

1. WHAT IS A LISTED BUILDING?

A listed building is a building of special architectural or historic interest, included on a national list compiled by the Department for Culture, Media and Sport. The list can be inspected at the offices of Surrey County Council or Surrey Heath Borough Council.

For a Grade I, II* or II building, the listing includes:

- the whole building, both interior and exterior;
- objects or structures fixed to the building;
- detached objects or structures such as outbuildings, walls and gates, within its curtilage, if they have formed part of the land since before 1st July 1948. Such free standing structures may occasionally be listed separately in their own right.

2. IS LISTED BUILDING CONSENT REQUIRED?

Consent is required for the following work to listed buildings:

- Total demolition;
- Any external alteration which would affect the character of the building as a building of special architectural or historic interest. This includes partial demolition;
- Any internal alteration which would affect the character of the building;
- Extensions.

Repairs and maintenance: Listed building consent is not normally required for repairs and routine maintenance. Works such as the replacement of windows and the replacement of a clay tile roof with a concrete tile roof involve alterations which will require consent. Other types of work, such as external painting involving a change in colour and abrasive cleaning techniques, which could affect the character of a property as a building of special architectural or historic interest may also need listed building consent. The advice of the local planning authority should be sought.

Advertisements: It should be noted that the display of certain advertisements which comply with the Town and Country Planning (Control of Advertisements) Regulations may require separate listed building consent.

3. FEES

There is no fee for listed building consent applications.

11. WHAT HAPPENS AFTER YOUR APPLICATION IS SUBMITTED?

4. V.A.T.

Approved alterations for which listed building consent has been obtained may be zero rated for V.A.T. Further information is available from HM Customs and Excise.

5. DEMOLITION

If listed building consent is granted for the demolition of the whole or any part of the listed building, the applicant must give English Heritage one calendar months notice to record the building or state that they have no wish to record it. A form will be provided for you to notify English Heritage of the commencement of works. A listed building consent is not valid unless this condition has been complied with.

6. PENALTIES

It is a criminal offence to undertake any works for the demolition of a listed building, or for its alteration or extension in a way which would affect its special interest for which listed building consent has not been granted. Offenders may be liable to a term of imprisonment or a fine, or both.

The Council can also serve an Enforcement Notice in respect of unauthorised works, specifying the contravention and detailing the steps needed to restore the building to its former state.

7. PLANNING PERMISSION/BUILDING REGULATIONS

Applying for listed building consent is a separate procedure from making a planning application. Almost any development in the curtilage of a listed building needs specific planning permission. It is therefore important to check with the local planning authority. In addition you may require building regulation approval.

8. PLANS REQUIRED

Four copies each of a site plan, block plan and detailed drawings are required. Works to a listed building often involve specialist skills and you are advised at an early stage to obtain the services of an architect, surveyor or builder with experience of historic buildings.

The Site Plan

This should show the building and all the adjoining properties and roads to a scale of not less than 1:2500 and should show the direction of north. The application site should be edged in red and any other adjoining land owned or controlled by the applicant

On Receipt

edged in blue. O.S. extracts can be purchased from the Development Control Division by any applicant or agent submitting an application.

The Block Plan

This should show all the existing buildings on the site and, ideally, those immediately adjoining, drawn to a scale of 1:500; and should indicate the parts of the building affected by the proposed works.

The Detailed Drawings

a) Alterations and Extensions

These accurate measured drawings should show comprehensive details of existing and proposed floor plans, as well as external and internal elevations to a scale of 1:50 or 1:100. There should be two sets of drawings, one showing the existing structure and the other showing the proposed structure. Where existing and new work are shown on the same drawing, the new work should be distinctly coloured or marked. You should also clearly indicate the materials to be used. Dependent upon the type of work proposed, it may be appropriate to include elevations of the adjoining buildings so that the development can be read in its proper context.

b) Demolition and partial demolition

Plans should include accurate measured drawings to a scale of 1:50 or 1:100 of all floor plans and elevations affected by the proposed demolition work. Plans should be sufficiently detailed to record any architectural elements on the building to be demolished. Where it is proposed to demolish more than 50% of any elevation of the listed building, or any principal internal element, this should be clearly marked. Where partial demolition is intended, details of the proposed treatment of walls exposed by the demolition work should be provided.

The Council may require further details, including 1:20 or 1:5 drawings of individual features, to ensure it has a full understanding of the impact of the proposals on the character of the building.

Photographs

It is helpful if applications are accompanied by photographs of all elevations if the application is for demolition, or for the part affected by alterations and extensions (including the interior). The photographs need not be taken professionally, but should clearly show the architectural details of the building.

