



**For Office Use Only**

Date received .....

Listed Building Consent Required      Yes / No

Planning Permission required      Yes /No

Building Regulation Approval required      Yes / No

Response sent .....

## Listed Building Consent Enquiry Form

### Do I need Listed Building Consent ?

Listed Building Consent is required to carry out works of demolition, extension or alteration, either external or internal, to a Listed Building. The test applied to determine if Listed Building Consent is required is whether the proposed works would affect its character as a building of special architectural or historic interest. This can apply also to buildings and structures within the curtilage of a Listed Building.

Whilst the need for Listed Building Consent may often be clear, sometimes, perhaps because the work is small in scale or more in the nature of a repair, the situation may be less obvious. For example, determining whether Listed Building Consent is required to re-point the external walls of a building will be dependent upon the details of the mortar mix and technique to be used. The choice of the wrong mortar or technique is likely to result in an alteration to the character of the building for which Listed Building Consent will be required.

The decision is not always straightforward, so to help you, this form enables you to enquire whether Listed Building Consent is required for work that you want to undertake to your property. It is not a formal application. At the same time, the Planning and Development Unit will also check whether the works described require planning permission or Building Regulation approval.

### Why is Listed Building Consent important ?

It is a **criminal act** to undertake works of demolition, alteration or extension to a Listed Building, unless Listed Building Consent has been granted. The penalties if prosecuted for an offence can be high.

It is therefore important that you establish whether there is a need for Listed Building Consent **before** undertaking any works to a Listed Building.

### How quickly will the Council respond to my enquiry ?

Our aim is to inform you in writing whether Listed Building Consent is required within 15 working of receiving your Enquiry Form. If further information is required we will contact you as soon as possible.

**1. Your name and address**

Name	
Address	
Post Code	
Telephone (daytime)	

**2. Address of the building** (if different to the above address)

Address	

**3. Do you own the building ?**                      **Yes / No**                      *(please delete as appropriate)*

To establish whether you require Listed Building Consent, we need you to supply some detailed information about the proposed works. The more detail you are able to supply, the easier it will be to provide an answer to your enquiry. Therefore you will be encouraged to supply quite detailed information, which will not only help us in responding, but also focus your mind on the impact of the changes you propose on the character of the building.

To simplify this process, set out below is a form of checklist relating to some of the most common works. If the work you are proposing does not fall within any of the specified categories don't worry, simply use the 'Other works' part of the checklist.

**4. Replacement windows**

- Will the proposed window(s) be made of the same material as the existing (e.g. timber) ?                      **yes / no**
  
- Will the pattern and all sections of the frames and sashes match the existing window(s), including all mouldings ?                      **yes / no**
  
- Will the window(s) be single glazed ?                      **yes / no**
  
- Will the window(s) be painted ?                      **yes / no**

***Note : you are strongly encouraged to enclose detailed drawings and sections of the proposed replacement window(s) and photographs of the existing***

**5. Replacement doors (internal or external)**

- Will the proposed door(s) be made of the same material as the existing (e.g. timber) ?                      **yes / no**
  
- Will the pattern and all sections match the existing door(s), including all mouldings ?                      **yes / no**
  
- Will the door(s) be painted ?                      **yes / no**

***Note : you are strongly encouraged to enclose detailed drawings and sections of the proposed replacement door(s) and photographs of the existing***

**6. Replacement or re-laying the roof covering (i.e. slates, tiles)**

Do you propose to re-use the existing slates or tiles ? **yes / no**

Do you propose to replace any of the roof timbers, including battens ? **yes / no**

If the roof covering is laid in diminishing courses (i.e. the size of slates reduces towards the ridge) will the slates be re-laid to match the existing pattern / gauge ? **yes / no**

***Note : you are strongly encouraged to supply a brief specification of the roof repairs and replacement covering together with photographs of the existing roof***

**7. Renewal of external render**

Will the proposed render match the existing in texture and materials **yes / no**

Will the render be coloured to match the existing ? **yes / no**

If not, what colour do you intend to use ? \_\_\_\_\_

***Note : you are strongly encouraged to enclose a detailed specification for the new render and photographs of the existing***

**8. Re-pointing of stonework or brickwork**

Will the proposed pointing match the existing in texture and materials ? **yes / no**

Please provide a brief specification of the mortar mix you propose to use -  
Mortar mix : \_\_\_\_\_

***Note : you are strongly encouraged to enclose photographs of the existing pointing***

**9. Internal alterations**

Do the works involve the removal, replacement or alteration of any wall or a part of a wall, or the introduction of a wall ? **yes / no**

Do the works involve the removal or replacement of any architectural joinery (e.g. door surrounds, skirtings etc) ? **yes / no**

Do the works involve the removal or replacement of any decorative plasterwork (e.g. cornices, ceiling rose etc) ? **yes / no**

Do the works involve the removal of any fireplaces? **yes / no**

***Note : you are strongly encouraged to enclose photographs to illustrate those parts or features affected by the proposed works***

