

SCOTLAND'S SCHEDULED MONUMENTS



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA





Scotland's scheduled monuments

This booklet explains what scheduling means for owners of monuments and how we assess sites and monuments for scheduling.

Scotland's historic environment has been shaped by people for over 10,000 years. Past generations have left their mark on Scotland's landscapes. The sense of place and the strong cultural identity that our historic environment provides are rooted in our landscapes and our communities and promote a positive image of Scotland across the world. Archaeological sites and monuments are part of our national identity.

Measures to protect our built environment, through what is now known as scheduling, first became law in the United Kingdom in 1882. Today, Scotland has around 8,000 scheduled monuments.

Scheduling identifies sites or monuments of national importance. We believe that they are among Scotland's greatest assets.

Scheduled monuments chart Scotland's past. They help to make Scotland a great place to live, work and visit. The historic character of our environment is important to our quality of life and it helps us to understand who we are.

The monuments range from structures built over 8,000 years ago to those constructed during the Second World War, and include prehistoric burial mounds, Roman forts, early Christian carved stones and anti-invasion defences. This varied and exceptional heritage provides us with an understanding of the lives, and deaths, of our predecessors. Scheduling helps us to recognise the importance of this physical link to our past, and helps to protect it for future generations.

Today's owners of scheduled monuments have an important part to play in managing our heritage. They can help to make sure that future generations will be able to enjoy these sites and structures of national importance.



Cover: Castle O'er Iron Age Hillfort, Dumfriesshire
© Forestry and Land Scotland by EM Photo
Left: Stones of Stenness, Orkney in 1906
© Crown Copyright: Historic Environment Scotland
Right: Ardoch Roman Fort, Braco, Perthshire
© Crown Copyright: Historic Environment Scotland



What is scheduling?

Scheduling is the way that a monument or archaeological site of national importance is recognised by law through the Ancient Monuments and Archaeological Areas Act 1979 legislation.gov.uk/ukpga/1979/46.

The aim of scheduling is to preserve sites and monuments as far as possible in the form they are today. There are around 8,000 scheduled monuments in Scotland. Scheduled monuments are uninhabited sites and structures which date from around 8,000 years ago up until the Second World War. They include sites such as prehistoric burial mounds, Roman forts, early Christian carved stones and ruined castles.

If you want to make changes or carry out work to a scheduled monument, you may need to apply to us for a type of permission called 'scheduled monument consent' (see page 17-18). To be scheduled, a site or monument must be of national importance. We assess national importance using selection guidance (see page 7).

Left: Tinker's Heart, Argyll and Bute © Historic Environment Scotland **Below:** Druchtag Motte, Medieval earth and timber castle, Dumfries and Galloway © Royal Commission on the Ancient and Historical Monuments of Scotland





Above: Logie Elphinstone, Early Medieval Pictish Symbol Stone, Aberdeenshire
 © Crown Copyright: Historic Environment Scotland

Assessing monuments for scheduling

We assess each monument on its own merits. For a monument to be considered of national importance it must have a particular cultural significance which relates to its artistic, archaeological, architectural, historic, traditional, aesthetic, scientific or social interest.

Our designation policy and selection guidance explains how we assess sites and places for scheduling. Go to [historic environment.scot/designation-policy](https://historicenvironment.scot/designation-policy).

We consider cultural significance under the following headings.

- **Intrinsic characteristics**

How the physical remains of a site or place contribute to our knowledge of the past.

- **Contextual characteristics**

How a site or place relates to its surroundings and to our existing knowledge of the past.

- **Associative characteristics**

How a site or place relates to people, practices, events, and historic and social movements.

For a monument to be of national importance it has to demonstrate one or more of the following.

a. It contributes significantly to our understanding or appreciation of the past, or has the potential to do so. It may do so in itself or as part of a monument type or as a geographical group of related monuments.

b. It retains structural, architectural, decorative or other physical remains to the extent that it makes a significant contribution to our understanding or appreciation of the past. The remains

can be upstanding fabric, evidence of buried archaeological structures and deposits, scatters of artefacts, or a combination of these.

c. It is a rare example of a monument type when assessed against knowledge of Scotland's history, archaeology or architecture, and of the region in which the monument is found.

d. It is a particularly representative example of a monument type when assessed against knowledge of Scotland's history, archaeology or architecture and of the region in which the monument is found.

e. It has research potential which could significantly contribute to our understanding or appreciation of the past.

f. It makes a significant contribution to the landscape and our understanding of the historic landscape. This may include the relationship of the monument to other monuments or natural features in the landscape, and the significance of its setting in understanding the monument or the monument type.

g. It has significant associations with historical, traditional, social or artistic figures, events, movements and/or practices that are of national importance.

