards 2023.

With a focus on continuous improvement and innovation, Eurocell is leading the way in PVC-U recycling within the industry, providing sustainable, low-carbon products, to meet the growing demand for sustainable building products.

### Applicants:

Mr. & Mrs Llewellyn  
5 Bowmont Terrace  
Dunbar  
EH42 1LF

### Drawing Ref:

DL/JAF/CC/05

### Scale:

1:5@A3

### Title:

Proposed Eurocell Conservatory  
details and supporting sustainability  
statement

### Proposal:

Replace existing conservatory  
with new of identical form and  
footprint at:

5 Bowmont Terrace  
Dunbar  
EH42 1LF

### Date:

11/06/2025

### Drawing by:

*John A. Fyall*  
Bsc(Hons) Bld.Eng. & Mgt. FCABE  
& RIAS-regd Bld.Stds. Sect.6,  
Energy, Scottish Government  
Accredited Certifier of Design

**Building Design Service**  
12 Beachmont Court  
Dunbar  
EH42 1YF

Tel: 01368-863752

## LISTED BUILDING AND PLANNING HISTORY AS AT 06.06.2025

### Historic Environment Listing Details:

#### QUEEN'S ROAD, 3-5 (INCLUSIVE NOS) BOWMONT TERRACE

**HES Ref:** LB24846

**Status:** Designated

**Documents** There are no additional online documents for this record.

### Summary:

#### Category B

**Group Category Details** 100000020 - 118, 120, 121

**Date Added** 11/01/1988

**Local Authority** East Lothian

**Planning Authority** East Lothian

**Burgh** Dunbar

**NGR** NT 68450 78475

**Coordinates** 368450, 678475

### Description

1884. 2-storey terrace of 3 houses, mirrored about the centre, 1st floor breaking eaves. Each house of 3 bays red sandstone rubble, snecked and squared; vertically droved elevation dressings. Slate roofs. Plain barge boarding. Decorative gutter fixtures. Full-height canted bays mitred to square under gable eaves. String course dividing floors. Segmentally pedimented and gabled dormers. Bracketted door canopies with fish-scale slates.

**NO. 3:** 4-centred frames to door and windows. Diamond lead-pane lower lights; stained glass in upper. Probably alterations of 1930s.

**NO. 4:** Addition of greenhouse; WC, 1901.

**NO. 5:** Altered porchway 1900, George Fortune, Duns. Addition of turret WC and flat-roofed bathroom at rear 1904.



John Muir House Haddington EH41 3HA Tel: 01620 827 216 Email: [planning@eastlothian.gov.uk](mailto:planning@eastlothian.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        100716156-001

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 Proposal

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

Replace existing conservatory with new of identical form and footprint

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

☒ No    ☐ Yes - Started    ☐ Yes – Completed

## 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:	John A Fyall Bsc(Hons)Bld.Eng. C.Build.E, FCABE		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	John A	Building Name:	
Last Name: *	Fyall	Building Number:	12
Telephone Number: *	01368 863752	Address 1 (Street): *	Beachmont Court
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Dunbar
Fax Number:		Country: *	Scotland
		Postcode: *	EH42 1YF
Email Address: *	jfyall@buildingcompliance.org.uk		
Is the applicant an individual or an organisation/corporate entity? *			
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Organisation/Corporate entity			

## Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	5
First Name: *	& Mrs	Building Number:	
Last Name: *	Llewellyn	Address 1 (Street): *	Bowmont Terrace
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Dunbar
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH42 1LF
Fax Number:			
Email Address: *			

## Site Address Details

Planning Authority:

East Lothian Council

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

Address 1:

5 BOWMONT TERRACE

Address 2:

QUEENS ROAD

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

DUNBAR

Post Code:

EH42 1LF

Please identify/describe the location of the site or sites

Northing

678485

Easting

368433

## Pre-Application Discussion

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

☐ Yes ☒ No

## Trees

Are there any trees on or adjacent to the application site? \*

☐ Yes ☒ No

If yes, please mark on your drawings any trees, known protected trees and their canopy spread close to the proposal site and indicate if any are to be cut back or felled.

## Access and Parking

Are you proposing a new or altered vehicle access to or from a public road? \*

☐ Yes ☒ No

If yes, please describe and show on your drawings the position of any existing, altered or new access points, highlighting the changes you proposed to make. You should also show existing footpaths and note if there will be any impact on these.

## 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 UNDER REGULATION 15 – TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATION 2013

One Certificate must be completed and submitted along with the application form. This is most usually Certificate A, Form 1, Certificate B, Certificate C or Certificate E.

Are you/the applicant the sole owner of ALL the land? \*

☒ Yes ☐ No

Is any of the land part of an agricultural holding? \*

☐ 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 under Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Certificate A

I hereby certify that –

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

Signed: John A Fyall

On behalf of: Mr & Mrs Llewellyn

Date: 12/06/2025

☒ Please tick here to certify this Certificate. \*



## Checklist – Application for Householder Application

Please take a few moments to complete the following checklist in order to ensure that you have provided all the necessary information in support of your application. Failure to submit sufficient information with your application may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

- a) Have you provided a written description of the development to which it relates?. \* ☒ Yes ☐ No
- b) Have you provided the postal address of the land to which the development relates, or if the land in question has no postal address, a description of the location of the land? \* ☒ Yes ☐ No
- c) Have you provided the name and address of the applicant and, where an agent is acting on behalf of the applicant, the name and address of that agent.? \* ☒ Yes ☐ No
- d) Have you provided a location plan sufficient to identify the land to which it relates showing the situation of the land in relation to the locality and in particular in relation to neighbouring land? \*. This should have a north point and be drawn to an identified scale. ☒ Yes ☐ No
- e) Have you provided a certificate of ownership? \* ☒ Yes ☐ No
- f) Have you provided the fee payable under the Fees Regulations? \* ☒ Yes ☐ No
- g) Have you provided any other plans as necessary? \* ☒ Yes ☐ No

Continued on the next page

A copy of the other plans and drawings or information necessary to describe the proposals (two must be selected). \*

You can attach these electronic documents later in the process.

- ☒ Existing and Proposed elevations.
- ☒ Existing and proposed floor plans.
- ☒ Cross sections.
- ☒ Site layout plan/Block plans (including access).
- ☐ Roof plan.
- ☒ Photographs and/or photomontages.

