

**Notes for applicants for
Listed Building Consent or Conservation Area Consent**

1. These notes are provided to assist with the completion of your application forms. BUT, it is recommended that a proposal is discussed with planning officers prior to an application.
2. Listed buildings are a finite resource and there is a statutory duty on a local planning authority to have due regard to the building's setting and features. Details of the buildings "listing" can be obtained from Planning Services. Listed building consent is in addition to any required planning or building regulation permission.
3. Listed building consent is required for any alterations to a listed building that would affect its special character. Consent is also usually required to alter the interior of a listed building and may also be required for works to any buildings which lie within its curtilage. If in any doubt, advice should be sought from Planning Services.
4. It is important that the City Council, as well as those who are consulted on applications fully understand the proposals and the impact upon the building's architectural and historic character or upon the setting of the listed building.
5. All applications for listed building /conservation area consent must be accompanied by a **Design and Access Statement**. It should justify the proposed works, taking into account the building's architectural or historical significance and access to and within the building. It should explain how the building's character, appearance and access will be retained and/or enhanced by the proposal.
6. Completed application forms should be accompanied by three sets of supporting information including:-
 - **Site plan** – to a scale of 1/1250 so that the location can be found. Mark the boundary with a red line and outline in blue any other land which you own or use.
 - **Block plan** – to a scale of 1:500 showing where the building is in relation to the boundaries.
 - **Survey drawing** – this should be at least 1:100 and show the building before proposed work and include floor plans, sections and elevations as appropriate. Show particular features to be altered e.g. windows at a scale of no less than 1:50.
 - **Photographs** – include these where possible as they help in assessing the effects of the proposal.
 - **Proposal drawing** – this should be no smaller than a scale of 1:100 and should show how the listed building will look upon completion of the alterations. Show floor plans, sections, elevations and other detailed work at a scale of 1:20. If any of the building is to be demolished, shade affected areas on the drawing.
 - **Schedule of work** – this can consist of notes on the proposal drawings or a separate sheet providing details of mortar mixes, specifications, roof details, proposed materials etc.
 - **Design and Access Statement** – please see the attached advice note which outlines the content required for this statement.