We also consider the purpose and implications of scheduling, and scheduling may not always be appropriate even if sites otherwise meet the criteria.



Above: Ardanaiseig Prehistoric Crannog, Lochawe, Argyll and Bute
 © Royal Commission on the Ancient and Historical Monuments of Scotland

Designation proposals and reviews

Anyone can ask us to designate a site or place, or to review an existing designation.

You can do this by filling in our application form. The form is available on our website at historicenvironment.scot/designation-application or we can post you a copy.

Our assessments will normally include research and choosing which of the heritage designations is most appropriate for the site that you've proposed (see page 21 for information on all our heritage designations). We may also visit the site.

If we find that the site or place meets the criteria for designation, we will publish a report giving information about our proposed decision on our online portal at portal.historicenvironment.scot. This is called a report of handling and it normally includes an assessment of the site or place.

We normally consult those directly affected, including the owner, occupier or tenant and the planning authority, before designating a site or amending

a designation. We also normally welcome views from interested people or groups through our website.

We follow the same process for removing existing designations.

We publish our final decision and our completed report of handling on our online portal. See our website for more information about our service standards and timescales for designation proposals.

If you are the owner or occupier of all or part of the site or place, we will make reasonable efforts to tell you if it has been designated or has had its designation amended.

We will also tell the planning authority about these changes.

Below: Machrie Moor Prehistoric Stone Circle, Arran
 © Matt Ritchie





Appeals

If you are an owner, occupier or tenant who disagrees with our decision, by law you can appeal against:

- a new scheduling, and
- an amendment to an existing scheduling (for example, if a change is made to the scheduled area or the scheduled monument's name or description).

You must make your appeal to the Planning and Environmental Appeals Division dpea.scotland.gov.uk within three months of the date of the letter we sent you telling you about the new scheduling or amendment to the schedule. See our website historicenvironment.scot/advice-and-support for more information about appeals.

Although you have no legal right of appeal if we remove a monument from the schedule or refuse to schedule a monument, we will be happy to review our decision if we receive relevant information which was not available when we made our decision. You can ask for this type of review using our application form at historicenvironment.scot/designation-application.

Left: Whaling Station, Bunaveneadar, Harris, Na h-Eileanan Siar. © Crown Copyright: Historic Environment Scotland **Below:** Yesnaby, Iron Age Broch at Borwick, Orkney © Doug Houghton, Scottish Viewpoint





Above: Hollywood Neolithic Cursus Monument, see as cropmarks on an oblique aerial view, Dumfriesshire
 © Crown Copyright: Historic Environment Scotland **Right:** Cairnholy, Chambered Cairn, Upper Stones, Carsluith, Dumfries and Galloway © Allan Wright, Scottish Viewpoint

The scheduled monument record

Each entry in the schedule is given a scheduled monument record.

The entry in the schedule is a legal document with a written description of what is scheduled and a map which shows the scheduled area.

The scheduled monument record may include supplementary information, such as an explanation of the national importance of a monument, particularly if the record is recent. The record is intended to help people understand the importance of the monument. You can search the records online on our online portal at portal.historicenvironment.scot and download the legal documents and any other information in the record for each scheduled monument.

The way scheduled monument records are written and presented has changed enormously over time. Early records tend to be very brief and may not explain why the monument is nationally important. Later, monuments were described in greater detail including a brief statement of national importance but there was little explanation about how monuments were assessed. Currently, we provide a brief description of the monument and a fuller explanation of why the monument is scheduled. Where appropriate we may also include photographs of the monument.





Living and working with scheduled monuments

A scheduled monument remains the property of its owner.

Scheduling does not give any extra right of public access to the site, nor does it give archaeologists any special permission to work on it. Archaeologists who want to excavate on a scheduled monument need permission from the landowner and occupier, as well as scheduled monument consent.

Once a monument is scheduled, you need scheduled monument consent to carry out certain work, including repairs. You need to apply to us for this consent (there is no fee). We also consider applications for metals and minerals detection consent, which is necessary for metal detecting and some forms of geophysical survey on scheduled monuments.