Additional Surveys – for example a tree survey or habitat survey may be needed. In some instances you may need to submit a survey about the structural condition of the existing house or outbuilding. ☐ Yes ☒ No

A Supporting Statement – you may wish to provide additional background information or justification for your Proposal. This can be helpful and you should provide this in a single statement. This can be combined with a Design Statement if required. \* ☒ Yes ☐ No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has been Received by the planning authority.

## Declare – For Householder Application

I, the applicant/agent certify that this is an application for planning permission as described in this form and the accompanying Plans/drawings and additional information.

Declaration Name: Mr John A Fyall

Declaration Date: 12/06/2025



**Payment Details**

Pay Direct

Created: 12/06/2025 14:19

# Extensions



# Key Issues

- 1. Most historic buildings can be extended sensitively. Listed building consent is required for any works affecting the character of a listed building and planning permission may be required in a conservation area.**
- 2. Extensions:**
  - **must protect the character and appearance of the building;**
  - **should be subordinate in scale and form;**
  - **should be located on a secondary elevation;**
  - **must be designed in a high-quality manner using appropriate materials.**
- 3. Planning authorities give advice on the requirement for listed building consent, planning and other permissions.**

## 1. INTRODUCTION

- 1.1 This is one of a series of guidance notes on managing change in the historic environment for use by planning authorities and other interested parties. The series explains how to apply the policies contained in the *Scottish Historic Environment Policy* (2009) ([SHEP](#), PDF 312K) and *The Scottish Planning Policy* (2010) ([SPP](#), PDF 299K).
- 1.2 This note sets out the principles that apply to extending historic buildings. It should inform planning policies and the determination of applications relating to the historic environment, and replaces the equivalent guidance in *The Memorandum of Guidance on Listed Buildings & Conservation Areas* (1998).
- 1.3 Monuments scheduled under the Ancient Monuments & Archaeological Areas Act 1979 require scheduled monument consent for any works. Where a structure is both scheduled and listed, the scheduling controls have precedence. Separate advice is available from Historic Scotland's website: [Scheduled Monuments: Guidance for Owners, Occupiers & Land Managers](#) (PDF 718K).



*Esk Net Mills, Musselburgh in 1996 before refurbishment and extension.*



*The extension to Esk Net Mills, Musselburgh, East Lothian. The glass extension of 2006 makes a deferential contrast to the solid masonry of the surrounding courtyard buildings of the 19th-century net-making complex. The design draws on the symmetry and scale of the old buildings, whilst creating a distinctive new component in its form and materials.*

## 2. ADDITIONS TO HISTORIC BUILDINGS

- 2.1 The history of use and ownership of a historic building is reflected in the cumulative changes made to it. They can themselves form an aspect of a building's special interest. New alterations or additions, which are of high design quality sympathetic to the character of the building, form part of this continuum. Most historic buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses.
- 2.2 Yet historic buildings vary in the extent to which they can accommodate change without loss to special interest. Some present the opportunity to promote design intervention that would not have been possible without the historic building as a creative spark. Others are sensitive even to slight alterations. This is especially so of buildings with important interiors - not just great houses, but also, for example, churches with historic pews or factories with surviving machinery. Then an extension rather than internal change may be a way to safeguard the special interest of the building.
- 2.3 Some buildings have interest as little-altered examples of a modest building type. These are harder to extend sympathetically than many more substantial pieces of architecture (see Small Buildings, below).
- 2.4 An extension to a historic building can have a wider impact on the historic environment. For example, archaeology and the



*A complementary addition to a 19th-century country house in the Scottish Borders, in which brick takes its cue from walled gardens.*



*Restoration and replication: Ca D'Oro, Union Street, Glasgow. Designed by John Honeyman in 1872 in the style of a Venetian palazzo, this former furniture warehouse was extended by two replica bays (right-hand side of image) in 1989 and the roof was restored to its original profile.*



*Complementary: Stanley Mills, Perth and Kinross. A new lift tower was added to East Mill that echoes a semicircular stair tower on nearby Mid Mill. The location had been scarred by an earlier lift and rudimentary toilets. A glass strip separates the new-build from the historic masonry.*



*Complementary: Dundas Home Farm, South Queensferry, an 1881 steading converted and extended for residential use from 2001 to 2006. Here a new range takes its cue from the scale and rhythm of the original. © Simpson & Brown Architects.*

layout of lang rigs, important features of the historic fabric of some older towns, should be respected in any new development.

- 2.5 Extensions have the potential to impact on the setting of adjacent historic buildings, which should be taken into account when considering a proposal.

### 3. CONTEXTUAL DESIGN

- 3.1 New work must acknowledge the old in every case, whether that work will be:

- a restoration
- a replication
- a complementary addition
- a deferential contrast
- an assertive contrast

- 3.2 New work should be based on a thorough understanding of the existing historic building. A design statement which describes the interest of the building and an explanation of the impact of the alterations is always useful when assessing proposals for change.

#### Restoration

- 3.3 A building may have lost its original form, and a well-documented reconstruction of a missing element may be proposed. The original frontage to a building may have become partially or completely hidden behind later extensions. The appearance of the building and its setting could be improved by their removal and the restoration of the facade. Planning authorities will often seek to promote restoration, provided there is sound evidence on which to base the work. Where an extension has architectural merit in its own right, or has through time become part of the character and interest of the building, it should be retained.

#### Replication

- 3.4 Replication is where new work is designed specifically to match the original building and does so in all respects, not only in the use of the same materials in the same style. The dimensions and finish of the materials used and details such as coursing, pointing, tooling, window proportion and profile, roof pitch and slate must all be accurately modelled upon the existing building or they will not sit comfortably beside the original.

#### Complementary additions

- 3.5 Complementary new work takes as design cues the profile, massing, bay rhythm, scale and proportion of the existing building, but without replication of the details.
- 3.6 Quite substantial additions can be made to some buildings without detracting from the character of the original work.



The same added to other buildings would result in imbalanced design or a straggling composition. In those cases, a well-designed modern addition that will not read as part of the original building will affect its appearance less radically.

### Deferential contrast

- 3.7 Deferential contrast is where the new becomes a self-effacing backdrop against the old. Even if it is large, it seeks not to be assertive. It might be achieved by reflective glass, for example.

