

Guidance notes for Scheduled Monument Consent application form

The electronic Scheduled Monument Consent form allows applicants to create and submit applications online for Cadw to consider.

It is a criminal offence under the Ancient Monuments and Archaeological Areas Act 1979 to carry out any works, operations or ground disturbance to a scheduled monument without first obtaining scheduled monument consent.

Further information regarding Scheduled Monument Consent can be found on our website at [Scheduled monument consent | Cadw \(gov.wales\)](#) and in The Ancient Monuments (Applications for Scheduled Monument Consent) (Wales) Regulations 2017.

Users should always include their email address on the application form so that Cadw can communicate electronically throughout the process.

Please note where an application is made online, the applicant shall be taken to have agreed that email is their preferred means of communication about the monument and their application unless otherwise stated on the application form or subsequently confirmed in writing.

The relevant privacy policy can be found here [Privacy policy | Cadw \(gov.wales\)](#).

Completing the form

Section 2 – Application details

1. Applicant's details

Please provide the details of the person who is making the application

2. Owner/Occupier of monument (if not the applicant)

Please provide details of the person who legally owns the monument. 'Owner' means a person who is for the time being the estate owner in respect of the fee simple in the monument or is entitled to a tenancy of the monument granted or extended for a term of years certain of which not less than seven years remain unexpired.

3. Monument(s) to which application relates

If possible provide the official name, address and number of the monument.

You can find this information please in our online database, Cof Cymru [Search Cadw records | Cadw \(gov.wales\)](#).



4. **Description of proposed works**

Please provide a written explanation of your proposals, likely impact of the works on the monument and what you will do to ensure its significance is protected, retained or enhanced. More details can be provided in the accompanying documents in the next section.

5. **Documentation accompanying application (e.g. Plans, Drawings)**

Use this section to include any method statements, design drawings, photos, plans, maps, heritage impact statements etc.

At a minimum, your application must include a location plan, clearly explain what you are proposing and where, a plan and drawings showing the current state of the monument and which materials are to be used. You may be asked to provide additional information depending on the nature of your application.

Please use the following file formats to ensure we can receive and open the documents;

- Adobe PDF - pdf
- Images - jpg / jpeg, png
- Microsoft Office - doc / docx, xls / xlsx

You will not be able to upload files larger than 10MB.

6. **Any other information relevant to the application**

This section can be used to inform Cadw of any information not covered by the above sections. For example if other consents are required.

Section 3 - Notice for Application of Scheduled Monument Consent

Scheduled monument consent applications are required by law to be accompanied by a certificate of ownership.

If you are not the sole owner of the monument, you will have to certify that you have given notice of your application to all other persons who are owners of the monument, or that you have taken all reasonable steps to do so.

A Notice for Application form can be downloaded from the link on this page.



Section 4 – Certificate of Ownership

You must select one of the statements on this page to confirm that you are either the owner or have notified the owner of this application.

(a) I/ we certify, that at the beginning of the period of twenty-one days ending with the application, no other person was an owner of the monument.

Select (a) if you are the sole owner of the monument in this application.

(b) I/ we certify that the requisite notice of the application has been given to all other persons who, at the beginning of the period of twenty-one days ending with the application, were owners of the monument.

Select (b) if there are other owners, as well as yourself, of the monument in this application.

(c) I/ we certify that a certificate cannot be issued in accordance with either of the preceding paragraphs. Requisite notice of the application has been served on one or more owners of the monument, and reasonable steps have been taken to ascertain the names and addresses of other owners without success.

Select (c) if you have taken all reasonable measures to identify and notify all owners but have not been successful in identifying all the owners.

(d) I/ we certify that all reasonable steps have been taken to ascertain the name and addresses of the owner/s without success

Select (d) if none of the above can be completed because the applicant has been unable to obtain the details of any of the owners/occupiers of the monument then section 2(1)(d) should be signed and dated.

If you have selected (b) or (c) then you will be required to provide the owner details on the next page.

What happens next?

Once you have completed and submitted your application, you will be sent an acknowledgment letter using the contact details provided. The application will then be considered and you will be notified of the decision along with any proposed conditions.

If you have any queries completing the application please email scheduledmonuments@gov.wales.

