

Planning Guidance - Listed Buildings and Conservation Areas

Overview

This document set out the Council's expectations for work:

- to a listed building
- within the grounds of a listed building
- within a conservation area.

Multiple sections may be relevant to the work being undertaken. Careful consideration should be given to each of these.

To check whether your property is listed or in a designated area, use [The City of Edinburgh Council Atlas](https://www.arcgis.com/apps/webappviewer/index.html?id=783e530d92994246bcaeb7419437fd78) <<https://www.arcgis.com/apps/webappviewer/index.html?id=783e530d92994246bcaeb7419437fd78>> or [Historic Environment Scotland Designations Map Search](https://hesportal.maps.arcgis.com/apps/Viewer/index.html?appid=18d2608ac1284066ba3927312710d16d) <<https://hesportal.maps.arcgis.com/apps/Viewer/index.html?appid=18d2608ac1284066ba3927312710d16d>> .

Are you the owner-occupier of a listed building or property in a conservation area in Edinburgh?

The University of Edinburgh is running a project in parallel with this consultation called *Giving Voices to Historic Property Owners*. Some questions in the Council's consultation survey are open-ended. This means you will need to type or write in the boxes provided. If you would like to expand on your answers or give additional feedback in a conversation setting, you can sign up to participate in a focus group and/or workshop with the University. If you are interested, you can [visit the project information page to sign-up](http://edin.ac/3VnU6Ls) <<http://edin.ac/3VnU6Ls>> . This same link will be provided again at the end of the survey.

Why your views matter

We want the guidance to help people understand what we require for the various types of developments. We want the outcome of development to be good for all users. To do this, we want to make sure the content is clear, helpful, and balanced.

Read the draft guidance

[Draft Listed Buildings and Conservation Areas Guidance](https://www.edinburgh.gov.uk/downloads/file/36142/listed-building-and-conservation-area-guidance-draft-for-consultation-january-2025) <<https://www.edinburgh.gov.uk/downloads/file/36142/listed-building-and-conservation-area-guidance-draft-for-consultation-january-2025>>

Need a different language or format?



HAPPY TO TRANSLATE

Please email the Interpretation and Translation Service at its@edinburgh.gov.uk quoting reference **24-1284**.

Your details

Why we need this information and how it will be used

The Council uses this information to ensure responses to consultations are genuine and that each person is submitting only one response.

The Council will publish all responses received to this consultation, but will not publish individual names, email addresses or postcodes. We will publish the names of organisations.

We will use your email address to contact you to let you know the results of this consultation and the actions we are taking because of the consultation.

1 Your details

First name *(Required)*

Surname *(Required)*

Email address *(Required)*

Postcode *(Required)*

Yes, I consent to being contacted about this consultation

2 Are you responding as an individual or on behalf of an organisation?

(Required)

Please select only one item

- An individual
- On behalf of an organisation

Organisation details

3 Please provide the following information about your organisation.

Organisation name:

Organisation type:

Please select only one item

- Private sector
- Public sector
- Third and voluntary sector
- Community group or organisation
- Other (please specify below)

Your job title:

Where you live

4 Do you live in a:

(Required)

	Yes	No	Don't know/ Not applicable
Listed building <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traditional building (pre 1919) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation area <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is the Guidance for?

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

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Automatic Zoom

What is this Guidance for?

This document set out the Council's expectations for work to a listed building, within the grounds of a listed building, or work to undertake development within a conservation area. Multiple sections may be relevant to the work being undertaken and careful consideration should be given to each of these.


To check whether your property is listed or in a designated area, use The City of Edinburgh Council Atlas or Historic Environment Scotland Designations Map Search.

The principles of this guidance are informed by Sections 14, 59 and 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Historic Environment Policy for Scotland, National Planning Framework 4, and the City Plan 2030, which ultimately seek to protect or enhance the character and setting of listed buildings, and the character and appearance of conservation areas.

The guidance should be used alongside Historic Environment Scotland's Managing Change guidance series and other non-statutory guidance.

Consulting an Expert

Before starting any work, it is advised to obtain specialist advice when considering alterations and repairs to traditional buildings. Professional services of architects, surveyors or consultants who specialise in historic buildings can help to understand the important features of a building and how to adapt in a sensitive manner.



Repair and Maintenance

Repairs to listed buildings and unlisted traditional buildings within conservation areas should always be carried out with care. Matching the original materials and method is important. The use of inappropriate materials and poor repair techniques can accelerate the decay of traditional historic buildings, shorten their lifespan and result in longer-term problems which may result in much higher repair costs. Listed buildings in particular may require regular maintenance and prompt attention to any necessary repairs.

Listed Buildings

Listing covers the interior as well as the exterior, and includes any object or structure fixed to the building, or which has been included within its curtilage since 1st July, 1948. It is the responsibility of the planning authority to assess what aspects of a listed building are of significance, and not all details will be included within the listing description. Any proposals to alter unsympathetically, relocate or remove such features are likely to detract from the quality of the setting and are unlikely to be approved.

Categories of listed buildings

There are three categories of listed buildings:

Category A - Buildings of national or international importance, either architectural or historic, or fine little-altered examples of some particular period, style or building type.

Category B - Buildings of regional or more than local importance, or major examples of some particular period, style or building type which may have been altered.

Category C - Buildings of local importance, lesser examples of any period, style, or building type, as originally constructed or moderately altered; and simple traditional buildings which group well with others in categories A and B.

The fact that a building is listed does not mean that changes cannot be made. However, it does mean that any alterations must preserve or enhance its character. Any alterations which detract from or alter the character of a listed building are unlikely to receive consent.

