

METAL AND MINERAL DETECTING CONSENT APPLICATION FORM



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

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 Directorate Business Support, Historic Environment Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

PRIVACY

We believe you should always know what data we collect from you, why we need it and how we look after it. This privacy notice, along with our overarching HES privacy notice, explain your rights and our role in protecting the information that you share with us. We will process your Personal Data in strict accordance with the General Data Protection Regulation and the Data Protection Act 2018.

The data you submit to us as part of your application for consent will be used to process your application and to confirm and update our scheduled monument Owner-Occupier records. These records allow us to process consents, monitor the condition of scheduled monuments and notify the owner of any potential designation changes. If your application affects any Site of Special Scientific Interest (SSSI) we will, with your permission, pass the personal information contained in this form, along with the form itself, to NatureScot for the purpose of processing an application for SSSI consent, should this be required.

We publish applications and decisions on our portal <http://portal.historicenvironment.scot>. We will publish the application and relevant supplementary information including the name and address that you have submitted as part of the application. However, we will not publish signatures, personal email addresses or telephone numbers.

Please indicate that you have read and agreed with the paragraphs above, along with HES's main corporate [privacy notice](#) *

Section 1: Applicant name and address

Title		First Name		Surname	
Company / Organisation					
Building No / Name				Tel	
Street				Mobile	
Town / City					
County / Region				Post Code	
Email					
Preferred method of contact	Email	Post			

Section 2: Applicants legal interest in monument

Owner		Joint Owner		Occupier		Other		None	
If Other, please specify									

Section 3: Monument to which application relates

Index no	Name
Local Authority	Grid Ref

Section 4: Survey method

Gradiometer / Magnetometer	GPR	Metal Detector	Other (please specify)
Other			

Section 5: Timescale for proposed survey

Section 6: Enclosed documents

Please check the boxes to confirm you are including these documents:

Research strategy including survey methodology, reporting and archiving of data

Plan showing area of survey

Written confirmation of permission to undertake survey from owner

Outline of provision for finds conservation and analysis (metal detecting only)

Section 7: Other information relevant to application

Section 8: Nature conservation -protected places and species

Will the proposed works affect any of the following (please tick):

Site of Special Scientific Interest (SSSI)

If yes, do you consent to your personal information and this application being passed to NatureScot for the purpose of processing an application for SSSI consent, should this be required? Yes No

Special Protection Area

Special Areas of Conservation

European Protected Species

Other Protected Species

Other biodiversity concerns

If you have ticked yes to any of the above, please give details below:

Section 9: Declaration

Tick as appropriate:

I hereby apply for Metal and Mineral Detecting Consent as described in this application and shall either undertake the survey within one year of the grant of consent or notify Historic Environment Scotland that the survey shall not be undertaken.

All survey markers will be placed no deeper than the depth of topsoil and will be removed immediately on completion of the survey.

I will notify Historic Environment Scotland within 2 weeks of the completion of the survey.

I will provide Historic Environment Scotland and the local historic environment record with a copy of the survey report within 3 months of completion of the survey.

I will complete an OASIS data capture form and log an entry with Discovery and Excavation Scotland within 3 months of completion of the survey.

I will archive all unprocessed data and a copy of the survey report in line with archive standards and with a completed metadata form to the HES Archive digital.archives@hes.scot within 12 months of completion of the survey.

Excavation will be restricted to the depth of topsoil, or 15 centimetres/6 inches, whichever is the shallower (for metal detecting only).

Name		Date	
On behalf of*			

*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		Email	