



ENGLISH HERITAGE

INFORMATION REQUIRED IN APPLICATIONS FOR LISTED BUILDING CONSENT

It is essential that applications for listed building consent should be sufficiently detailed to allow the impact of the proposals upon the special architectural or historic interest of the building, and on its setting, to be fully understood. Government advice to local authorities is that applications which do not provide sufficient information should not be accepted. This advice is set out in PPG15 at Paragraphs 3.4 and B.3 and is reiterated in Circular 01/001, Appendix B.

Applications should specify the grade of the building and include a statement explaining why the works are necessary or desirable. The precise requirements of the Building and Fire Regulations and any proposals for improving access for people with disabilities should be made explicit at the application stage.

Local authorities will need to be satisfied that each application is adequately detailed and explained. For all but the simplest proposals, English Heritage would expect applications to include the following information.

DRAWINGS

Accurately scaled drawings should be provided for all parts of the listed building affected by the proposals. These should show the existing and proposed arrangements in an easily comparable form. Architectural features and details should be clearly identified. All proposed alterations or works of demolition, including the removal of architectural features or details, should be clearly identified whether internal or external. The following types of drawing are likely to be required:

- A site plan at 1:1250
- Floor plans at 1:50 minimum
- Elevations at 1:50 minimum, showing:
 - all external elevations affected by the proposed works
 - all internal elevations where changes are proposed which cannot be fully expressed on plan

- Sections at 1:50 minimum for proposed extensions, partial demolition or other alterations to the profile of the building, or for internal changes (eg removal or insertion of floors) which cannot be fully expressed on plan
 - Details of new or replacement architectural features (joinery, cornices etc) should be provided at a larger scale (1:20 min). Some decorative features may require 1:5 or full size drawings
 - Perspectives for proposed extensions
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SUPPORTING INFORMATION

Photographs are extremely helpful, cross-referenced to the corresponding drawings

Structural engineering information Where significant structural alterations are proposed, a structural engineer's report should be submitted setting out why the works are necessary. For partial demolition, details should also be provided of how the building is to be protected during the course of works.

Repairs Where major works are required (as opposed to localised repairs which could be marked on drawings), a supplementary schedule of works or method statement should be provided.

Historical analysis Proposals for major refurbishment, or works which affect particularly sensitive or complex buildings, may need to be supported by a report on the history and development of the building. Such a report should be prepared by a professional with appropriate expertise. In some cases, a Conservation Statement or Plan will be necessary to enable a fuller understanding of the building and the impact of the proposals upon it.
