



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

What information do I submit with my application?

www.barrowbc.gov.uk

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Introduction

This document should be used by applicants and agents intending to submit an application affecting a listed building to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application. The Validation Checklist covers most listed building consent applications, although in some instances additional information may be required. In these circumstances, you will be notified in writing by the case officer.

The checklist will;

-) Identify the type and extent of supporting material necessary
-) Give you greater certainty
-) Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

Listed building consent is needed for **ANY** alterations, extensions or demolitions which affect the character or fabric of a listed building. This applies to **ALL PARTS** of the building, interior and exterior, regardless of the listing grade and whether the feature to be altered is mentioned in the official list description. This will also include boundary walls. It may also apply to associated buildings which are within the curtilage of the principal building. Curtilage buildings are ones which form part of the land and have done so since before 1 July 1948.

National Requirements¹

Forms

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

Plans

-) The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically. Other plans and drawings or information necessary to describe the application include:
 - o The subject of the application (3 copies to be supplied unless submitted electronically)
 - o Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - o Existing and Proposed Elevations (e.g. at a scale of 1:50 or 1:100)
 - o Existing and Proposed Floor Plans (e.g. at a scale of 1:50 or 1:100)
 - o Existing and Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - o 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
 - o 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

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

-) 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. The statement has to explain:
 - o the design principles and concepts that have been applied to the works;
 - o how the design principles and concepts that have been applied to the works take account of:
 - o the special architectural or historic importance of the building;
 - o the particular physical features of the building that justify its designation as a listed building;
 - o the building's setting.
-) How in respect of applications, which do not relate solely to the interior of a listed building, issues relating to access to the building have been dealt with. Specifically:
 - o explaining the policy that has been adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account;
 - o explaining how that access policy takes account of the special architectural or historic importance of the building, the particular physical features of the building that justify its designation as a listed building; and the building's setting;
 - o stating what, if any, consultation has been undertaken on issues relating to access and what account has been taken of the outcome of any such consultation;
 - o explaining how any specific issues which might affect access to the building have been addressed

Local Requirements

Shall include the following as may be relevant to the application:

-) All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material.
-) A site plan, as existing, at a scale of 1:200 to show the building concerned and any other buildings on the site or immediately adjacent. This should indicate the nature of existing external surfaces, for example, stone paving or setts, concrete, gravel, grass, and boundary treatments, for example, walls, hedges, fences.
-) ALL plans must include a scale bar.
-) If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
-) A clear and full description of the proposed works
-) Archaeology Assessment in accordance with level 3 English Heritage Standards (English Heritage 2006).
-) Statement of significance in accordance with paragraph 189 of the National Planning Policy Framework Updated February 2019. The impact on the setting of adjacent listed buildings may also be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>).
-) A written description of the extent of the proposed works and an explanation of why they are considered necessary or desirable (space provided at Question 3 on the application form but a fuller explanation may often be necessary).
-) The Statement of Significance should include a schedule of works to the listed building(s) and an analysis of the significance, the principles of and justification for the proposed works and their impact on the significance (value of special interest) of the listed building or structure and its setting should be submitted. The schedule should comprise a detailed itemised (helpful if numbered) description of the proposed works including:
 - o their extent