1

Related information

Glossary of key terms

Built Heritage - The city's buildings and built spaces of special value

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Curtilage - An area of land attached to a house, forming an enclosure with it. Front curtilage refers to the land to the front of the principal elevation of the property. Rear curtilage refers to the land to the rear of the front elevation, including any side garden area.

Development - The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

Tree Preservation Order - An order made by a local authority under the Town and Country Planning (Scotland) Act 1997 to protect trees of importance for amenity.

5 To what extent do you agree that this section provides sufficient information to understand the importance of:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
What makes a building special. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What makes an area special. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to measure character and appearance. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6 Do you have any comments or suggestions on this section of the draft guidance?

What Permissions are Required?

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

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What Permissions are Required?

Do I need Listed Building Consent?
Listed buildings are afforded statutory protection. This means that listed building consent is required for any internal or external work that will affect its character as a building of special architectural or historic interest. Due to this statutory protection, it is a criminal offence to carry out works to a listed building without the required consent.

Listed building consent must be obtained where proposals will alter the character of the listed building, regardless of its category or whether the work is internal or external. Proposed change will be managed to protect a building's special interest in line with the principles set out in this guidance.

Repairs which match the original materials and methods and do not affect the character of the building do not usually require listed building consent or planning permission. Listed building consent is not required for freestanding structures or hardstanding within the curtilage of a listed building, but other consents may be required.

Some works may require Listed Building Consent and other consents such as planning permission. The applicant should ensure the correct consents have been obtained before undertaking any work.

You can apply for listed building consent on [ePlanning Scotland](#).

Do I need Planning Permission, Certificate of Lawfulness or other consents?
Any new development will likely require planning permission, prior approval, or a certificate of lawfulness.

Very minor alterations which do not "materially affect the external appearance of the building" may not be development at all. Some works can be carried out without planning permission under permitted development rights, but there are restrictions on these rights for flats and houses in conservation areas, and Listed Buildings. In these cases, most material changes to the outside of a building, including changing the colour, will require planning permission.

If an applicant wishes to obtain written confirmation that works are permitted development or not development, an application for a Certificate of Lawfulness must be applied for.

For replacement windows and some renewable technologies, a *Prior Approval* application may be required instead of a Certificate of Lawfulness.

In all cases if a building is listed, separate listed building consent is likely required.

It is the applicant's responsibility to make sure that all works have the necessary consents. Enforcement action can be taken against developments without these.

What Other Consents Might be Required?

Tree Works
Trees with a Tree Preservation Order or in a conservation area are protected by law. A tree works notice will be required to undertake any work to protected trees.

Advertisement Consent
Many advertisements will require advertisement consent, in addition to listed building consent.

Building Warrant
Converted, new or altered buildings may require a building warrant, even if other consent is not required. Contact Building Standards Helpdesk.

Road Permit
A Road Occupation Permit will be required if forming a new access, driveway or any work affecting the public street.

Biodiversity
Licenses may be required for some works which may affect protected species.

What if the work has already been carried out?
It is important to ensure that all the necessary consents are in place. It is a criminal offence to materially alter a listed building without listed building consent. Such works may be subject to enforcement action or prosecution at any time.

Retrospective applications will be considered on their merits against the legislation, policy and non-statutory guidance. Enforcement and remedial action may be taken against any retrospective work deemed unsuitable.

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Related information

Glossary of key terms

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Development - The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.

Permitted Development - Works that can be undertaken without the need to apply for planning permission.

Prior Approval - Prior approval means that a developer is required to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed.

Planning Permission - A formal request to a local authority for permission to undertake development (build something new or to add something to an existing building).

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

7 To what extent do you agree with the following statement: "I am confident about what application type to submit and what information to include."

Please select only one item

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

8 Do you have any comments or suggestions on this section of the draft guidance?

Windows

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

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Automatic Zoom

Windows
In Edinburgh, windows are an important feature of traditional buildings and should not be removed or significantly altered, as this can affect the authenticity and special character of the building.



Traditional windows on Leith Walk

There is a challenge for energy efficiency in traditional buildings, but it is important to note that improvements in thermal efficiency can be made without altering the windows of a property. Window blinds, draughtproofing, heavy curtains, and traditional shutters can be used to help reduce the amount of heat which escapes from a building. Further energy efficiency measures have been highlighted in Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings.

Viable options prior to window replacement would include:

- Repair;
- Shutters, roller blinds, curtains;
- Draughtproofing;
- Internal secondary glazing;
- New glass in existing sashes;
- New sashes in existing cases.

Repair and Maintenance
Repair and maintenance are the first step to protecting windows. Decay in timber is usually caused by moisture penetration, which can be prevented by thorough painting, regular maintenance and prompt attention to necessary repairs. Glazing should be fixed with putty or a glazing compound rather than timber beading.

Ongoing maintenance will be required to preserve the character and appearance of traditional windows and protect original features of the building which may have historic or architectural significance.

Shutters, Roller Blinds and Curtains
There are traditional options available to reduce heat loss which can have little to no impact on the character of the traditional building. Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings found shutters alone can reduce heat loss by 51%.



Timber window shutters

Draughtproofing
Air ventilation is important particularly for traditional buildings, and a timber window in good condition should be unlikely to require any draughtproofing. Where there may be excessive air ingress through wear and tear, draughtproofing such as brush strips or foam cushions can be suitable. Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings found draughtproofing alone can reduce air leakage by up to 50%.