### Assertive contrast

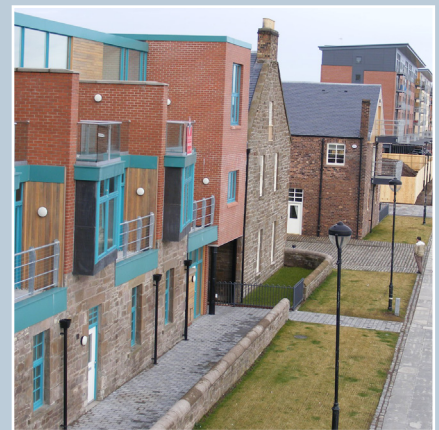
- 3.8 Assertive contrast means affirmation of the new as a more or less equal partner to the old. New and old combined should be of greater lasting value than either on its own. This demands higher-quality new work than would often be found in an isolated new building. The presence of the existing building 'raises the game' for the new build.



*Former Arctic Tannery and Harbour Workshops, Dundee. A fire destroyed the upper part that had originally been of timber louvres to cure sealskin hides, replaced in brick. The development of housing (see below) echoes in a new form the timber and brick previously used here.*

## 4. GENERAL PRINCIPLES

- 4.1 It is difficult to lay down hard and fast rules for new work when much will depend upon the site, the landscape, the scale and form both of the existing building and of the addition or extension proposed. The following basic principles will, however, apply:
- An addition or extension should play a subordinate role. It should not dominate the original building as a result of its scale, materials or location, and should not overlay principal elevations.
  - Where an extension is built beside a principal elevation it should generally be lower than, and set back behind, that facade.
  - An extension that would unbalance a symmetrical elevation and threaten the original design concept should be avoided.
  - An extension should be modestly scaled and skillfully sited.
  - Fire escape routes may be internal wherever space can be created without damaging important interior work. Where an external escape stair is necessary, it should be located as reversibly and inconspicuously as possible, and not on principal elevations.



*Deferential contrast: Harbour Workshops, Dundee, following redevelopment as housing in 2008.*

## 5. SMALL BUILDINGS

- 5.1 Small buildings such as tollhouses and lodges present challenges of scale but may need extension to give them purpose. One way to maintain the visual integrity of the original building may be to construct a lower link block, perhaps in glass, between it and the extension. Very small structures such as garden buildings not intended for permanent occupation will seldom be capable of extension. A proven need for additional accommodation



*Assertive contrast: the rear extension of the former India of Inchinnan Tyre Factory (1930). The aerodynamic curve reflects earlier use of the site to make aircraft and dirigibles.*



An extension to a house in a conservation area, set back from the front elevation, of glass and timber that echoes conservatories in the area.



Fairfield House, Dalkeith, built for an iron founder. The cast-iron vine house on the right was repaired as part of the development as offices for Midlothian Council. The house is still the focal point although smaller than the new-build addition. The pink building is the rear of a separate structure.

© Royal Fine Art Commission.



Former nurses' home of 1938–47, Salisbury Road, Edinburgh. The additional rooftop storey is set back from the wallheads, minimising its impact on the original design.

might instead be met by a new free-standing suitably scaled and designed structure, nearby or elsewhere. A condition might be set to phase the new work after the repair or restoration of the small building.

## 6. ROOF EXTENSIONS

- 6.1 A planning authority will consider the special interest of the existing roof and the visibility of the extension in views, and take into consideration the amenity of adjacent buildings. See also Historic Scotland's *Managing Change in the Historic Environment: Roofs*.

### Special interest

- 6.2 Where the external form is significant to the character of the building, or where the internal structure and decoration have historic interest, a roof extension will not be appropriate that destroys this or requires such a high degree of new supporting structure that only the facades of the historic building remain.

### Visibility

- 6.3 A roof extension may not comfortably fit where long views are important to the profile of a building. Where streets are narrow and buildings are tall, the visual impact to pedestrians in the street of a roof extension will be less but must not have an adverse impact.

### Height

- 6.4 The presence of a neighbouring high building should not be taken as a reason for an inappropriate roof extension to a historic building.

## 7. BUILDING STANDARDS

- 7.1 Rather than force the existing building to adapt to meet modern requirements, the new extension will normally be the place to provide:

- accessibility to existing floor levels through lifts and ramps (see accessibility guidance in this series)
- new services that might be difficult to route through the existing building
- high thermal performance
- fire separation
- rainwater collection and disposal (consider Sustainable Drainage Systems)
- independent foundations that do not compromise the foundations of the existing building

- 7.2 Many historic buildings are capable of alteration that is of its time, respects and defers to what has gone before, and may be



justified as supporting the continued conservation and use of that building. A Design and Access Statement, if required, should bring this out within these guidelines and with reference to a statement of significance or conservation plan specific to the building.

## 8. ARCHAEOLOGY

- 8.1 It is possible that archaeological resources survive within or beneath a listed building or unlisted building in a conservation area. Planning authorities should seek to manage archaeological issues, such as recording or preservation in situ, through the use of conditions or agreements under Section 75 of the Town & Country Planning (Scotland) Act 1997. Advice on archaeological sensitivity should be obtained from the planning authority's archaeological adviser at an early stage.

## 9. RECORDING

- 9.1 When proposed extension works to a listed building will result in significant loss of fabric or changes to the building's character, it is suggested that the Royal Commission on the Ancient and Historical Monuments of Scotland's (RCAHMS) is given the opportunity to record the historic structure prior to works commencing. This becomes a statutory requirement only when demolition of the historic structure is proposed. However, RCAHMS is always pleased to consider recording changes to historic structures whenever the opportunity arises. Contact details for RCAHMS can be found overleaf.

## 10. CONSENTS

- 10.1 Listed building consent is required for any work to a listed building that affects its character. The local authority determines the need for consent.
- 10.2 Where listed building consent is required, an application is made to the local authority. This should include accurate scale drawings showing both the existing situation and the proposed works in context. It is normally helpful to provide detailed technical information and photographs. A brief description of the interest of the building and an explanation of the impact of the alterations are always helpful in assessing change.



