

**Guidance Notes for:**

**Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building and Consent to display and advertisement(s)**

*Planning (Listed Buildings and Conservation Areas Act 1990)*

*Town and Country Planning (Control of Advertisement) Regulations 2007*

**1. Applicant Name and Address**

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**2. Agent Name and Address**

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**3. Description of Proposed Works**

Please describe the proposal accurately and concisely and specify whether the proposal involves complete or substantial demolition of unlisted buildings. Please include details of the building(s) or parts affected.

Example:

- *removal of chimney and chimney stack to side of dwelling*
- *removal of partition wall to create open plan kitchen/dining area*
- *demolition of dwelling*

**4. Site Address Details**

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, and full postcode should also be entered.

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan.

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

**5. Related Proposals**

Please provide details of proposals for new buildings or other works on the site which accompany this application. Where a proposal for the same site already has planning permission please provide a description of the proposal and the application reference number.

## **6. Pre-application Advice**

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

## **7. Neighbour and Community Consultation**

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

## **8. Council Employee / Member**

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## **9. Explanation for Proposed Demolition Work**

Please describe the materials you wish to use for walls, roofs, etc, including the type, colour and name of all materials to be used.

## **10. Demolition**

If you have answered '*Yes*' to the total or partial demolition of a listed building then you will need to indicate whether it is total or partial demolition of the listed building or buildings within the curtilage of the listed building.

If it is partial demolition you will need to provide details of the volume of the listed building and part to be demolished. You should calculate the cubic content figure on the basis of the external dimensions of the property.

Where an application includes demolition your attention is drawn to the guidance set out in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

The analysis and justification in a supporting statement should address the issues raised in paragraphs 3.16-3.19 of *PPG15* including:

- a schedule of necessary works to preserve the building in its existing use or with a viable new use
- a schedule of necessary works to carry out the applicant's proposals
- a full structural engineer's report and appraisal of the building
- a comparable cost appraisal, produced by a Quantity Surveyor, or similarly qualified person and

- a comparison of the benefits of retaining the building with that of carrying out the proposed works

A written statement should also be provided, which analyses:

- the significance of archaeology
- the history and character of the building/structure
- the principles of and justification for the proposed works and their impact on the special character of the listed building or structure
- the setting both of the proposed works and of adjacent listed buildings

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. It is strongly recommended that the applicant/agent and officers discuss the scope and degree of detail to be included in this justification before submission of the application.

### **11. Listed Buildings Alterations**

A written explanation of the proposed works should include:

- an assessment of the impact of the works on the significance of the asset
- a statement of justification explaining why the works are desirable or necessary (this should include development appraisal where appropriate)
- an archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist, and

(when works include significant elements of demolition or rebuilding,) a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies

### **12. Listed Building Grading**

When buildings are listed they are placed on statutory lists of buildings of 'special architectural or historic interest' compiled by the Secretary of State for Culture, Media and Sport under the *Planning(Listed Buildings and Conservation Areas) Act 1990*, on advice from English Heritage.

Listed buildings are graded to show their relative importance:

- Grade I buildings are those of exceptional interest
- Grade II\* are particularly important buildings of more than special interest
- Grade II are of special interest, warranting every effort to preserve them

Please confirm the grade of the listed building which is the subject of this application. If you are unsure as to the grade of the building please contact the planning authority.

### **13. Immunity from Listing**

When permission is being sought or has been granted, any person may apply to the Department for Culture, Media and Sport for a certificate that it is not intended to list the building(s):

<http://www.culture.gov.uk/NR/rdonlyres/D2F4F07B-941F-4487-BF97-E108F99E6A4E/0/CertificateofImmunityGuidefromListing.pdf>

If a certificate is granted, the building cannot be listed for a period of five years. If the certificate is not granted, the building will be added to the list.

An application for a certificate may be made only where an application (whether pending or granted) has been made for planning permission for development, which involves the alteration, extension or demolition of the building, although the applicant for that permission and the applicant for immunity from listing need not be the same person. Applications for a certificate of immunity should normally be

accompanied by a plan showing the position of the building or buildings involved and photographs of each elevation of the building; any notable interior features should be supplied together with details of the approximate date of its construction, the architect (if known) and any available information about the architectural or historic interest of the building.

#### **14. Interest in the Land**

It is a condition of every consent granted under the Advertisement Regulations that, before the advertisement to which the consent relates is displayed, consent should be obtained from the owner. Unless you are the owner of the application site permission should be sought from the freeholder or other individuals entitled to give such permission to erect a sign.