Secondary Glazing
Secondary glazing involves an independent internal window in addition to the existing. It should be fitted immediately inside existing window or at a suitable position within the depth of the window reveal.

Secondary glazing should not disrupt architectural features. The meeting rails and frames of secondary windows should be as small in section as possible to allow them to be disguised behind existing rails. Painting their external faces black helps to minimise visibility from the outside. Where necessary, detailing of internal secondary windows must allow for the use of the easy-clean hinges on the lower sash of the original outer window.

Depending upon the internal characteristics of the property and design of the secondary glazing proposed, listed building consent may not be required. There is a presumption against additional glazing units fitted to the outside of existing windows.

6

Related information

Glossary of key terms

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Permitted Development - Works that can be undertaken without the need to apply for planning permission.

Principal Elevation - The elevation of the original dwellinghouse which by virtue of its design, setting, or both, is the principal elevation. Most houses are built so that the principal elevation of the house faces a road. As this is the part of the house that is seen by most members of the public, it will usually be designed to be the most important elevation or 'principal elevation'

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

9 To what extent do you agree with the following statements:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
This section provides enough information to understand the importance of windows. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This section clearly sets out the options available to improve the energy efficiency of windows. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10 The “Windows” section includes six things to try before replacing a window. Evidence shows that these things can improve energy efficiency. They are cheaper than replacing the window.

Which of these have you thought about to make your windows more energy efficient? (Please tick all that apply)

Please select all that apply

- Full replacement windows
- Improved glass in existing windows
- Internal secondary glazing
- Improved draughtproofing
- Window repair/maintenance
- Internal roller blinds
- Internal shutters
- New curtains

Other (please enter)

11 Do you have any thoughts on these options or do you need any more information/evidence about their benefits?

12 To what extent do you agree with the following statement: Some neighbourhoods and buildings have lost their original windows. These have been replaced with modern window of incorrect style, material, and design. These modern designs do not support the special character of a listed building or conservation area. They should not be used as an example to follow. (Full text in the "more information" section below)

Please select only one item

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly disagree

More information

The text in the document reads as follows: "In many cases, original windows have been lost and modern windows of incorrect style, material and design have been installed. Windows which do not support the special character of the listed building or conservation area should not be taken as forming a precedent and should not be used as examples to follow. A departure from these guidelines must be fully justified."

13 Do you have any comments or suggestions on this section of the draft guidance?

Doorways

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

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Doorways

External Doors
Original doors and door design are important features of any traditional building and typically these should not be removed or altered. Replacement doors which incorporate integral fanlights or inappropriate glazing or panelling patterns will not be granted consent. Entirely new door openings are unlikely to be acceptable on principal elevations as this can create an unbalanced composition.

Doors in street frontages, even though no longer used, should be retained. Door furniture and later fittings of quality should be retained. Where these have not survived, the replacement of modern fittings with items appropriate to the period of the building will be encouraged.

Door entry systems should be discreetly designed and should be located on door ingoes, not the main façade.

Door Colour
Black, rich dark or muted colours are generally appropriate although varnished hardwood or woodgrain may be acceptable in certain areas. Pastel or bold primary colours are not generally acceptable. Proposed colours including the RAL code must be included in the application drawings or supporting information.



Doorways in the New Town Conservation Area

10

Related information

Glossary of key terms

Principal Elevation - The elevation of the original dwellinghouse which by virtue of its design, setting, or both, is the principal elevation. Most houses are built so that the principal elevation of the house faces a road. As this is the part of the house that is seen by most members of the public, it will usually be designed to be the most important elevation or 'principal elevation'

14 Do you have any comments or suggestions on this section of the draft guidance?

External Walls, Fixtures and Fittings

Please see the relevant section of the guidance below:


(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 4 Automatic Zoom

External Walls, Fixtures and Fittings
Stone Repair
Ongoing and regular inspection, maintenance and repair are essential to maintaining the structural and visual integrity of historic walls. Every effort should be made to repair the external walls of a historic building and alterations or repairs should protect its character and interest.

All alteration proposals should take into account the design and material characteristics of the historic wall. Most buildings have one or more principal elevation, which are usually particularly sensitive to alteration.

Stones only need to be replaced when they have decayed to such a degree that they affect the structural stability of the surrounding stonework. Indent repairs can be made with appropriate materials and techniques.




Matching stonework around new window

The formation of a new opening must be compatible with the existing wall and overall design of the building. Any rebuilding work should reuse original materials. Dressed stone in particular should be rebuilt in its original position.

Repointing should use traditional materials compatible with the existing wall and overall design of the building. New lime or clay harl, render or lime wash must be based on evidence of previous use of the material on the building.

Replacing sculptural stonework on a wall must be considered against its significance and that of the building as a whole. Erosion is a naturally occurring phenomenon and can be part of the attractive aging process of a historic building.




Indent stone repair and matching window details

Listed building consent is likely to be required when the scale of work required involves the removal of a significant level of original or historic fabric and/or uses different materials/stone from alternative quarries.

Further Reading:

- Historic Environment Scotland's Managing Change: External Walls
- Historic Environment Scotland's Inform Guide: 'Indent Repairs to Sandstone Ashlar Masonry'
- Historic Environment Scotland's Inform Guide: 'Lime and Cement in Traditional Mortars'
- Historic Environment Scotland's Inform Guide: 'Masonry Decay'
- Historic Environment Scotland's Inform Guide: 'Repointing Traditional Stonework'
- Historic Environment Scotland's Inform Guide: 'Repointing Ashlar Masonry'
- Historic Environment Scotland's Inform Guide: 'Repointing Rubble Stonework'
- Historic Environment Scotland's Inform Guide: 'Restoration Mortars for Masonry Repairs'
- Historic Environment Scotland's Inform Guide: 'Structural Cracks'



Example of stone repair matching details

11

Related information

Glossary of key terms

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Planning Permission - A formal request to a local authority for permission to undertake development (build something new or to add something to an existing building).