*Kilncraigs Business Centre, Alloa. Above: cast-iron columns are retained internally behind the glazed curtain wall constructed in 2000. Below: A 19th-century woollen yarn store was skilfully extended in contrasting concrete and steel (left-hand side of photo) in 1938 by William Kerr. Most of the very deep original but multi-phase block (right-hand side of photo) was cut back and a new curtain wall added to the existing structure in 2000, making an assertive but revealing contrast of new and old, and achieving a visual link between Alloa Tower and the town. Junctions are clearly formed in red and white.*





## Other selected Historic Scotland publications and links

[Guide for Practitioners 6: Conversion of Traditional Buildings](#) (2007) (Historic Scotland online shop: DVD available for purchase).

For the full range of Inform Guides, Practitioner Guides, Technical Advice Notes and Research Reports please see the [Publications](#) section of the Historic Scotland website.

## Other selected publications

Scottish Government, [A Policy on Architecture for Scotland](#) (2001) (PDF 608K) and [Building Our Legacy: Statement on Scotland's Architecture Policy](#) (2007) on Scottish Government website.

## Other selected contacts

Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)  
John Sinclair House  
16 Bernard Terrace  
EDINBURGH  
EH8 9NX  
Tel: 0131 662 1456  
Fax: 0131 662 1477  
E: [info@rcahms.gov.uk](mailto:info@rcahms.gov.uk)  
W: [www.rcahms.gov.uk](http://www.rcahms.gov.uk)

Architecture & Design Scotland (A+DS)  
Bakehouse Close  
146 Canongate  
EDINBURGH  
EH8 8DD

Tel: 0131 556 6699  
Fax: 0131 556 6633  
web: [www.ads.org.uk](http://www.ads.org.uk)  
e-mail: [info@ads.org.uk](mailto:info@ads.org.uk)

## FURTHER INFORMATION AND ADVICE

Details of all individual scheduled monuments, listed buildings, designated gardens and designed landscapes, and designated wrecks can be obtained from Historic Scotland (see contact details below) or at: [www.pastmap.org.uk](http://www.pastmap.org.uk). Details of listed buildings can also be obtained from the relevant local authority for the area.

Advice on the requirement for listed building consent, conservation area consent, building warrants, and other permissions/consents should be sought from local authorities.

Historic Scotland  
Longmore House  
Salisbury Place  
EDINBURGH  
EH9 1SH

Tel: 0131 668 8981 or 8717

Fax: 0131 668 8765

E-mail: [hs.inspectorate@scotland.gsi.gov.uk](mailto:hs.inspectorate@scotland.gsi.gov.uk)

Web: [www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

Text: Crown copyright, Historic Scotland, 2010.

Images: Crown copyright, Historic Scotland, unless otherwise credited.  
[www.historicscotlandimages.gov.uk](http://www.historicscotlandimages.gov.uk)

## Cover images

*Beach Shelter (1934), Broughty Ferry Esplanade, City of Dundee, extended and refurbished in 2005.*

*Castlemilk Stables (circa 1800), Glasgow, were converted in 2003–7 for the Glasgow Building Preservation Trust, requiring a glazed extension into the courtyard to give reception and circulation space to the narrow stable buildings around the perimeter of a square.*

*Pier Arts Centre, Stromness, Orkney, refurbished and extended in 2007. The scale and massing of the extension complements the adjacent traditional waterfront buildings that provide the conservation area with much of its character.*

# HISTORIC ENVIRONMENT POLICY FOR SCOTLAND



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

# CONTENTS

Introduction .....	3	Principles and policies.....	12
Words and phrases used in this policy..	4	Understanding and recognition .....	13
What is the status of HEPS?.....	6	Managing change .....	14
What is HEPS for?.....	8	Working together .....	16
How has HEPS been developed? .....	8	Delivery and monitoring .....	17
Policies for managing the historic environment .....	9	Sources of further information and guidance .....	18
What are the challenges and opportunities for the historic environment? .....	10		



© Historic Environment Scotland 2019

You may re-use this information (excluding logos and images) free of charge in any format or medium, under the terms of the Open Government Licence v3.0 except where otherwise stated.

To view this licence, visit <http://nationalarchives.gov.uk/doc/open-government-licence/version/3/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gov.uk](mailto:psi@nationalarchives.gov.uk)

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this document should be sent to us at:

Historic Environment Scotland  
Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH  
+44 (0) 131 668 8600  
[www.historicenvironment.scot](http://www.historicenvironment.scot)

You can download this publication from our website at [www.historicenvironment.scot](http://www.historicenvironment.scot)

Published May 2019

## INTRODUCTION

The historic environment is our surroundings as they have been shaped, used and valued by people in the past, and continue to be today. It is central to our everyday lives and our sense of place, identity and wellbeing.

It is wide-ranging – including natural and built features – and it can be valued for both its tangible and intangible aspects.

The principles and policies that make up the Historic Environment Policy for Scotland (HEPS) help us to care collectively for this precious resource as we work towards a shared vision:



Scotland's historic environment is understood and valued, cared for and protected, enjoyed and enhanced. It is at the heart of a flourishing and sustainable Scotland and will be passed on with pride to benefit future generations"

**OUR PLACE IN TIME**

## WORDS AND PHRASES USED IN THIS POLICY

These are definitions of terms and phrases as they are used in this policy, to ensure that we are all using them in the same way. Some of the following definitions have been adopted from other sources (named in brackets).

### **asset**

An asset (or 'historic asset' or 'heritage asset') is a physical element of the historic environment – a building, monument, site, place, area or landscape identified as having cultural significance.

### **community**

A community is a group of people connected by location or by a common interest.

#### *community of place*

A community of place, or place-based community, is a group of people connected because of where they live, work, visit or otherwise spend a large amount of time. It can also refer to a group of people connected to a particular geographic location.

#### *communities of practice and interest*

Communities of practice are groups of people who share a concern or a passion for a place or something they do. A community of interest is a group of people who identify with or share a similar interest or experience.

### cultural heritage

Cultural heritage is an expression of the ways of living developed by a community and passed on from generation to generation. It can include customs, practices, places, objects, artistic expressions and values, aesthetic, historic, scientific, social or spiritual aspects. (ICOMOS 2002)

### cultural significance

Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations. Cultural significance can be embodied in a place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. (Australia ICOMOS Burra Charter 2013)

### decision-maker

A decision-maker for the historic environment is anyone who has a role or interest in making decisions that might affect it. In this context the term often refers to planning authorities, but it could also mean individuals, public- or private-sector organisations, Ministers, communities or developers. The decisions might be about land use, funding, alterations to a building, site or place, or long-term strategies.

