



Data Protection Act 1998

Any personal data that you may be asked to provide on this form will be held and processed in accordance with the Data Protection Act 1998. The information provided by you and other relevant parties will be used for processing and determining your application for scheduled monument consent, and to confirm and update Historic Environment Scotland's Owner-Occupier records. This allows us to monitor the condition of scheduled monuments, and notify you of any potential designation changes.

Your application will be processed by employees of Historic Environment Scotland. Applications will be available for public inspection and will be published on the Historic Environment Scotland Decision Portal as required by Regulation 7 and 8 of The Scheduled Monument Consent Procedure (Scotland) Regulations 2015 <http://portal.historicenvironment.scot>

We will publish the application and relevant supplementary information including your name, address and personal information about yourself and others that you have submitted as part of the application. We will not publish personal/sensitive information that is irrelevant to the assessment of the application including your contact details (signatures, personal email addresses and telephone numbers) and your legal interest in the monument.

You must advise Historic Environment Scotland if there are particular reasons why you think any document, or part of document, you have provided cannot be published.

1 Your Contact details

Tel	0131 668 8792
Mobile	077 893 96766
Email	Peter.ranson@hes.scot

2 Applicant's legal interest in monument

Owner	<input type="checkbox"/>	Joint Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>	None	<input type="checkbox"/>
If Other, please specify		Guardianship							

Do you agree to all your correspondence regarding your application being sent by email?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Checklist

You must submit the following documents:

- Completed Application Form (Part A)
- Completed Other Parties Notification Form (if you are not the owner of the monument) (Part B)
- Completed Ownership Certificate (Part C)
- Plan or drawing sufficient to identify the area of land to which the works relate
- Other plans and drawings as are necessary to describe the works

Please tick here if you intend to submit any supporting documents by post

Ancient Monuments and Archaeological Areas Act 1979

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application. You can complete and submit this form by email (scheduledmonumentconsent@hes.scot) or by post to Heritage Management Business Support, Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

1 Applicant name and address

Title	Mr	First Name	Peter	Surname	Ranson
Company / Organisation	Historic Environment Scotland				
Building No / Name	Longmore House				
Street	Salisbury Place				
Town / City	Edinburgh				
County / Region					
Postcode	EH9 1SH				

2 Monument to which application applies

Index no	90177	Name	Kelso Abbey		
Local Authority	Scottish Borders	Grid Ref	NT 728 338 to NT 730 336		
Description of location of land	Burial area adjacent to Abbey remains				

3 Pre-application discussions

Have you undertaken pre-application discussions with Historic Environment Scotland? (If yes, please give details below)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

4 Summary of proposed works (max 20 words)

Remedial works to stabilise 29 memorials some of which have been fenced off for health & safety reasons

5 Description of proposed works

In summary the works proposed are as follows:
Lift memorials from their foundations and lay flat
Break out existing foundations
Excavate and lay new foundations, removing surplus spoil from site
Pin and ground anchor memorial parts and re fit
See supporting documents submitted for full details (by Thomas Brown & Sons Ltd, Melrose, approved contractor)

6 List of plans, drawings and other documents accompanying application (continue on separate sheet if necessary)				
No	Description	Reference	Document emailed	Document posted
1.	Method Statement	21 Nov 16; Thomas Brown & Sons Ltd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Kelso Abbey Memorials/ Headstone Safety Check Sheet (for location of graveslabs referred to in application)	HES 28 May 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Methodology Statement	21 Nov 16; Thomas Brown & Sons Ltd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Kelso Abbey Quote for Remedial Work to Monuments	17 June 15; Thomas Brown & Sons Ltd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	General risk assessment and work guide	Undated; Thomas Brown & Sons Ltd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Kelso Abbey Graveyard Consolidation	Location plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7 Nature Conservation – Protected Places and Species	
Will the proposed works affect any of the following:	
Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site of Special Scientific Interest Special Protection Areas Special Areas of Conservation European Protected Species	
If Yes, please give details below	
n/a	

8 Other information relevant to application
All ground excavation will be carried out under a watching archaeological brief but as the area has previously been disturbed in the original erection of the memorial it is not thought likely that new discoveries will be made.

9 Declaration
<input checked="" type="checkbox"/> I hereby apply for scheduled monument consent for the works described in this application and shown on the accompanying plans and drawings.
<input checked="" type="checkbox"/> I confirm that the information I have given on this form is true and accurate.
Name Peter Ranson Date 23 November 2016
On behalf of Conservation Directorate, Historic Environment Scotland
Where an application is being dealt with by an agent to whom correspondence should be sent, state the:-

Name of Agent		Tel No	
Address			
		Post Code	