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

15 Do you have any comments or suggestions on this section of the draft guidance?


Renewable Energy Technologies

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>>" and then "Presentation Mode")

1 of 1
Automatic Zoom

Renewable Energy Technologies
The installation of renewable energy technologies must be carefully sited to protect the architectural integrity of the listed building and the special character and appearance of the conservation area. A sustainability benefit will not justify any impact and poorly located renewable energy technologies can be visually intrusive. These will not be acceptable where they detract from the character of the building and conservation area. In the New Town Conservation Area and World Heritage Site, aerial views will also be considered.




Views from Edinburgh Castle to the New Town Conservation Area ©Historic Environment Scotland

Solar Panels
On listed buildings and within conservation areas, solar panels will not normally be permitted on any elevations which are visible from public views. Therefore, if traditional buildings face south, their main roof slopes may be inappropriate as locations for solar panels.

Alternative solutions must be explored, such as installation on secondary roof slopes, on

locations hidden from main views, or on surrounding areas or ancillary structures.

Where appropriate, solar panels can also be incorporated into innovative modern design. This may allow them to be visible from public streets and areas, should they be designed and laid out as part of an overall architectural treatment.



Solar panels hidden behind parapet of Edinburgh Castle ©Historic Environment Scotland

Heating and Cooling Systems
All heating/cooling systems will require careful design to minimise impacts to the historic environment, also considering the impact of construction trenches and pipework/ducting. Units may be acceptable where there is appropriate screening, or they are an inconspicuous location. Units should not be located on the front elevation.

Where acceptable, they should be limited in number, as small as practicably possible and painted to tone with the surrounding stonework or background. Ducting must not detract from the character of the building.

Key Principles For New Technology
New renewable technologies and interventions will need to follow the key principles outlined in this guidance to ensure the works do not detract from the special character of the listed building or the conservation area. In general, these may be acceptable on locations such as:

- Within rear basement areas.
- On the ground to the rear of the building.
- Within garden or courtyard areas, subject to appropriate screening and discreet ducting.
- To the rear of a modern extension where no part is higher than the main building.
- Behind parapets or the internal valley of a roof, where no part projects above the ridge.
- Internal/externally hidden, where there is no harm the special character of a conservation area or features of a listed building.

For listed buildings, the installation of internal services such as piping or electrical cables should not result in damage to architectural features. Surface mounting such services may be preferable.

Some renewable energy technologies can be permitted development. Where works do not meet the permitted development criteria, they will be assessed against the planning legislation, Development Plan policy, and this non-statutory guidance. In any case, permitted development rights do not outweigh the need for Listed Building Consent, where this guidance will be relevant.

Further Reading:

- Historic Environment Scotland's 'Managing Change: Micro-Renewables'

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Related information

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Principal Elevation - The elevation of the original dwellinghouse which by virtue of its design, setting, or both, is the principal elevation. Most houses are built so that the principal elevation of the house faces a road. As this is the part of the house that is seen by most members of the public, it will usually be designed to be the most important elevation or 'principal elevation'

Renewable Energy - Natural energy from sources which will never run out such as sunlight, wind, rain, tides, waves and geothermal heat.

16 To what extent do you agree that this section provides sufficient information to understand:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
When renewable energy technology will be suitable on a historic building. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suitable locations for renewable energy technology. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17 The “Renewable Energy Technologies” section talks about solar panels and air source heat pumps, plus key principles for other technologies. Are there any other types of renewable energy that you have thought about using or installing?

18 Do you have any comments or suggestions on this section of the draft guidance?


Extensions and Additions

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")


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Extensions and Additions
Extensions and additions should be carefully considered to protect the architectural integrity of the listed building and the special character and appearance of the conservation area. In all cases development should not overwhelm or dominate the original form or appearance of the property or detract from the character of the area.




Modern extension in West Munsyford Conservation Area

For listed buildings, new extensions on a terraced block may not be acceptable where there are no existing extensions. Where the principle of extending a listed building is acceptable, the extension should be subservient to the main building and will rarely be permitted on principal elevations. Extensions should not normally exceed 50% of the width of any elevation or interrupt key views to/from the listed building.




Subservient extension in Coltridge And Wester Geater Conservation Area

Encouragement will be given to the removal of inappropriate additions which are of inferior quality, and which detract from the building or conservation area. Where there is an existing extension of historic or architectural interest, such as a conservatory or outshot, this should be restored or repaired, rather than replaced.



Traditional outshots to terrace and villa building types

For unlisted building within conservation areas, proposals must preserve or enhance the character or appearance of the conservation area. Extensions and additions should be compatible with the original building and surrounding neighbourhood by using appropriate design, scale, and materials. Characteristic features of the original building and neighbourhood, such as materials and window style should be considered in the design.



Traditional materials and glazed link in The Grange Conservation Area

Further Reading:

- [Guidance for Householders](#)
- [Development in the Grounds of a Listed Building](#)
- [New Development in a Conservation Area](#)

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Related information

Glossary of key terms

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Development - The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.

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19 Do you have any comments or suggestions on this section of the draft guidance?