### historic environment

The historic environment is ‘the physical evidence for human activity that connects people with place, linked with the associations we can see, feel and understand’. (*Our Place in Time, the Historic Environment Strategy for Scotland*)

### impact

The effect of changes on the historic environment is often referred to as the impact. This can be neutral, positive or negative. There can be impact on the physical elements of a place or on its setting, if its surroundings are changed so that our understanding, appreciation or experience is altered. Changes in the historic environment can also affect people’s associations with a place or its setting, and their responses to it.

### mitigation

Mitigation refers to ways in which we can minimise the impact on the historic environment, avoid it, or make it less damaging. Sometimes it is possible to offset the impact, compensating for it through positive actions.

### place

Place can refer to the environment in which we live, the people that inhabit these spaces and the quality of life that comes from the interaction of people and their surroundings. Architecture, public space and landscape are central to this. (*Creating Places: A Policy Statement on Architecture and Place for Scotland*)

### planning system

The planning system is the process by which local and national government bodies make decisions about how and where development should take place. Change to some designated sites and places is also managed through separate consent regimes.

### sustainable development

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. (*World Commission on Environment and Development*)

## WHAT IS THE STATUS OF HEPS?

HEPS is a policy statement directing decision-making that affects the historic environment. It is non-statutory, which means that it is not required to be followed as a matter of law or statute. It is relevant to a wide range of decision-making at national and local levels. It is supported by detailed policy and guidance.

HEPS should be taken into account whenever a decision will affect the historic environment. This includes in plans and policies that deal with funding decisions or estate management, or other specific topics such as agriculture or energy. It is also a material consideration for planning proposals that might affect the

historic environment, and in relation to listed building consent and scheduled monument consent ('material consideration' means that decision-makers should take it into account when coming to a decision). Decisions on scheduled monument consent are made in line with Historic Environment Scotland's policy for determining consents at scheduled monuments (see 'Sources of further information and guidance').

The Scottish Government produces national policies for addressing land use matters and decisions. HEPS sits alongside these policies, and should be used with them.





## WHAT IS HEPS FOR?

HEPS is designed to support and enable good decision-making about changes to the historic environment. Good decision-making takes into account all aspects of the historic environment and the different ways people value it. Good decision-making is transparent and open to challenge, and recognises that a wide range of factors can affect the historic environment in different ways. Changes might support its long-term survival, impact on its current management or even give us new information to improve our understanding of it.

HEPS sets out a series of principles and policies for the recognition, care and sustainable

management of the historic environment. It promotes a way of understanding the value of the historic environment which is inclusive and recognises different views. It encourages consistent, integrated management and decision-making to support positive outcomes for the people of Scotland. It also supports everyone's participation in decisions that affect the historic environment.

By doing these things, HEPS helps to deliver the vision and aims of *Our Place in Time*. It takes into account principles that the UK and Scottish governments have agreed to in international charters and conventions on cultural heritage and landscape.

## HOW HAS HEPS BEEN DEVELOPED?

HEPS is for everyone who cares about decisions that affect the historic environment. This includes the people who make the decisions, as well as the people affected by or interested in them.

The policy has been developed using current research as well as established views about how to care for the historic environment. It also draws upon previous policy documents and related policy areas that affect or are affected by the historic environment.

HEPS has also been informed by work undertaken by HES to understand what the historic environment means to the people of Scotland. HES did this by listening to people's views on how to look after and manage the historic environment. These conversations have shaped this policy document.

## POLICIES FOR MANAGING THE HISTORIC ENVIRONMENT

### HEP1

Decisions affecting any part of the historic environment should be informed by an inclusive understanding of its breadth and cultural significance.

### HEP2

Decisions affecting the historic environment should ensure that its understanding and enjoyment as well as its benefits are secured for present and future generations.

### HEP3

Plans, programmes, policies and strategies, and the allocation of resources, should be approached in a way that protects and promotes the historic environment.

If detrimental impact on the historic environment is unavoidable, it should be minimised. Steps should be taken to demonstrate that alternatives have been explored, and mitigation measures should be put in place.

### HEP4

Changes to specific assets and their context should be managed in a way that protects the historic environment. Opportunities for enhancement should be identified where appropriate.

If detrimental impact on the historic environment is unavoidable, it should be minimised. Steps should be taken to demonstrate that alternatives have been explored, and mitigation measures should be put in place.

### HEP5

Decisions affecting the historic environment should contribute to the sustainable development of communities and places.

### HEP6

Decisions affecting the historic environment should be informed by an inclusive understanding of the potential consequences for people and communities. Decision-making processes should be collaborative, open, transparent and easy to understand.

# WHAT ARE THE CHALLENGES AND OPPORTUNITIES FOR THE HISTORIC ENVIRONMENT?

There are a number of challenges and opportunities that affect how we understand, manage and care for the historic environment.

Decision-making has to be sufficiently flexible and adaptable to deal with wide-ranging and ongoing changes in society and the environment.

Good decisions will aim to achieve the best possible outcome for the historic environment and maximise its benefits.

## LAND MANAGEMENT

Land management affects much of the historic environment. Changes to agricultural and land use policies and practice can have a significant impact.

## CREATING AND MAINTAINING PLACES

The changing places where we live, work and play, and the ways we understand and relate to them, are among the wide range of factors that affect our wellbeing. The historic environment plays a key part in making good places.

## DIVERSITY, EQUALITY AND ACCESS

Established ways of recognising and managing the historic environment haven't always reflected our whole society. It is important to talk about the past in a way that recognises its diversity. The historic environment should be accessible and inclusive, providing a source of inspiration, enjoyment and learning for all.

## ROLES AND RESPONSIBILITIES

Taking care of the historic environment is a shared responsibility. Sometimes the interests of different groups and individuals overlap, and this can cause confusion and tension about roles and responsibilities.

## FUNDING

Some historic places and sites will rely on external funding. There are difficult choices to be made about where to spend available money, and opportunities to think creatively about approaches to funding.

## SUSTAINABLE TOURISM

Tourism brings huge benefits to the wider economy and can provide financial resources for looking after historic sites and buildings. High visitor numbers can also affect the sites themselves, sometimes creating management challenges.

