Listed Building Planning Applications

Is Your Application Valid?

When we receive your application, it will be vetted for accuracy and for the fullness of the information supplied. It will not be registered if relevant information is missing.

Therefore, please read the guidance notes and follow them. You can also submit your application electronically using the Planning Portal (www.planningportal.co.uk).

The following list is not necessarily exhaustive and other points may be identified when your application is received. The information required for submission will depend on what is being applied for, and you may need to check which of the following are applicable for a particular type of development based on the principles of necessity, precision, proportionality, fitness for purpose and assistance.

Before you submit your application, please check the following:

**Electronic Copies**
- An electronic copy of the plans and supporting documents is requested, to enable transfer of information to the City Council’s computer system. This can be provided via the Planning Portal or secure file transfer.

**Application Forms**

*Have you…*
- Used the correct forms, with at least one original if submitting in paper form?
- Accurately and fully described the location (preferably with a post code) and the proposed development (e.g. erection of side/rear single/two storey extension)?
- Signed and dated the forms?
- Answered all relevant questions on the form accurately?
- Signed and dated the correct certificate?

**Drawings and Plans**

*Do your drawings and/or plans…*
- Include an appropriate scale bar on the drawings?
- Include a clear, scaled location plan, with the site identified in red?
- Show scaled existing and proposed floor and reflective ceiling plans?
- Include scaled existing and proposed cross sections through the building?
- Show scaled existing and proposed elevation drawings of all elevations affected by the proposed works (if applicable)?
- Include clear annotations to show the proposed works and all materials, specifications and finishes. Works noted “to match existing” are ambiguous and clarification must be given.
- Illustrate details of wall finishes and how any columns, downstand beams or other features such as cornices, skirting boards etc are to be dealt with? Details of new or replacement architectural features (joinery, cornices etc) should be provided at a larger scale (1:20 minimum).
- Provide scaled plans and written details if you are proposing to remove, alter or conceal any part of the building fabric (including ceilings, partitions, fixtures and fittings), indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross reference to a schedule of works.
- Provide details – in the case of partial demolition – in regard to how the building is to be protected during the course of works.
Accurate, annotated drawings detailing internal works required to implement any acoustic insulation scheme, thermal insulation and fire protection associated with the proposed re-use of the application building. These drawings should include details of:
(a) The location and design (including the external finishing materials and their finishes and colours) of these works;
(b) The relationship between these proposed works and the existing listed structure, including details of any raised floors or underdrawn ceilings and the means of affixing the proposed works to the existing listed structure; and
(c) The treatment of the existing elevational window openings to achieve the required acoustic insulation, including a schedule of works for the retention, repair and refurbishment of the existing windows. Such works should not include for the removal or replacement of any original windows unless a full justification for such works is provided, including a structural survey, details of why repair and refurbishment of such windows is not viable and details including materials and sections of any proposed replacement windows.

Include structural engineering information – only where significant structural alterations are proposed.

Photographs
- Have you provided photographs of all areas of the building (internal and external) where the intended work/alterations are proposed, cross-referenced to the corresponding drawings?

Additional Information

Heritage Asset Statement
Under the requirements of The National Planning Policy Framework (NPPF) any development with an impact on a recognised heritage asset (Conservation Area, Listed Building or Archaeological interest) must be accompanied by a Heritage Statement. This must include a description of the significance of the heritage assets affected and the contribution of their setting to that significance and a full justification for the works in line with Government guidance outlined in Section 16 of the NPPF. You should assess the existing historical, technical and architectural significance of the building and explain how the proposal may impact on the architectural and historical character and appearance of the building. You also need to clearly state how any original building fabric will be altered, removed or concealed as part of the proposal. The Statement is required to enable all consultees to make an informed response.

The Heritage Asset Statement should include:
- A written specification of the works including references to plans.
- A full method statement for the proposed works including references to plans.
- Clarification and full details, including justification, of any demolition involved and whether this is demolition of original fabric.
- For repairs, where major works are required (as opposed to localised repairs which could be marked on the drawings) a supplementary schedule of works or method statement should be provided and a design statement should be submitted that explains the principles for the proposal.
- Details of wall finishes and how any columns, downstand beams or other features such as cornices, skirting boards etc. are to be dealt with.
- Details of remedial / restoration works to existing historic fabric / finishes etc.
- Photographs of all areas of the building (internal and external) affected by the proposal.

The level of detail contained in the Heritage Asset Statement should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on its significance.
You should assess the existing historical, technical and architectural significance of the building and explain how the proposal may impact on the architectural and historical character and appearance of the building. You also need to justify the desirability or necessity of works and clearly state how any original building fabric will be altered, removed or concealed as part of the proposal.

For proposals for major refurbishment, or works which affect particularly sensitive or complex buildings, the Heritage Asset Statement should be prepared by a professional with appropriate expertise.

Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, the local planning authority requires developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

Advice from Historic England on Conservation Principles, Policies and Guidance can be found at:


(Core Strategy Policy EN3)