We encourage the management of monuments and we offer free advice on how best to do this as well as guidance on financial help that may be available. Owners and occupiers are welcome to contact us for advice at any time.

We also visit scheduled sites and their owners to check the condition of the site and to offer advice on managing the monument.

Left: The Second World War anti-tank defensive blocks at Lossie Forest, Aberdeenshire © Forestry and Land Scotland **Below:** The Dunardy Lochs on the Crinan Canal © Historic Environment Scotland





Above: Habchester Fort, Scottish Borders © Crown Copyright: Historic Environment Scotland

Work on scheduled monuments

Many scheduled monuments are stable and need little attention, but some may benefit from simple changes to make sure they survive. Others may need more active management, which may need specialist conservation skills.

There is a wide range of activity which can be considered 'work' to scheduled monuments and will need scheduled monument consent. Work can include:

- anything that results in the monument being demolished or destroyed
- work to remove a monument
- work to repair a monument
- flooding operations
- tipping operations
- erecting polytunnels
- planting trees
- forestry operations
- erecting fences
- repairing drains, and
- archaeological excavation.

It is easy to damage a monument unintentionally. If you are not sure if you need consent for any of the above work, please contact us for advice.

Some types of work do not need scheduled monument consent as they have consent under the terms of the Ancient Monuments (Class Consents) (Scotland) Order 1996 see [legislation.gov.uk/ukxi/1996/1507/contents/made](https://www.gov.uk/ukxi/1996/1507/contents/made). For example, if a site has been ploughed for 10 years or more you will not normally need consent to continue ploughing. However, you will need consent for deep ploughing and subsoiling.

We are happy to discuss your proposals with you before you apply for consent. We do not charge for advice or consent. Any work to a scheduled monument needs permission from the landowner and occupier, as well as consent from us. If you do not own the land, you must tell the owner that you are applying for consent.

Unauthorised work

It is a criminal offence to carry out work, or to allow work to be carried out, on a scheduled monument without consent.

We aim to work with owners and others to make sure unauthorised work doesn't happen, but if the terms of the Act have been broken we can take enforcement action. Depending on the seriousness of the case, our actions can range from an advisory letter or a formal notice of enforcement, to referral to the Procurator Fiscal.

How to apply for scheduled monument consent

You can apply for consent by filling in our form. You can find out more about this on our website [historicenvironment.scot/advice-and-support](https://www.historicenvironment.scot/advice-and-support).