## CLIMATE CHANGE

Climate change and the effort required to mitigate and adapt to its effects have a significant impact on the historic environment. We are still working as a society to understand this impact.

## SOCIETAL CHANGE

Our communities and lifestyles are changing; our population is ageing and shifting. This can have an impact on the historic environment, changing how we interact with it and value it.

## INTANGIBLE CULTURAL HERITAGE

Established ways of managing the historic environment are often based around physical structures such as buildings and monuments – but the historic environment is made up of both intangible and tangible cultural elements.

## A HOLISTIC APPROACH TO THE ENVIRONMENT

All of our landscapes – rural and urban – are part of the historic environment. Established ways of managing them don't always recognise that natural and cultural benefits and outcomes are often interdependent.

## ECONOMIC CHANGE

Changes to the economy, whether positive or negative, have an impact on the historic environment and how it is looked after and managed. The historic environment contributes to our economy and can be a source of sustainable growth.

## COMMUNITY PARTICIPATION AND EMPOWERMENT

Decisions about the historic environment have an impact on people and communities. Empowering communities and broadening participation improves outcomes for people and for the historic environment.

## REGULATORY CHANGE

Changes to a wide range of laws and regulations can affect the management of the historic environment. It can be hard to predict and fully understand the impact of these changes.

## SKILLS AND CAPACITY

Good management relies on decision-makers having access to the right skills, expertise and capacity to look after the historic environment and make informed decisions.

# CHALLENGES AND OPPORTUNITIES

# POLICIES AND PRINCIPLES

The following policies and core principles set out HES's understanding of how the historic environment should be managed and how to apply these principles.

The principles in this document are the fundamental ideas that underpin desirable and positive outcomes for the historic environment. These principles are the basis for the policies outlined here. The policies describe how the principles should be implemented.

# UNDERSTANDING AND RECOGNITION: POLICIES AND PRINCIPLES

## Policy on understanding and recognition

### HEP1

Decisions affecting any part of the historic environment should be informed by an inclusive understanding of its breadth and cultural significance.

## Core principles on understanding and recognition

- **Recognising the cultural significance of sites and places supports good decision-making.**
- **A place must be understood in order for its cultural significance to be identified.**
- **A wide range of factors contribute to cultural significance.**
- **Knowledge and information about the historic environment is critical to our understanding of our past, present and future.**
- **The historic environment changes over time, and so does how it is understood and appreciated.**
- **Research, discussion and exchange of ideas can all contribute to our understanding of the historic environment.**
- **Understanding will improve when information is made widely available and everyone has the opportunity to contribute to knowledge of the historic environment.**

## How these principles are applied

People have created the character, diversity and distinctiveness of the historic environment over time. It is fundamental to people's sense of belonging; it provides tangible links with the past, helps to define who we are, and shapes our lives today. The qualities an asset or place has and expresses may be rare, finite and vulnerable to change. Sometimes the value of a place becomes apparent only through the process of change.

Decisions affecting the historic environment should be based on careful consideration of cultural significance. This helps to ensure that the historic environment can be appreciated today and passed on with confidence for the future.

To understand a place's cultural significance, we have to understand the place itself. This involves thinking about its physical and material elements – how much of it has survived or how much of it has changed through time, as well as its wider context and setting. Elements of places which may not have a physical presence but which contribute to cultural significance need to be recognised. These intangible qualities include the knowledge and associations people have with a particular place; they might involve elements such as language and poetry, stories and song, and skills and traditions.

Different individuals and groups of people value places in different ways. Understanding this helps us to understand the cultural significance of places for past, present and future generations. Recognising why places are culturally significant helps to fulfil a range of social, environmental and economic needs.

Access to as much information and knowledge as possible is essential for understanding cultural significance. This knowledge should be shared. An inclusive approach takes account of different ways of looking at things and valuing them, and diverse interpretations of our past and heritage.

As a society, we recognise value in many different ways: in records in archives, pieces in museum collections or the legal protection given to some of our most valued historic places. Many other ways of recognising value are part of our everyday lives. We share local knowledge, cultural practices, the language we use and the stories we tell. The diversity of Scotland's rich cultural heritage should be celebrated in all its forms. People should have the opportunity to contribute to our understanding, and influence decision-making for the historic environment.

## MANAGING CHANGE: POLICIES AND PRINCIPLES

### Policies on managing change

#### HEP2

Decisions affecting the historic environment should ensure that its understanding and enjoyment as well as its benefits are secured for present and future generations.

#### HEP3

Plans, programmes, policies and strategies, and the allocation of resources, should be approached in a way that protects and promotes the historic environment.

If detrimental impact on the historic environment is unavoidable, it should be minimised. Steps should be taken to demonstrate that alternatives have been explored, and mitigation measures should be put in place.

#### HEP4

Changes to specific assets and their context should be managed in a way that protects the historic environment. Opportunities for enhancement should be identified where appropriate.

If detrimental impact on the historic environment is unavoidable, it should be minimised. Steps should be taken to demonstrate that alternatives have been explored, and mitigation measures should be put in place.

### Core principles on managing change

- **Some change is inevitable.**
- **Change can be necessary for places to thrive.**
- **Caring for the historic environment benefits everyone, now and in the future.**
- **Good decisions take a long-term view.**
- **Good decisions reflect an understanding of the wider environment.**
- **Good decisions are well-informed, transparent, robust, consistent and proportionate.**
- **Good decisions make sure that nothing is lost without considering its value first and exploring options for avoiding its loss.**
- **To manage the historic environment in a sustainable way, its cultural significance and the cultural significance of elements within it have to be understood.**

## How these principles are applied

The historic environment enhances our quality of life and is a hugely valuable social, cultural, economic and environmental resource. It is finite and much of it can't be replaced. Good management maintains the quality of this resource and secures its benefits, making sure that nothing is lost without considering its value and exploring options for avoiding its loss.

Cultural significance should be considered in order to manage change through national and local policies as well as other land use management systems. If a place has cultural significance or has the potential for important new discoveries, decision-makers need to consider this when making decisions. In the planning system, this is called a 'material consideration'.

