

**Guidance Notes for:**

**Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent for Alterations, Extension or Demolition of a Listed Building**

*Town and Country Planning Act 1990*

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

**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, country 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, country 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. State the number of storeys proposed and the position of any extensions or proposed outbuildings.

Example: *'erection of a single storey rear extension, two-storey side extension and dormer window to rear'*

**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. If the application relates to open ground describe its location as clearly as possible (e.g. *'Land to rear of 12 to 18 High Street'* or provide a grid reference).

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. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

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. 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.

## **6. Pedestrian and Vehicle Access, Roads and Rights of Way**

You must indicate on your form whether you propose any new or altered vehicular or pedestrian access to or from the public highway, and show the location of these on your plans. Any public footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from the local highways authority at Wiltshire County Council.

## **7. Trees and Hedges**

Please mark on a scaled plan the position of all trees and hedges on your own property and those on adjoining land which are within falling distance of the boundary (i.e. the distance from the boundary to the trees and hedges is less than (or equal to) their height).

This information will help us consider how your proposal might affect these trees and hedges. If you know what species the trees are, please name them. Number the ones that you will need to remove or prune in order to carry out your proposal.

[PLEASE NOTE this is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a tree preservation order or located in a conservation area).

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.]

## **8. Materials**

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

Additional information may also be provided in a supporting statement or shown on drawings/plans.

## **9. 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.

## **10. 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

## **11. 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.

## 12. 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.

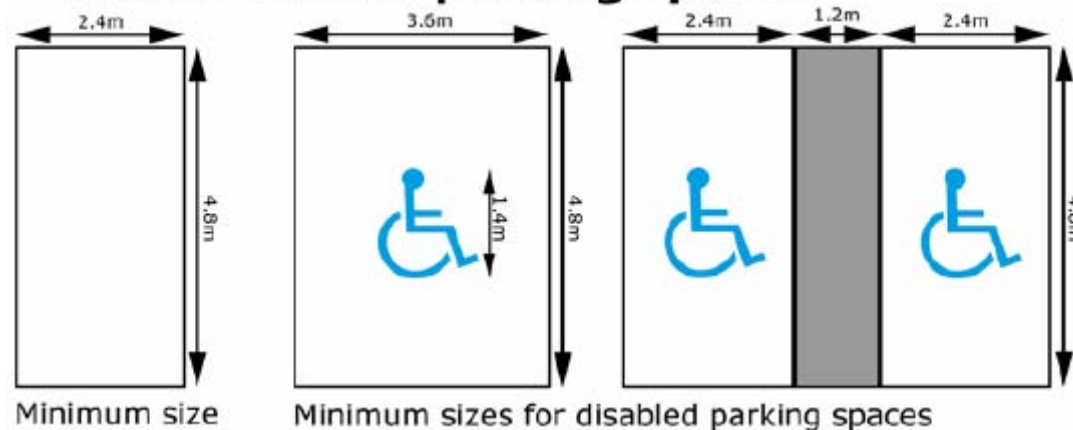
## 13. Parking

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

The diagram below shows the minimum size of car parking spaces. However, further advice and guidance should be sought from your planning authority.

### Minimum size of parking spaces



## 14. 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.

## 15. 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. **You must also complete the Agricultural Holdings Certificate at the bottom of question 15.**

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 serve notice on each of the owners, using Notice 1 in Appendix 2. **You must also complete the Agricultural Holdings Certificate at the bottom of question 15.**

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 this applies or if you cannot trace any of the owners.

#### **16. Planning 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 householder planning applications unless the site is outside of the North Wessex Downs Area of Outstanding Natural Beauty and/or outside of a conservation area AND for all Listed Building applications (except those for internal alterations only). Further details of what to put in a Design and Access Statement are set out in appendix 1 below.

#### **17. Declaration**

Please sign and date your application.

#### **18. Applicant Contact Details**

Please provide contact information for the applicant.

#### **19. Agent Contact Details**

Please provide contact information for the agent.

#### **20. 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 for Listed Buildings

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 : .....