9. SUPPORTING INFORMATION

The Council will check to see that the application is complete and an acknowledgement will be sent to you as soon as possible. This letter will give you the name of the case officer to enable you to check the progress of your

You must be able to justify your proposals, to show why works which would affect the character of the listed building are desirable or necessary. It is essential to judge the effect of your proposal on the elements that make up the special interest of the building e.g. its design, plan, scale and materials or setting. Extensions should not dominate the listed building in scale, material or situation. Listed buildings are all different and are all considered individually. It may not be acceptable to extend a house to provide, for example an additional bathroom simply to bring it into line with modern homes.

Applications for listed building consent will not be accepted without sufficient information to provide a full understanding of the impact of the proposals on the character of the building.

10. CERTIFICATE OF OWNERSHIP

Under Section 11 of the Planning (Listed Buildings and Conservation Areas) Act 1990, all applications for listed building consent must be accompanied by one of four certificates relating to the ownership of the property.

Certificate A should be completed if you are the sole or joint freehold owner (s) of the property and there are no leaseholders having at least 7 years of their lease remaining.

Certificate B should be completed if you are the prospective purchaser of the property OR you are the part freehold owner or a leaseholder or tenant of the building OR you are the freehold owner but there are leaseholders with over 7 years of their lease remaining.

If you have completed certificate B, then notice must be served on the owners of the site or leaseholders having more than 7 years outstanding. This is done by completing the Notice for Service on individuals and sending it to those concerned.

Enclosed with this leaflet you will find Certificates A and B and Notice for Service on individuals.

Certificates C and D (available separately) should only be completed if you have made efforts to trace the owners and have failed. The term owner as used here includes leaseholders with over 7 years of their lease remaining as well as the freehold owner.

application, together with a unique reference number which should be used in all dealings with the Development Control Division.

If there are any problems which mean that we cannot register your application immediately, (for instance if insufficient plans have been submitted), we will also write and let you know.

If you have employed an agent, all correspondence and dealings will be direct with them.

Initial Stages

In certain circumstances, English Heritage, National Amenity Societies, and the County Historic Buildings Advisor will be notified of your application.

After your application has been registered, we will notify your neighbours. They will be invited to inspect the plans and make comments. The application will also be advertised in the local press and a site notice displayed. Again, comments will be invited, normally within a period of 21 days.

We will also carry out a series of consultations with other council services and with outside bodies such as the Parish Council. The number of consultations will largely depend on the complexity of the application.

The Case Officer and/or Conservation Officer will visit the site. They may suggest amendments to your plans; although this does not necessarily mean that the plans will finally be approved.

The Decision

Normally applications for domestic proposals do not have to go to a committee but will be decided under powers delegated to the Chief Planner (Development Control).

Under planning legislation, the Planning Authority is expected to make decisions within 8 weeks of receipt of a valid application. We endeavour to achieve this, but the specialist nature of the proposals relating to historic buildings can take time to be resolved.

Once a decision is made you will be informed in writing. If you have an agent, the decision will be sent to them. If your application is approved, the decision notice will include conditions with which you will have to comply. If it is refused the reasons will be stated.

If you do not have a decision within 8 weeks, or are unhappy with the decision or with a condition attached to the grant of consent, you can appeal to the Secretary of State against the Council's decision. The appeal procedure is explained fully on the notes accompanying the decision notice. We will also be pleased to explain the procedure to you. It is,

however, always worth discussing any concerns with your case officer, or the conservation officer, as there may be alternative solutions that can avoid a lengthy appeal procedure.

Afterwards

If you subsequently wish to change your plans, you must advise us immediately in writing. If the changes are of a modest nature we may be able to treat them as a minor modification (non-material alteration) and agree them by an exchange of letters. If they are more complex, you may be required to submit a further application. Once again, your case officer or conservation officer will be able to assist you.

12. FURTHER INFORMATION

The Council welcomes discussions of sketch plans before they are formally submitted as an application. If you wish to talk to an Officer, please telephone 01276 707222.

If you have any general enquiries, please contact the office at address shown on front page.

The general opening hours are:

08.30 to 17.30 hrs
Monday to Thursday

08.30 to 17.00 hrs
Friday

You are welcome to visit the offices and a duty officer system is in place with an officer available from 10.00 to 12.00 hrs Monday to Friday. Outside these times appointments are necessary.

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Guide to Making an Application for LISTED BUILDING CONSENT

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"working with the community for a safe, green and clean environment"