Roofs and Roof Development

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

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Roofs and Roof Development
The roof, which includes parapets, skewes, chimney heads and chimney pots, is an important feature of a building. The roof and distinguishing features can be particularly important to the character of the building and wider area.



Roofscape and windows in the New Town Conservation Area


Roof Form, design and materials
There are various roof types, forms, and materials which can be found within the historic built environment and the retention of original structure, shape, pitch, cladding and ornament is important. The restoration of lost roof elements to match the original form will be encouraged.

Traditional materials should always be respected and repeated, where appropriate. Particular attention should be paid to the colour, weight, texture and origin of the material. Most ridges and flashings should be replaced in lead, making sure to use the correct code of lead. For the cladding, most traditional roofs within Edinburgh are covered with Scots slates, although other materials, such as Welsh and Cumbrian slates, pantiles and thatch, have also been used.

Patterned slating, incorporating fish scale or diamond slates, sometimes in different colours, should be retained and repaired with special care. The original gradation of slates should be repeated.

Scots slates are becoming increasingly rare and where possible, reuse will be encouraged on visible roof slopes, with new slates used on non-visible roof slopes. Alternatives to Scots slate which can match the colour, size, thickness and surface texture of the original materials will be considered on their merits.

Concrete tiles or artificial slate should never be used in conjunction with, or as a replacement for real slate.




Traditional Scottish Slate

Roof Alterations
Development to change the roof, such as raising the roof, significantly altering the pitch, or altering the form, will not be supported where this will have a detrimental impact on the character of the building or surrounding area.

For all applications any alteration which that would overwhelm the roof design or require the significant loss of historic slate will not be supported. It is preferable that vents are placed on non-visible or secondary roof slopes.

In the World Heritage Site, key viewpoints and aerial views will be considered in assessing applications for alterations and extension within the roofscape against the Outstanding Universal Value of the Site.



Roofscape across the Old Town Conservation Area

Roof Terrace And Rooftop Balconies
The installation of a roof terrace, rooftop balcony, or occupation of the roof in any way will not generally be acceptable. The occupation of a roof can be an uncharacteristic feature and will generally not be supported where this has a detrimental impact on the character on the character of the building, surrounding area, and/or neighbouring amenity.

17

Related information

Glossary of key terms

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Development - The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

Neighbouring Amenity - Quality of living conditions for neighbouring properties. Assessment considers developments effect upon a neighbour's outlook, privacy, sunlight/daylight, and general environment of the neighbourhood.

Roofscape - A scene or view of roofs, especially when considered in terms of its aesthetic appeal.

20 Do you have any comments or suggestions on this section of the draft guidance?

Basements and Access Stairs

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 1Automatic Zoom


Basements and Access Stairs

Basements


There is a presumption against the removal of original stone slabs from basement areas. They should never be covered in concrete or any other material such as gravel or chips. Where existing stone slabs need to be renewed, new stone slabs should be laid. Similarly, stone steps and platts to ground floor entrances should be repaired or renewed in natural stone to match the original in colour. Basement steps, floors and walls should not be painted.

Proposed extensions in front basement areas or under entrance platts are not normally acceptable and the removal of existing extensions is encouraged.

The formation of lightwells in basements will only be permitted where they are part of the character of the street. These should always be in matching materials to the main building and covered with a flush cast iron grille.



Basement area with cellar storage




Basement area with green infrastructure

an original design for the type of building or a lightweight modern addition with metal being the preferred material. New doors and stairs should be painted appropriate colours, usually black for metal work. They should not be enclosed structures.

Stairs should normally be for access only. Where they include platforms or terraces, or positioned near windows, this may affect neighbouring amenity. Detailed information on neighbouring amenity assessments, are included within [Guidance for Householders](#).

When buildings are in single occupancy and there is an existing door at either ground floor or basement level, an access stair at upper levels will not normally be permitted. On all other properties, access stairs will be restricted to the floor above the lowest habitable floor level. Bridges over rear basement areas will not be considered acceptable.



External emergency exit stairs for a flat

19

Related information

[Glossary of key terms](#)

Character - The patterns we recognise around us that makes one place distinct from another.

21 Do you have any comments or suggestions on this section of the draft guidance?

Addressing the Climate and Nature Crises

The "Boundary Treatments, Private Gardens and Residential Biodiversity", "Environmental Sustainability, Water Management, and Landscaping" and "Tree Works and Considerations" chapters outline the considerations for sustainability and biodiversity within the historic environment.

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 3Automatic Zoom

Boundary Treatments, Private Gardens and Residential Biodiversity

Private gardens, boundary treatments and overall landscaping can significantly contribute to the special character of a listed building and character of a conservation area. There is a presumption to retain features which positively contribute to the character, such as boundary walls, hedges, gates, railings, handrails.

Applications to create an opening in a boundary wall or hedge, such as for a driveway, or widening of an existing opening, will not be acceptable where this harms the special character of the conservation area.



Traditional low boundary wall with railings

Gates, railings and handrails are usually formal components which should be maintained and repaired and, if they have to be replaced, should be erected on a like for like basis. The recommended paint colour is black gloss, although other very dark colours may be appropriate for railings, such as dark green for railings around gardens.

Usually, railings were made from cast iron, although there may be some examples surviving of wrought iron. If the railings no longer exist, it is important to establish what the original railings were like. Remaining sections of iron work may still exist in the cope or on similar neighbouring properties or old photographs and plans can be used. In most cases, cast iron railings fixed individually into the cope should be used.

Railings are normally fixed to stone copes. These should be repaired according to the principles outlined in the previous section on "stone repair". Moulded copes and other special details should always be respected and repeated.

