



WEST LANCASHIRE BOROUGH COUNCIL

Planning Division

Guidance Note - The details required when applying for Listed Building Consent

The special character of a listed building is precious and can be sensitive to the slightest change. It is therefore essential that any work carried out on a listed building is done so as to respect the buildings historic character and its setting.

When applying for Listed Building Consent to carry out alterations or extensions you should make sure that your application includes adequate information to enable us, the Council, to fully assess the likely impact of the works on the listed building. Proposals to alter listed buildings should only be based on a proper understanding of the building and how they may affect its character. Work to the structure of a listed building, including repair work, should be suitably justified.

New Government guidance contained in *Planning Policy Statement 5 – Planning for the Historic Environment* explains that a description of the significance of the building and the parts affected by your proposals should accompany any application and that your application should include adequate information to show how the proposed works would affect the special character of the listed building.

Applications should include the following;

- *Full plan and elevations, survey drawings, of the existing building clearly identifying any features of particular historic interest on the building. These should be accurate, scaled drawing with a scale not less than 1:100.*
- *Detailed plans and elevations of the proposed works to the building. The details should include cross sections, where appropriate to do so, and be of a scale not less than 1:50.*
- *Detailed drawing, including cross sections, of the construction including any ornamentation, proposed doors and windows, the eaves to the property and any internal alterations. Submitted details should be suitably scaled.*
- *Full details of the proposed materials to be used including their finished appearance, colour and profile.*

- *Work, including the demolition or removal of any part of a listed building needs to be supported by evidence, in report form, justifying the work from a suitably qualified person within the field of building conservation.*
- *Photographs of the existing building showing its elevations and the parts affected by the proposed works both internally and externally.*
- *A concise written statement providing information and the reasoning behind the proposals and in particular the architectural form, style and appearance of the alterations. The exact nature and length of the statement will depend on the scale of the proposed works and can be included where appropriate to do so within a design and access statement.*

How will this help you?

It is important that your application for Listed Building Consent includes all the information required above. If it does we will be able to deal with your application more swiftly. Applications, which are of a poor quality and provide insufficient detail for the Council to determine the likely impact of the proposals on the character of a listed building, are likely not to be accepted. Consideration of proposals, in such cases, will only commence when sufficient information has been provided.

To help you prepare your application you are advised to appoint an Architect together with other suitably qualified heritage experts/professionals who are familiar with working on historic buildings.

Important Note

Please note it is a criminal offence to carry out any unauthorised works to a listed building, which would affect its character, without first obtaining Listed Building Consent. You are advised to check whether Listed Building Consent is required before starting any works, to a building which includes its interior or any building attached to it or within the grounds. For further advice or information on any listed building or other conservation matters please contact;

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