

Application for Certificate of Lawfulness of Proposed Works to a listed building

The Planning (Listed Buildings and Conservation Areas) Act 1990: sections 26H and 26I, as inserted by section 61 of the Enterprise and Regulatory Reform Act 2013.

The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the unit, house number/suffix and/or name (if applicable) and street name. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the unit, house number/suffix and/or name (if applicable) and street name. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the full postal address of the site. Enter the unit, house number/suffix and / or name (if appropriate) and street name. The town, county and full postcode should also be entered. If the postcode is unknown describe the listed building's location as clearly as possible or provide a grid reference.

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan.

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included. Each plan should show the direction of North.

4. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed works so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the authority in dealing with your application as quickly as possible.

5. Listed Building Grading

When buildings are listed they are placed on statutory list of buildings of 'special architectural or historic interest' compiled by the Secretary of State for Culture, Media and Sport under the Planning (Listed Buildings and Conservation Areas) Act 1990, on advice from English Heritage. The National Heritage List for England is available on English Heritage's website at:

<http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/>

Listed buildings are graded to show their relative importance:

- **Grade I buildings are those of exceptional interest**
- **Grade II * are particularly important buildings of more than special interest**
- **Grade II are of special interest, warranting every effort to preserve them**

Please confirm the grade of the listed building which is the subject of this application. If you are unsure as to the grade of the building please contact the planning authority.

6. Description of Proposed Works

A detailed description of the proposed works should be included. This should describe the existing and proposed materials and finishes and give details of the parts of the listed building which will be affected. A plan of the listed building should also be included.

7. Grounds for Application

You must explain in your own words why you consider a Certificate of Lawfulness of Proposed Works should be granted. The evidence necessary to prove your entitlement to a certificate will depend on what is applied for, but you should always remember that the emphasis is on the applicant to convince the local authority that a Certificate should be issued. Therefore, the evidence submitted should be clear and convincing.

8. Certificate of Lawfulness of Proposed Works – Interest in Listed Building

Please specify the applicant's interest in the listed building. An Owner is the freeholder of the site and anyone who has a leasehold interest with at least seven years unexpired.

9. Authority Employee/Member

You must declare whether the applicant or agent is a member of the authority's staff, an elected member of the authority or related to a member of staff or elected member of the authority.

Serving elected members or planning officers who submit their own applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

For the purposes of this question, 'related to' means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias on the part of the decision-maker in the local planning authority.

10. Application Requirements - Checklist

Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

11. Declaration

Please sign and date your application.

12. Applicant Contact Details

Please provide contact information for the applicant.

13. Agent Contact Details

Please provide contact information for the agent.

14. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the local planning authority in dealing with your application as quickly as possible.