Residential Landscaping and Biodiversity

All open spaces and private gardens can contribute towards the place quality, sustainability, and biodiversity of Edinburgh. These can also make a significant contribution to the City's green and blue network by providing biodiverse habitats and spaces that contribute to sustainable water management.

Green roofs can provide an opportunity to improve the green and blue network by intercepting rainfall and creating new habitats. This is especially important if garden space is being lost to development. Likewise, the creation of new permeable areas, for example rain gardens and planters, can intercept rainfall and contribute to the management of surface water, offsetting any potential impact from new development. Trees which have a significant impact to the character, setting and amenity of an area should be preserved and considered from the offset when incorporating new development.

There is a general presumption against installation of artificial grass where it could impact adversely on the character of an area. Artificial grass and the substructure/base required for its installation is development and it requires planning permission in conservation areas and in the grounds of listed buildings.

Simple and small scale measures such as the use of bird bricks and bat boxes, the installation of hedgehog highways, and retaining hedges, tree stumps or soft landscaping can be highly effective. If the presence of a European Protected Species such as a bat, otter or great crested newt is suspected, a survey of the site must be undertaken, and a license may be required.



Green roof auxiliary building in a residential garden

Further Reading:

- Nature Scot's Developing with Nature
- Bat Conservation Trust Guidelines
- Edinburgh Design Guidance
- Guidance for Householders

20

Related information

Glossary of key terms

Biodiversity - The variety of life on earth, both plant and animal species, commonplace and rare, and the habitats in which they are found

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Green and Blue Network/Infrastructure - The totality of green and blue features in an area, for example green roofs and permeable spaces, often combining to cumulatively provide a range of benefits, including positive effects for biodiversity and water management.

Greenspace - Any vegetated land or structure, water or geological feature in the urban area including playing fields, grassed areas, trees, woodlands and paths.

Landscape - How we see the land around us and how it has been shaped by people and nature.

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

Open Space - Includes 'greenspace' (see definition) and 'civic space' consisting of squares, marketplaces and other paved or hard landscaped areas with a civic function.

Root Protection Area - These are a means of ensuring that the root systems of trees are not damaged or disturbed by construction or other activities.

Sustainable Drainage Systems (SuDS) - Drainage Systems that mimic natural drainage, encouraging infiltration where appropriate and attenuating both hydraulic and pollutant impacts with minimal adverse impact on people and the environment.

Tree Preservation Order - An order made by a local authority under the Town and Country Planning (Scotland) Act 1997 to protect trees of importance for amenity.

22 To what extent do you agree that this section provides sufficient information to understand what sustainability measures can be introduced within the historic environment?

Please select only one item

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

23 Trees are very important for the character and environment of Edinburgh. When you are planning work near a tree, you need to think about how the work will affect any tree on the site or within 12 meters of the boundary.

To what extent do you agree with the following statements:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
This section provides sufficient information to understand what could harm a tree. It is clear what I need to submit with a planning application to address potential tree harm. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the quality and level of detail required in arboricultural reports. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24 The climate and nature crisis are important things to think about in Edinburgh, but any changes to historic buildings and places need to be done carefully.

To what extent do you agree that the guidance provides an appropriate response to:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
the climate crisis. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the nature crisis. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25 Do you have any comments or suggestions on this section of the draft guidance?

Adaptation for Accessibility


Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 2 Automatic Zoom

Adaptation for Accessibility
While the Equality Act 2010 requires service providers to take "reasonable" steps to make their buildings and services accessible, there is also a statutory duty to protect the character of the historic environment. The provision of access for the less able to historic buildings will, therefore, require careful consideration and design.

Level access and smart design solutions can be used to benefit the adaption of traditional buildings. Full access for everyone via the principal entrance may not be appropriate, but solutions for listed buildings and within a conservation area should be tailored to the particular building or area through the use of innovative design and high quality materials.




Level entrance at National Portrait Gallery, Category A listed, LB27984, 14/12/1970

Further Reading:

- Edinburgh Design Guidance
- Historic Environment Scotland's Managing Change: 'Accessibility'

Ramps
The placing of a ramp on a building should have minimal impact on the historic fabric. The symmetry of existing elevations and the rhythm of the street as a whole should be respected, and where relevant, care should be taken to protect the relationship between railings, property and basement.

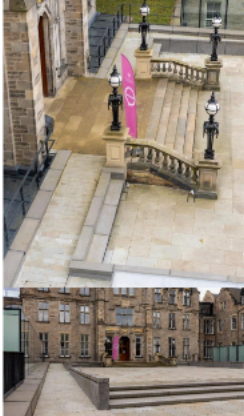


Decorative traditional style ramp

Where appropriate, consideration should be given to re-grading the ground at the entrance in order to overcome the need for larger ramps and minimise the visual impact on the building. If this will cause a footway hazard, a ramp inside the building may be appropriate; the removal of steps and the lengthening of doors can sometimes accommodate this.

Ramps on the public footway will not generally be supported. Where acceptable, ramps must leave sufficient clear footway for pedestrians. This will vary according to the volume of pedestrian traffic. In general, this is two metres for residential areas, three metres for main roads and five to six metres for busy shopping streets.

Where a ramp is acceptable, high quality materials, such as stone to match the existing building, will be encouraged. In some circumstances, high quality design in modern materials may be more appropriate.



Ramp at Edinburgh Futures Institute. Original stone staircases moved forward to accommodate ramp. Category A listed, LB30306, 31/08/1994

23

Related information

Glossary of key terms

Character - The patterns we recognise around us that makes one place distinct from another.