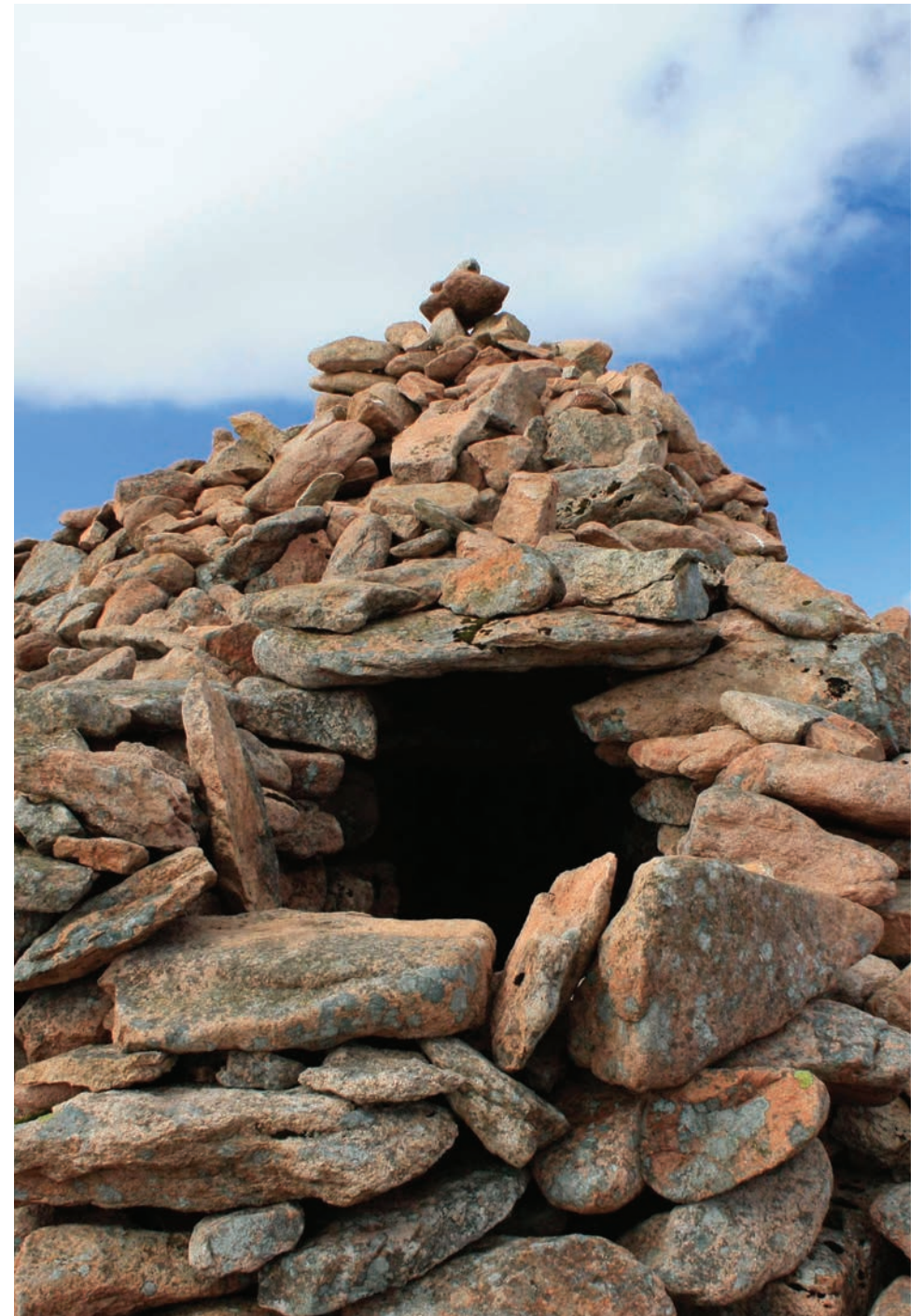
The consent process normally takes up to eight weeks. It is best to discuss your proposals with us before submitting an application for consent. We may visit the site to help us make our decision.

Metal detecting and scheduled monuments

It is against the law to use a metal detector on a scheduled monument without consent. Application forms for this type of consent, known as a Metal and Mineral Detecting Consent, are available on our website see [historicenvironment.scot/advice-and-support](https://www.historicenvironment.scot/advice-and-support).

People will usually ask the permission of the landowner before using a metal detector on their land, and will avoid legally protected sites and activities that could damage sensitive places. If someone asks you for permission to use a metal detector on a scheduled site, you should let them know that the site is scheduled and that they also need consent from us.

Below: Ardvreck Castle, Highland © Doug Houghton, Scottish Viewpoint **Right:** Ronas Hill, Prehistoric Chambered Cairn, Shetland © Historic Environment Scotland





Other heritage designations

We are also responsible for designating other types of heritage assets.

We are responsible for designating listed buildings, gardens and designed landscapes, and historic battlefields. We also advise the Scottish Government on designating sites as historic marine protected areas. There is more information about these on our website.

Scotland has over 600 conservation areas which are designated by planning authorities. Planning authorities must decide which parts of their areas are of special architectural or historic interest, and they may designate these as conservation areas. The public will normally be consulted on any proposal to designate conservation areas or to change their boundaries.

World Heritage Sites are recorded by UNESCO (The United Nations Educational, Scientific and Cultural Organisation) as places of outstanding universal value in terms of their cultural or natural heritage whc.unesco.org.

Scotland currently has six World Heritage Sites. Information on these is given on our website historicenvironment.scot/world-heritage-sites.

Search for scheduled monuments, other designations and our decisions

You can search for all of our designations on our online portal at portal.historicenvironment.scot. You will also find information about our designation decisions. If you are still not sure whether your site or monument is scheduled, you can email or phone us for help. Our contact details are on the back page of this booklet.

Scotland's Environment website also has a map-based search as well as more environmental information, including conservation area boundaries environment.gov.scot.

Top Left: Ballochmyle Prehistoric rock art, East Ayrshire © Forestry and Land Scotland by AOC Archaeology
Bottom left: Scan of the rock art panel at Ballochmyle, East Ayrshire © Forestry and Land Scotland by AOC Archaeology / Historic Environment Scotland

Further information

There is more information about scheduling on our [website](https://www.historicenvironment.scot/advice-and-support) [historicenvironment.scot/advice-and-support](https://www.historicenvironment.scot/advice-and-support).