When decisions are made that affect places of cultural significance, the focus should be on avoiding or minimising adverse impact. Wherever possible, special characteristics and qualities should be protected, conserved or enhanced. Lots of actions can contribute to this, including:

- conservation
- effective maintenance
- restoration and conversion
- land management
- sensitive use of materials
- building techniques and high-quality new design
- creative and informed approaches to new development
- robust and proportionate regulation

These principles apply to the whole of the historic environment. In some cases, sites are given legal protection through formal designations, which can bring more formal obligations. In the case of listed buildings, scheduled monuments and conservation areas, consent is required for many works.

Understanding the development of the environment through time helps to inform management decisions. It offers a longer-term perspective on issues affecting the historic environment – issues like the effect of past climate change and land management. The historic environment has to be managed in a sustainable way so that it can be understood and appreciated, and so that it can benefit present and future generations.

Before decisions are made, their impact should be understood. If there is no way of being confident about what the impact of an action will be, the only way to be certain that there will be no damage is to avoid the action. This is referred to as the precautionary principle.

Sometimes the best actions for the historic environment will not be the best actions for other interests. There will be occasions where decision-makers need to manage conflicting needs. Potential conflicts should be identified and reduced as much as possible.

When decision-makers are considering potential changes, whether as a result of a development proposal or arising from environmental processes, they should use this general approach:

### Understand the historic environment

- Understand and analyse the historic environment, context, asset or place.
- Understand the cultural significance of any affected assets or places.

### Understand the background for the change

- Identify and understand the nature of and reasons for the change.

### Understand the likely impact of proposed actions or decisions

- Assess and predict the likely level of the impact of proposals on the historic environment, context, asset or place.
- Make the level of impact clear so that it can inform decision-making.

### Making decisions about impact

- Avoid negative impact where possible.
- Minimise any impact that cannot be avoided.
- Keep intervention to a minimum.
- Ensure changes to a site or place are proportionate to its cultural significance.
- Consider less detrimental alternatives if they can deliver the same objectives.
- Identify opportunities for mitigation throughout, and as early as possible.
- Identify opportunities for furthering our knowledge and understanding where possible.

### Monitoring

- Put monitoring measures in place to make sure that any mitigation has been implemented.
- Make sure measures are in place to identify any unforeseen or unintended consequences.
- Monitor the outcome and impact of the decision to provide a sound knowledge base for future policy and decision-making.



## WORKING TOGETHER: POLICIES AND PRINCIPLES

### Policies on working together

#### HEP5

Decisions affecting the historic environment should contribute to the sustainable development of communities and places.

#### HEP6

Decisions affecting the historic environment should be informed by an inclusive understanding of the potential consequences for people and communities. Decision-making processes should be collaborative, open, transparent and easy to understand.

### Core principles on working together

- **Everyone has a stake in the historic environment and how it is looked after.**
- **Effective management is a collective effort.**
- **Effective management takes wider interests into account.**
- **Good management empowers and involves communities.**
- **Early dialogue and close collaboration lead to better outcomes.**

### How these principles are applied

Changes to our society, climate and economy create significant challenges for the historic environment. Resources need to be managed sustainably to balance competing demands. The different ways communities and individuals place value on the historic environment should be recognised.

Effective management of the historic environment is a shared endeavour involving individuals and organisations who own, use, manage or care about heritage. People should be empowered to use their heritage to develop their communities and places in a sustainable way. We all need to work collaboratively to respond to the challenges and opportunities we are facing, to make sure the outcome is as fair as possible.

When making decisions about the historic environment, different interests need to be taken into account. Decision-makers need to consider the consequences of decisions for a range of people. In doing this, tensions and conflicts can arise. Interrelationships and areas of common ground should be identified to encourage dialogue and collaboration, rather than focusing on competing views.

## DELIVERY AND MONITORING

Good decision-making balances current circumstances with long-term aspirations. This is central to the sustainable management of the historic environment. It is a collective responsibility to ensure that we are all striking that balance.

Decision-makers should understand and monitor decisions affecting the historic environment to learn from experience and to improve future decisions. Historic Environment Scotland will monitor this policy in collaboration with other interested parties over a ten-year period until 2029.

## SOURCES OF FURTHER INFORMATION AND GUIDANCE

### Strategy, policy and procedure

Our Place in Time:  
The Historic Environment  
Strategy for Scotland

Historic Environment Scotland:  
Designation Policy and  
Selection Guidance  
<https://www.historicenvironment.scot/designation-policy>

Designations application from  
[historicenvironment.scot/designation-application](http://historicenvironment.scot/designation-application)

Historic Environment Scotland:  
Scheduled Monument  
Consents Policy  
<https://www.historicenvironment.scot/smc-policy>

Historic Environment Circular 1:  
Process and Procedures  
<https://www.historicenvironment.scot/circular>

Scotland's Archaeology Strategy  
<http://archaeologystategy.scot>

### Guidance

Managing Change in the Historic  
Environment guidance series

Managing Change Demolition of  
Listed Buildings  
<https://www.historicenvironment.scot/demolition>

Managing Change Use and  
Adaptation of Listed Buildings  
<https://www.historicenvironment.scot/use-and-adaptation>

HES case studies  
<https://www.historicenvironment.scot/adaptation-case-studies>

HES Technical advice notes  
(TANs), Short Guides, Inform  
Guides, and Practitioners Guides  
<https://www.historicenvironment.scot/archives-and-research/publications>

Scottish Government Planning  
Advice Note (PAN) 2/2011:  
Planning and Archaeology  
[www.gov.scot/publications/pan-2-2011-planning-archaeology](http://www.gov.scot/publications/pan-2-2011-planning-archaeology)

Scottish Government Planning  
Advice Note (PAN) 71:  
Conservation Area Management  
[www.gov.scot/publications/conservation-management-planning-advice](http://www.gov.scot/publications/conservation-management-planning-advice)

### Online resources

Historic Environment  
Scotland website -  
[www.historicenvironment.scot/advice-and-support](http://www.historicenvironment.scot/advice-and-support)

Designation records  
and decisions -  
[www.portal.historicenvironment.scot](http://www.portal.historicenvironment.scot)

Canmore: National Record  
of the Historic Environment  
[www.canmore.org.uk](http://www.canmore.org.uk)





**Historic Environment Scotland**  
Longmore House, Salisbury Place  
Edinburgh EH9 1SH  
T. 0131 668 8600

Scottish Charity No: SCO45925  
VAT Number: GB 221 8680 15  
© Historic Environment Scotland

This document is printed on 100 per cent recycled paper using non-toxic inks. If you no longer need this publication, please pass it on, recycle it or return it to Historic Environment Scotland. ♻️

## Historic assets and places

### Policy Principles

#### Policy Intent:

To protect and enhance historic environment assets and places, and to enable positive change as a catalyst for the regeneration of places.