26 To what extent do you agree that the guidance provides an appropriate response on how to adapt historic buildings for accessibility?

Please select only one item

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

27 Do you have any comments or suggestions on how the guidance explains adaptation for accessibility?

Development and Demolition

The chapters "Development in the Grounds of Listed Buildings", "New Development in Conservation Areas" and "Demolition" provide guidance on considerations when undertaking development or demolition in the grounds of a listed building or conservation area.

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 2Automatic Zoom

Development in the Grounds of Listed Buildings

Development within the curtilage of a listed building which is not physically attached to listed structures does not require listed building consent but may require planning permission.

Buildings and structures erected before 1 July 1948 within the curtilage of a listed building are treated as part of the listing building. Thus, buildings such as coach-houses, doocots, men/stable courts, walled gardens, lodges, boundary walls, garden ornaments and gates would all be considered to be part of the curtilage of the listed building and are treated as part of the listed building, even if they are not individually listed. Listed building consent will, therefore, be required for works which affect their character.



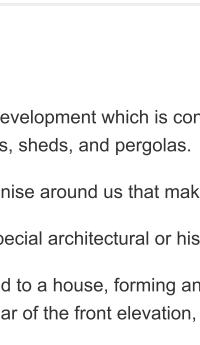
Conversion of a gatehouse building

The curtilage of a house will normally form part of the setting, but it is also important to consider land immediately adjacent to, or visible from, the listed building. Development within the setting of a listed building will only be acceptable if it can be demonstrated that the proposal would not be detrimental to the architectural or historic character of the listed building.

Restoration

The condition of the main item of listing is critical and restoration should be sought as a priority prior to the commencement of any new development.

The sympathetic conversion and re-use of existing buildings on the site, particularly stable blocks, mews, service courts and steadings, should be considered prior to developing proposals for new build; care should be taken to incorporate surviving original features in these buildings where possible.



Conversion of Edinburgh Royal Infirmary, new Edinburgh Futurex Institute, Category A listed, LB30306, 31/05/1994

Any proposals to alter unsympathetically, relocate or remove items within the curtilage are unlikely to be approved.

New Development

Where new development within the grounds of a listed building is acceptable, the siting, design, scale, form, density and materials should be sympathetic to the listed building, including ancillary buildings.

The feeling of spaciousness of the grounds in relation to the main building must be protected for the amenity of the property. The scale of new development must not crowd or obscure the house. No building of similar or greater bulk should be erected close to the main listed building.

The relationship that exists between the main house and its ancillary uses should not be disrupted by the new build.

Views

New development should always be set back from the original building line of the main house to avoid interfering with views of the listed building. The principal elevations should remain visible in their entirety from all principal viewpoints. Development to the front of a listed building which breaks its relationship to the street is not acceptable.

New development should not restrict or obstruct views to/ from, the listed building or rise above and behind the building so that its silhouette can no longer be seen against the sky from the more familiar viewpoints. Distant views of features and landmarks which may have been exploited in the design of the building should not be obstructed by the development.

25

Related information

Glossary of key terms

Ancillary structure - Refers to a development which is considered subordinate or subsidiary to the main property and does not form a separate property itself. Ancillary structures include carports, garages, sheds, and pergolas.

Character - The patterns we recognise around us that makes one place distinct from another.

Conservation Area - An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Curtilage - An area of land attached to a house, forming an enclosure with it. Front curtilage refers to the land to the front of the principal elevation of the property. Rear curtilage refers to the land to the rear of the front elevation, including any side garden area.

Development - The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.

Landscape - How we see the land around us and how it has been shaped by people and nature.

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

Planning Permission - A formal request to a local authority for permission to undertake development (build something new or to add something to an existing building).

Principal Elevation - The elevation of the original dwellinghouse which by virtue of its design, setting, or both, is the principal elevation. Most houses are built so that the principal elevation of the house faces a road. As this is the part of the house that is seen by most members of the public, it will usually be designed to be the most important elevation or 'principal elevation'

Townscape - The patterns we recognise in the built-up area, including the type and layout of buildings and the open spaces between them.

28 Do you have any comments or suggestions on this section of the draft guidance?

Internal Alterations

Please see the relevant section of the guidance below:

(To see the guidance full screen, please click on ">>" and then "Presentation Mode")

1 of 5
Automatic Zoom

Internal Alterations

Listed building consent will be required for any internal alterations which will alter the character of the listed building. Planning permission is not required for internal alterations.

Unlisted buildings do not require planning permission for internal alterations. Planning permission will, however, be required for a change of use or the division of listed and unlisted buildings into separate units i.e. multiple flats.

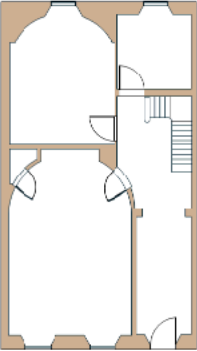
Guidance here is primarily aimed at domestic alterations, however, many of the general principles can be applied to commercial or larger scale applications.

Further Reading:

- Historic Environment Scotland 'managing change' guidance series
- Historic Environment Scotland's Managing Change: 'Interiors'
- Historic Environment Scotland's Managing Change: 'Use and Adaptation of Listed Buildings'
- Historic Environment Scotland's Managing Change: 'Guide to Energy Retrofit of Traditional Buildings'
- Technical Paper 24 - Historic Environment Scotland's Review of Energy Efficiency Projects
- Historic Environment Scotland's Managing Change: 'Fire and Historic Buildings'

Layout and Plan Form

The original plan form of a building should always be respected. The original room layout, composition details such as buffet recesses, and circulation spaces such as halls, stairs and corridors can form a key component of the original character and special interest of the property. There is a presumption against dividing these spaces or creating new open plan layouts.



