

South Lakeland District Council

Listed Building Application Pack



This pack contains:

- IAPP Form
- Guidance Notes
- Design and Access Statement



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Application for listed building consent for alterations, extension or demolition of a listed building.
 Planning (Listed Buildings and Conservation Areas Act) 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of Proposed Work

Please describe the proposals to alter, extend or demolish the listed building(s):

3. Description of Proposed Work (continued)

Has the work already started without consent? Yes No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work been completed without consent? Yes No

If Yes, please state the date when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? Yes No

If Yes please describe and include the planning application reference number(s), if known:

Description	Reference number

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY): (must be pre-application submission)

Details of pre-application advice received?

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes, please provide details:

8. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? Yes No

If Yes, please provide details:

9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls			<input type="checkbox"/>	<input type="checkbox"/>
Roof covering			<input type="checkbox"/>	<input type="checkbox"/>
Chimney			<input type="checkbox"/>	<input type="checkbox"/>
Windows			<input type="checkbox"/>	<input type="checkbox"/>
External doors			<input type="checkbox"/>	<input type="checkbox"/>
Ceilings			<input type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input type="checkbox"/>	<input type="checkbox"/>
Floors			<input type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods			<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?

Yes

No

If Yes, please state plan(s)/drawing(s) references:

10. Demolition

Does the proposal include the partial or total demolition of a listed building? Yes No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building: Yes No

b) Demolition of a building within the curtilage of the listed building: Yes No

c) Demolition of a part of the listed building: Yes No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

11. Listed Building Alterations

Do the proposed works include alterations to a listed building? Yes No

If Yes, do the proposed works include: (you must answer each of the questions)

a) Works to the interior of the building? Yes No

b) Works to the exterior of the building? Yes No

c) Works to any structure or object fixed to the property (or buildings within its curtilage internally or externally)? Yes No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? Yes No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I Ecclesiastical Grade II

Grade II Ecclesiastical Grade II*

Grade II* Don't know

Ecclesiastical Grade I

13. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes No Don't know

If Yes, please provide the result of the application:

14. Certificates

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

§ Neither Certificate A or B can be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

14. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

§ Certificate A cannot be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

15. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form:

3 copies of of other plans and drawings or information necessary to describe the subject of the application:

3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

3 copies of of the completed, dated Ownership Certificate (A, B, C, or D - as applicable):

16. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

17. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

18. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

19. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (*Please select only one*)

Agent

Applicant

Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:



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Listed Building Consent for Alterations, Extension or Demolition of a Listed Building Validation Checklist

National Requirements

Forms

- Completed application form (4 copies to be supplied (3 copies plus original) unless the application is submitted electronically)

Plans

- A plan which identifies the land to which the application relates in red drawn to a scale of either 1:1250 or 1:2500 with the direction of North clearly marked. Any other adjoining land under the applicants control or ownership should be outlined in blue (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and Proposed Elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and Proposed Floor Plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.
 - Roof plans (e.g. at a scale of 1:50 or 1:100)

Certificates

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

Other Information

- Design and access statement

Local Requirements

May include some or all of the following:

- Archaeology assessment
- Listed building assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey of the building

Guidance

Further details of the local requirements listed above and when they apply is available in paper form by request or from the Council's website: www.southlakeland.gov.uk



Guidance for **Listed Building Consent Applications**

Listed Building and Conservation Area Assessments

What information should a Listed Building and Conservation Assessment contain?

The objectives of a listed building assessment is to describe in simple terms the proposal and need for the proposed alterations, justifying why this option has been adopted as opposed to possible alternatives. Key matters include the design principles and concepts that have been applied to the works including consideration of the impact of scale, layout, appearance, character and any potential new use. Applicants should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural features and compliment the external features of the original building. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer before any application is made.

When is a Listed Building and Conservation Assessment required?

All listed building consent applications and applications within conservation areas will require design and access statements. It is anticipated that the detail within design and access statements will negate the requirement for conservation area appraisals to be submitted with applications.

Further Guidance

Guidance is also available in **PPG 15** (para 3.16 to 3.19 and 4.25 to 4.49)

Listed buildings – what does listing mean?

Archaeological Assessment

When is an archaeological assessment required?

An Archaeological Assessment will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential as defined in the local plan, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in **Planning Policy Guidance Note 15 ‘Planning and the Historic Environment’** (September 1995) paragraphs 3.16 to 3.19.

For archaeological remains, advice is provided in **Planning Policy Guidance Note 16 ‘Archaeology and Planning’** (November 1990) section B, paragraphs 18 to 26.

Cumbria County Councils archaeology service can also provide further details.

Structural Survey

When is a structural survey required?

A structural survey is required in support of a proposal if it involves substantial demolition of a building or the conversion of a traditional rural building, for example a barn.

Guidance should be sought from a planning officer if you are unsure whether a structural survey is required. Any structural survey required should be compiled by a suitable qualified surveyor.

Photographs and Photomontages

These provide useful background information and are helpful to fully illustrate a proposal. Photomontages are particularly useful to show how large developments can be satisfactorily integrated within the street scene or landscape.

When are photographs required?

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.



Design and Access Statements

A Guidance Note For Applicants

Changes to the planning legislation which come into effect from 10th August 2006 now require a design and access statement to be submitted with all planning and listed building applications except: -

- A material change in the use of land or buildings
- Engineering or mining operations
- Householder applications

They are not required for applications relating to advertisement control, tree preservation orders or storage of hazardous substances.

Failure to submit a design and access statement will invalidate your application.

What is required in a Design and Access Statement?

The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how the issues relating to access to the development have been dealt with.

The Design Component

The design principles and concepts should include information on: -

1. **Amount** - how much development is proposed e.g. how many houses or how much floor space is proposed
2. **Layout** - the siting and spacing of the development on the site
3. **Scale** - the height, width and length of a building or buildings in relation to its surroundings
4. **Landscaping** - the type and location of the planting proposed and details of how this will be maintained.
5. **Appearance** - details of the external form of development, its architecture, materials, decoration, lighting, colour and texture

The Access Component

This should relate to access to the development only and does not extend to internal aspects of individual buildings. The following details should be provided: -

1. **Convenience Of Access** - to buildings, spaces and the public transport network
2. **Planning Policy** - how relevant planning policies have been taken into account
3. **Consultation** - details of any consultation undertaken and how this advice has been used
4. **Access For Emergency Vehicles** - where relevant this should include circulation routes

Listed Building Applications

In addition to the information listed above details of how the design has taken account of the following will also be required: -

- The historic and special architectural importance of the building
- The particular physical features of the building that justify its designation as a listed building

(continued overleaf)

- The buildings setting
- The need to balance the requirements of the Disability Discrimination Act and the historical and architectural significance of the building

Further Information

The above details are a summary of the information that is required. The full requirements are set out in Circular 01/2006, which can be downloaded, from the Department for Communities and Local Government website www.communities.gov.uk

Advice on how to compile a Design and Access Statement has been produced by CABE and can be down loaded from their website www.cabe.org.uk