#### **15. Advertisement Period**

The normal period for which the planning authority will grant consent is five years, but it may grant shorter or longer periods at their discretion. However, if you require a sign for a shorter temporary period, please specify the period for which consent is sought.

#### **16. Details for Proposed Advertisement(s)**

Clearly state the type of advertisement proposed (e.g. illuminated fascia sign, non-illuminated hanging sign, flag, etc.). If more than one advertisement is proposed, describe each individual sign.

*Details of advertisements:*

- a) measure the height from natural ground level to the base of the proposed advertisement in metres
- b) give accurate metric dimensions of each proposed advertisement; if less than one metre in any dimension, please specify size in millimeters
- c) give metric dimensions of the letters, figures or symbols in each of the proposed advertisements
- d) give details of all colours proposed
- e) please specify the materials of the proposed sign(s)
- f) state maximum distance each advertisement projects from the face of the building on which it is proposed to place the advertisement
- g), h) and i) where an advertisement is to be illuminated, details of the illumination, illuminance levels, and whether the illumination would be static or intermittent is required

#### **17. Description of Proposed Advertisement(s)**

Please indicate the number of advertisements proposed by advertisement type: fascia, projecting, hoarding, etc. If your proposal does not fall within any of the specified categories, please describe the advertisement(s) in the box provided.

Further information on outdoor advertisements and signs can be found at:

<http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements>

#### **18. Advertisement Display**

Please confirm if the application is in respect of an advertisement which is already in place. If the application is in respect of such development please provide details of when the advertisement was installed.

Please also indicate whether the proposed sign or signs will project over a footpath or other public highway. This is an important consideration given that any scaffold or hoarding that is erected or encroaches on the public highway must have a licence obtained from the highways authority.

## **20. Certificates**

If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and complete and serve Notice 1 in appendix 2 on all know owners.

If you do not know the names of all of the owners you will need to complete Certificate C and will require additional publicity in the form of a press notice. Please contact the Council for further details if applies or if you cannot trace any of the owners.

## **21. Listed Building Application Requirements**

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid. Please note that Design and Access Statements are required for all applications for listed building consent, except those for internal alterations only; Further details of what to put in a Design and Access Statement are set out in the appendix below.

## **22. Declaration**

Please sign and date your application.

## **23. Applicant Contact Details**

Please provide contact information for the applicant.

## **24. Agent Contact Details**

Please provide contact information for the agent.

## **25. Site Visit**

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

## **Appendix 1**

### **Design and Access Statements**

In relation to all applications for **Listed Building Consent** a design and access statement will be required setting out the design principles and concepts that have been applied to the works and (except for works to the interior of the building), how issues relating to access to the building have been dealt with.

The statement must explain:

- the design principles and concepts that have been applied to the scale; layout and appearance of the listed building; and
- how these principles and concepts take account of :
  1. the special architectural or historic importance of the building;
  2. the particular physical features of the building that justify its designation as a listed building; and
  3. the building's setting;
- the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account;
- how the policy relating to access takes account of
  1. the special architectural or historic importance of the building;
  2. the particular physical features of the building that justify its designation as a listed building; and
  3. the building's setting:
- What, if any, consultation has been undertaken and what account has been taken of the outcome of any such consultation;
- How any specific issues which might affect access to the building have been addressed;
- How features which ensure access to the building will be maintained

Appearance is defined as the aspects of a building which determine the visual impression it makes, including the external built form of the building, its architecture, materials, decoration, lighting, colour and texture

Layout is defined as the way in which a building is situated and orientated in relation to other buildings, routes and spaces.

Appendix 2

Notice of Planning Application to Owners  
(Notice No. 1)

Town and Country Planning Act 1990  
Notice under Section 65

Proposed development at:.....  
(enter address or location of development)

I give notice that .....  
(enter applicant's name)

Is applying to Kennet District Council for planning permission to:  
.....  
.....  
.....  
.....  
(enter description of proposed development)

If you wish to make representations about the application, you should make them in writing to Kennet District Council Planning Services, Browfort, Bath Road, Devizes SN10 2AT or e-mail: [dev.control@kennet.gov.uk](mailto:dev.control@kennet.gov.uk)

Any representations must be made by: .....  
(enter date, giving a period of at least 20 days from the date on which this notice is served)

Signed : .....  
On behalf of : .....  
Date : .....