#### Policy Outcomes:

- The historic environment is valued, protected, and enhanced, supporting the transition to net zero and ensuring assets are resilient to current and future impacts of climate change.
- Redundant or neglected historic buildings are brought back into sustainable and productive uses.
- Recognise the social, environmental and economic value of the historic environment, to our economy and cultural identity.

#### Local Development Plans:

LDPs, including through their spatial strategies, should support the sustainable management of the historic environment. They should identify, protect and enhance valued historic assets and places.

### Policy 7

- a) Development proposals with a potentially significant impact on historic assets or places will be accompanied by an assessment which is based on an understanding of the cultural significance of the historic asset and/or place. The assessment should identify the likely visual or physical impact of any proposals for change, including cumulative effects and provide a sound basis for managing the impacts of change.

Proposals should also be informed by national policy and guidance on managing change in the historic environment, and information held within Historic Environment Records.

- b) Development proposals for the demolition of listed buildings will not be supported unless it has been demonstrated that there are exceptional circumstances and that all reasonable efforts have been made to retain, reuse and/or adapt the listed building. Considerations include whether the:
- i. building is no longer of special interest;
  - ii. building is incapable of physical repair and re-use as verified through a detailed structural condition survey report;
  - iii. repair of the building is not economically viable and there has been adequate marketing for existing and/or new uses at a price reflecting its location and condition for a reasonable period to attract interest from potential restoring purchasers; or
  - iv. demolition of the building is essential to delivering significant benefits to economic growth or the wider community.
- c) Development proposals for the reuse, alteration or extension of a listed building will only be supported where they will preserve its character, special architectural or historic interest and setting. Development proposals affecting the setting of a listed building should preserve its character, and its special architectural or historic interest.
- d) Development proposals in or affecting conservation areas will only be supported where the character and appearance of the conservation area and its setting is preserved or enhanced. Relevant considerations include the:
- i. architectural and historic character of the area;
  - ii. existing density, built form and layout; and
  - iii. context and siting, quality of design and suitable materials.
- e) Development proposals in conservation areas will ensure that existing natural and built features which contribute to the character of the conservation area and its setting, including structures, boundary walls, railings, trees and hedges, are retained.

- f) Demolition of buildings in a conservation area which make a positive contribution to its character will only be supported where it has been demonstrated that:
  - i. reasonable efforts have been made to retain, repair and reuse the building;
  - ii. the building is of little townscape value;
  - iii. the structural condition of the building prevents its retention at a reasonable cost; or
  - iv. the form or location of the building makes its reuse extremely difficult.
- g) Where demolition within a conservation area is to be followed by redevelopment, consent to demolish will only be supported when an acceptable design, layout and materials are being used for the replacement development.
- h) Development proposals affecting scheduled monuments will only be supported where:
  - i. direct impacts on the scheduled monument are avoided;
  - ii. significant adverse impacts on the integrity of the setting of a scheduled monument are avoided; or
  - iii. exceptional circumstances have been demonstrated to justify the impact on a scheduled monument and its setting and impacts on the monument or its setting have been minimised.
- i) Development proposals affecting nationally important Gardens and Designed Landscapes will be supported where they protect, preserve or enhance their cultural significance, character and integrity and where proposals will not significantly impact on important views to, from and within the site, or its setting.
- j) Development proposals affecting nationally important Historic Battlefields will only be supported where they protect and, where appropriate, enhance their cultural significance, key landscape characteristics, physical remains and special qualities.
- k) Development proposals at the coast edge or that extend offshore will only be supported where proposals do not significantly hinder the preservation objectives of Historic Marine Protected Areas.
- l) Development proposals affecting a World Heritage Site or its setting will only be supported where their Outstanding Universal Value is protected and preserved.
- m) Development proposals which sensitively repair, enhance and bring historic buildings, as identified as being at risk locally or on the national Buildings at Risk Register, back into beneficial use will be supported.
- n) Enabling development for historic environment assets or places that would otherwise be unacceptable in planning terms, will only be supported when it has been demonstrated that the enabling development proposed is:
  - i. essential to secure the future of an historic environment asset or place which is at risk of serious deterioration or loss; and
  - ii. the minimum necessary to secure the restoration, adaptation and long-term future of the historic environment asset or place.

The beneficial outcomes for the historic environment asset or place should be secured early in the phasing of the development, and will be ensured through the use of conditions and/or legal agreements.
- o) Non-designated historic environment assets, places and their setting should be protected and preserved in situ wherever feasible. Where there is potential for non-designated buried archaeological remains to exist below a site, developers will provide an evaluation of the archaeological resource at an early stage so that planning authorities can assess impacts. Historic buildings may also have archaeological significance which is not understood and may require assessment.

Where impacts cannot be avoided they should be minimised. Where it has been demonstrated that avoidance or retention is not possible, excavation, recording, analysis, archiving, publication and activities to provide public benefit may be required through the use of conditions or legal/planning obligations.

When new archaeological discoveries are made during the course of development works, they must be reported to the planning authority to enable agreement on appropriate inspection, recording and mitigation measures.

### Policy impact:

- ✔ Just Transition
- ✔ Conserving and recycling assets
- ✔ Local living
- ✔ Compact urban growth
- ✔ Rebalanced development
- ✔ Rural revitalisation

### Key policy connections:

[Tackling the climate and nature crises](#)

[Climate mitigation and adaptation](#)

[Natural places](#)

[Forestry, woodland and trees](#)

[Green belts](#)

[Brownfield, vacant and derelict land and empty buildings](#)

[Coastal development](#)

[Energy](#)

[Design, quality and place](#)

[Local Living and 20 minute neighbourhoods](#)

[Infrastructure first](#)

[Quality homes](#)

[Rural homes](#)

[Blue and green infrastructure](#)

[Flood risk and water management](#)

[Digital infrastructure](#)

[Community wealth building](#)

[City, town, local and commercial centres](#)

[Rural development](#)

[Tourism](#)

[Culture and creativity](#)