Scheduled monument consent

You apply to us for scheduled monument consent. There is more information about this on our website, including our Managing Change Guidance Notes [historicenvironment.scot/advice-and-support](https://www.historicenvironment.scot/advice-and-support). You can also phone us for advice on 0131 668 8716.

Buying and selling property containing a scheduled monument

If you are selling, it is helpful to tell any potential buyer that there is a scheduled monument on the land. We keep a record of the contact details of owners and occupiers. Please let us know about changes in ownership or occupancy so that we can keep our records up to date.

If you are buying, your solicitor can find out about the existence of a scheduled monument through the Register of Sasines or the Land Register [ros.gov.uk](https://www.ros.gov.uk) during the normal searches as well as on our online portal at [portal](https://www.historicenvironment.scot/portal). [historicenvironment.scot](https://www.historicenvironment.scot).

Grants

Historic Environment Scotland offers various grants and funding schemes. Individuals and organisations can apply for financial help with projects and works that benefit the historic environment. For more information about our grants see our website at [historicenvironment.scot/grants-and-funding](https://www.historicenvironment.scot/grants-and-funding).

Local authority archaeology services

Contact your local authority archaeologist or archaeology service for advice on development control matters and managing unscheduled monuments. The Sites and Monuments Records Forum [smrforum-scotland.org.uk/her-contacts](https://www.smrforum-scotland.org.uk/her-contacts) provides contact details for local authority archaeology services across Scotland.

Archaeology Scotland

Archaeology Scotland's Adopt-a-Monument scheme [archaeologyscotland.org.uk/our-projects/adopt-monument](https://www.archaeologyscotland.org.uk/our-projects/adopt-monument) is a great way to get involved with caring for your local heritage, including scheduled monuments.

Treasure trove

Contact the Treasure Trove Unit [treasuretrovescotland.co.uk](https://www.treasuretrovescotland.co.uk) to report finds or for further information about the law on treasure trove.

Scottish Outdoor Access Code

For information about access rights and responsibilities in Scotland's outdoors, see the Scottish Outdoor Access Code [outdooraccess-scotland.scot](https://www.outdooraccess-scotland.scot).

Planning Aid Scotland

Planning Aid Scotland provides advice about planning and the planning process [pas.org.uk](https://www.pas.org.uk).

Relevant laws and policy

- Ancient Monuments and Archaeological Areas Act 1979 [legislation.gov.uk/ukpga/1979/46](https://www.legislation.gov.uk/ukpga/1979/46).
- Historic Environment Policy for Scotland [historicenvironment.scot/heps](https://www.historicenvironment.scot/heps).
- Managing Change in the Historic Environment. See our series of guidance notes on our website at [historicenvironment.scot/managing-change-guidance-notes](https://www.historicenvironment.scot/managing-change-guidance-notes).

Our publications

We have a range of publications about scheduling and scheduled monuments [historicenvironment.scot/publications](https://www.historicenvironment.scot/publications).

Suggestions and complaints

We welcome feedback about scheduling. Please let us know what you think by sending an email to designations@hes.scot.

We are committed to providing high-quality services. We value complaints and use information from them to help us improve our services.

If something goes wrong or you are not happy with our services, please tell us.

Complaints Officer

Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Phone: 0131 668 8600

Email: complaints@hes.scot

You can find out more about our complaints procedure on our website at [historicenvironment.scot/complaints](https://www.historicenvironment.scot/complaints).

Below: Auchindoir, St Mary's Church, Aberdeenshire © Crown Copyright: Historic Environment Scotland



© 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

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

Historic Environment Scotland is a Non Departmental Public Body (NDPB) and a registered Scottish Charity (SC045925). One of our roles is to keep the schedule of monuments of national importance.

This booklet explains what scheduling means for owners and how we assess sites and monuments for scheduling. It is also available in Gaelic as Carraighean Clàraichte.

Publication date: 2019

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

Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Phone: +44 (0) 131 668 8600

Website: www.historicenvironment.scot

You can download this publication from our website at www.historicenvironment.scot



Historic Environment Scotland

Designations Team
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Phone: 0131 668 8914

Email: designations@hes.scot

Website: www.historicenvironment.scot