- a specification for the materials to be used
 - methodology for carrying out the works
 - the order in which they are to be undertaken
-) A brief description of the historical development of the building is required, indicating as far as possible, the original structure and any later additions. It would help if these are colour-coded on a plan. This should include any documentary evidence relating to the design, construction and development of the building and any other relevant information with regard to previous alterations and repairs. (*The “list description” may be helpful here. The list entry, which is on the Historic England website, contains the address and a description, often just of the front elevation, or the listed building. The descriptions were written at the time the building was proposed for listing. Their purpose is to help identify the property and they are **not** a list of the protected parts of the building. The address and appearance of the building may therefore differ from the list entry. These entries are not a comprehensive record of the significance of the heritage asset. Specialist guidance should be sought.*)
-) Justification of any demolition as set out in Policy HE3 and marketing information as set out in Paragraphs 195 and 196 of the NPPF, including marketing information.
-) Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals. These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs of all elevations of the building (to convey its general character) and detailed photographs (internal or external) of those parts where alterations or extensions are proposed should be provided. They can be included in the Statement of Significance. (*If available, old photographs may be particularly valuable and the archive service at Barrow Library may be able to offer assistance. Many drawings today are produced by CAD, which often fails to give any real idea of the character of the building concerned, and photographs are helpful in compensating for this technological shortcoming. In some cases rectified photography may be required.*)
-) Planning Statement (which could incorporate some of the above).
-) Protected Species Survey for bats and owls.
-) Structural Survey of the building. A structural survey may be required in support of an application if the proposal involves substantial demolition or where structural changes to a listed building are proposed, such as alterations to the roof; cutting of beams or new door openings in historic fabric. The professional structural survey will need to demonstrate that the alterations proposed will not adversely affect the structural stability of the listed building. A **methodology statement**, indicating on measured drawings of the building, as existing, any structural problems and a clear methodology for their rectification or alteration, including a proposed sequence of works and details of temporary works and propping may also be required. It would be helpful to engage a Conservation-Accredited Engineer to carry out this survey.
-) A Structural and Marketing Report is required when demolition is proposed on structural and economic grounds.
-) Applications for listed building consent that include new architectural features e.g. new windows, doors, mouldings, glazing bars, shopfronts, signs, panelling, staircases, fireplaces, railings should include detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5.
-) Applications for Listed Building Consent should include all of the information normally included at Building Regulations stage including sound proofing, pipe runs, service routes and any insulation (internal and external). Justification will also be required.
-) Joinery details - details of, for example, doors and windows should be shown to a larger scale of 1:10, 1:5, or 1:1 as appropriate. This is required for all applications which include the replacement of existing, or the provision of new, windows, doors and surrounds, conservatories or shop fronts, within or to heritage assets.
-) Elevational drawings showing proposed windows, doors and their surroundings at a scale of 1:10 and horizontal and vertical cross-section drawings at a scale of 1:2 showing the details of the glazing bars, sills, heads, methods of opening and glazing are required.

-) For conservatories, the elevational and cross-sectional drawings (to the scales identified above) must include a continuous horizontal cross-section through windows and doors, and details of the glazing bars, sills, heads, cornice and methods of glazing and opening.
-) For shopfronts, the elevational and cross-sectional drawings (to the scales identified above) must include details of the glazing bars, sills, mouldings, heads, fascia, pilasters, stall riser, cornice, method of glazing, shopfront lettering and colour scheme.
-) It may be possible to agree these details by condition in some instances.
-) In the case of Grades I and II* and, exceptionally, some Grade II listed buildings, **specific internal details** at a scale of 1:10, 1:5 or 1:1 may be requested.
-) Unique reference numbers on all plans and drawings
-) If your proposal affects a building which is also a Scheduled Ancient Monument, you will need to make an application to Historic England for Scheduled Monument Consent.
-) Please Note: Barrow Borough Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application for listed building consent.
-) Always, provide a clear description of the plan or document as your file name which accurately describes its content. Please do not provide a file name as a drawing number or reference only. Preferably, just the title of the plan or document although this could include a title of the plan/document and the drawing number.

It is an offence in law to carry out unauthorised works to a listed building. Usually the services of an appropriately qualified and experienced historic environment professional will be required to prepare the application. It is recommended that you take advantage of our pre-application advice service available here:

<https://www.barrowbc.gov.uk/residents/planning/development-control/pre-application-advice/>

Sources of help

The Conservation Accreditation Register for Engineers (CARE) identifies civil and structural engineers skilled in the conservation of historical structures and sites. Members have followed a rigorous approval procedure to confirm an appreciation of disciplines and interests well beyond their professional qualification as engineers. It is recommended that you seek advice from a Conservation-Accredited Engineer if you intend carrying out structural work to an historic building.

The register is administered by the Institution of Civil Engineers and is recognised by Historic England: <https://www.ice.org.uk/careers-and-training/careers-advice-for-civil-engineers/specialist-professional-registers#Conservation>.