Example of a Georgian townhouse ground floor layout

Subdivision

The original plan form of a building should always be respected.

All major works of alteration should be limited to areas of secondary importance. There will be a particular requirement not to sub-divide, either vertically or horizontally, principal rooms and entrance/stair halls. Where the interior is of particular architectural or historical importance, subdivision will not be permitted.

The degree of change to the plan form which may be acceptable will normally be dependent on previous alterations and use.

There will be a presumption against the subdivision of complete houses and flats currently in residential use. A greater degree of flexibility will be exercised where the current use is non-residential and a return to residential is proposed.

Where acceptable, subdivision should not normally result in the formation of more than one flat per floor in town houses. Rear stairs should not be attached as part of a subdivision proposal. Access to rear gardens should be retained through a basement room, where possible.

Garden ground should not be formally divided up by the use of fences and other unsuitable boundary markers to delineate ownership. Particular care should be taken to conceal the clutter of intensified domestic use, e.g. garages and bin stores.

27

Related information

Glossary of key terms

Character - The patterns we recognise around us that makes one place distinct from another.

Listed Buildings - Listed buildings are buildings of special architectural or historic interest which are protected under legislation.

Planning Permission - A formal request to a local authority for permission to undertake development (build something new or to add something to an existing building).

29 Do you have any comments or suggestions on this section of the draft guidance?

General Guidance and Understanding

30 To what extent do you agree that the guidance provides sufficient information to understand the importance of:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Good ventilation. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regular upkeep and maintenance. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using traditional materials. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31 To what extent do you agree that the guidance provides enough pictures, diagrams and examples to clearly illustrate each section.

Please select only one item

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

32 Do you have any other comments or suggestions on the draft guidance?

Please think about whether:

- Any part of your building is not covered but should be
- Any types of work are not covered but should be
- Anything is unclear

About you

These questions are based on Scottish Government guidance.

We want to get a wide range of views from different people, as well as those most likely to be impacted, to help us understand what is important to you. All these questions are optional. If you provide any information, we will use it to analyse your response.

If you are replying on behalf of an organisation, please leave this section blank.

33 What is your ethnic group?

Choose **one** section from A to F, then tick **one** box which **best describes** your ethnic group or background

A. White

Please select only one item

- 1. Scottish
- 2. Other British
- 3. Irish
- 4. Polish
- 5. Gypsy / Traveller
- 6. Roma
- 7. Showman / Showwoman
- 8. Other white ethnic group, please write in

B. Mixed or multiple ethnic groups

Please select only one item

- 9. Any mixed or multiple ethnic groups, please write in

C. Asian, Scottish Asian or British Asian

Please select only one item

- 10. Pakistani, Scottish Pakistani or British Pakistani
- 11. Indian, Scottish Indian or British Indian
- 12. Bangladeshi, Scottish Bangladeshi or British Bangladeshi
- 13. Chinese, Scottish Chinese or British Chinese
- 14. Other, please write in

D. African, Scottish African or British African

Please select only one item

- 15. Please write in (for example, Nigerian, Somali)

E. Caribbean or Black

Please select only one item

- 16. Please write in (for example, Scottish Caribbean, Black Scottish)

F. Other ethnic group

Please select only one item

- 17. Arab, Scottish Arab or British Arab
- 18. Other, please write in (for example, Sikh, Jewish)

G.

Please select only one item

- 19. Prefer not to say

34 What religion, religious denomination or body do you belong to?

Please select only one item

- None
- Church of Scotland
- Roman Catholic
- Other Christian, please write in
- Muslim, write in denomination or school
- Hindu
- Buddhist
- Sikh
- Jewish
- Pagan
- Another religion or body, please write in
- Prefer not to say

35 What is your age?

Please select only one item

- Under 16
- 16 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 - 74
- 75 and over
- Prefer not to say

36 Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Please select only one item

- Yes
- No
- Prefer not to say

If answer 'Yes' (do you have a physical or mental health condition or illness lasting or expected to last 12 months or more):

Do any of these conditions or illnesses affect you in any of the following areas?

Please select all that apply

- Vision (for example blindness or partial sight)
- Hearing (for example deafness or partial hearing)
- Mobility (for example walking short distances or climbing stairs)
- Dexterity (for example lifting or carrying objects, using a keyboard)
- Learning or understanding or concentrating
- Memory
- Mental health
- Stamina or breathing or fatigue
- Socially or behaviourally (for example associated with autism spectrum disorder (ASD) which includes Asperger's, or attention deficit hyperactivity disorder (ADHD))
- Other (please specify)
- Prefer not to say

37 Does your condition or illness/do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities?

Please select only one item

- Yes, a lot
- Yes, a little
- Not at all
- Prefer not to say

38 Do you have caring responsibilities?

Please select only one item

- Yes
- No
- Prefer not to say

If yes, please tick all that apply.

Please select all that apply

- Primary carer of a child/children (under 18)
- Primary carer of disabled child/children
- Primary carer of disabled adult (18 and over)
- Primary carer of an older person (65 and older)
- Secondary carer

39 To what extent do you agree or disagree with the following statements about this engagement activity?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
I was given all the information that I needed to have my say. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This engagement activity was clear and easy to understand. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was given the opportunity to have my say. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any other comments or suggestions you may have about this engagement process.