The following sources of advice may also be helpful. Generally, specialist advice is required in relation to historic buildings:

-) [Architects Accredited in Building Conservation](#) (AABC)
-) [Royal Institution of British Architects Conservation Register](#) (RIBA)
-) Royal Institute of Chartered Surveyors Accredited in Building Conservation
<https://www.rics.org/uk/surveying-profession/career-progression/accreditations/building-conservation-accreditation/>

Other conservation-accredited professionals are listed on the Institute of Historic Building Conservation website here: http://www.ihbc.org.uk/resources_head/specialist_registers/index.html

Barrow Archive and Local Studies Centre hold a range of historical information, photographs and plans which may be helpful in researching a listed building and preparing a Statement of Significance: <https://www.cumbria.gov.uk/archives/archivecentres/balsc.asp>

Historic England offer a pre-application advice service. Details are available here: <https://historicengland.org.uk/services-skills/our-planning-services/enhanced-advisory-services/extended-pre-application-advice/>

Finally.... It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - planninghub@barrowbc.gov.uk

Using this mailbox you can:

-) submit applications (up to 20MB).
-) pay online securely via emailed link to applicant or agent.
-) request editable versions of all forms.
-) order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

Contact us:

Development Management
People & Place Directorate
Town Hall
Duke Street
Barrow-in-Furness
LA14 2LD Tel 01229 876387 or Email: planningapp@barrowbc.gov.uk

Pre-application Advice and Fees

If you need planning permission, we advise you to discuss your proposals with one of our planning officers using our Pre-application Advice service.

This will help us understand the project and any potential problems. It also offers a chance to consider wider consultation, where appropriate, with the public and other groups which can lead to a better outcome for everyone.

For applicants, paid pre-application engagement will provide greater understanding of the likely issues and policies, this should reduce the potential for unacceptable schemes to be worked up in detail, resulting in unnecessary expenses being incurred.

Benefits of pre-application discussions include:

-) the opportunity to identify improvements at a stage when a proposal can still be modified, resulting in better quality developments
-) the increased likelihood of getting planning permission
-) the opportunity to coordinate investment
-) a shared understanding of constraints and opportunities
-) the opportunity to agree what supporting information is required
-) Identification of proposals which are unlikely to be supported
-) to establish timescales and explain the planning processes
-) to speed up the application process and reduced delays further down the line

You are strongly advised to use this service, however it should be noted that the scheme is voluntary and we will determine applications that have not been subject to the scheme. However, we cannot accept liability for projects that are either delayed due to a lack of information or ultimately refused due to matters that could have been resolved prior to submission.

Guidance and fees for Pre-application Advice on new developments

A request for pre-application advice can be made on the application form.

Pre-application Advice Request Form - <https://www.barrowbc.gov.uk/residents/planning/development-control/pre-application-advice/>

Please read the guidance and fees note below. This will help you to provide as much relevant information as possible to ensure we can give appropriate advice.

Pre-application Advice Guidance Notes - <https://www.barrowbc.gov.uk/residents/planning/development-control/pre-application-advice/>

Charging rates are as follows (correct at March 2018):

-) Simple Schemes - £120 plus VAT
-) Small Minor Schemes - £270 plus VAT
-) Large Minor Schemes - £440 plus VAT
-) Major Schemes - £680 plus VAT
-) Strategic Schemes - £880 plus VAT

There is no fee for:

-) registered charities, except those operating as a business
-) disabled adaptations
-) social clubs and non professional sports clubs
-) community organisations undertaking work for the public benefit

Note

Pre-application advice is officer level advice given without prejudice to any formal decision that the

Planning Authority may make in dealing with a formal application for planning permission. It is not a formal decision by the Council as Planning Authority and cannot bind in any way the Council's final decision on any planning application.

You should not rely on the advice as an assurance as to the likelihood of an application being successful/unsuccessful.

We will not enter into preliminary discussions on applicable schemes outside of the pre-application advice service.

Processing of subsequent planning applications

The planning service will try and process applications within the nationally set timescales of 8, 13 or 16 weeks depending on the type of application. However, applications submitted following pre-application advice may take less time to determine.