

APPLICATION FORM



<p>FOR OFFICE USE</p> <p>Application No:</p> <p>Date Received:</p> <p>DISTRICT COUNTY</p>

LISTED BUILDING CONSENT

Planning (Listed Buildings and Conservation Areas) Act 1990

Please read the notes before completing any part of this form. Three completed copies of this form and one copy of the appropriate certificate together with 3 sets of plans should be sent to the Planning Division of Bury Metropolitan District Council at Craig House, 5 Bank Street, Bury BL9 0DN

1	APPLICANT (Block Capitals)	AGENT (if any) to whom correspondence should be sent (Block Capitals)
	Name :	Name :
	Address :	Address :
	Tel No :	Tel No :

2 Full address or location of the building to which this application relates

3 Particulars of the applicant's interest in the building (e.g. owner, lessee, prospective purchaser, etc)

4 Describe briefly the proposed works and give the reasons why the works are considered necessary

5 List of drawings and plans submitted with the application

NOTE: The plans should be sufficient to identify the building and the works should also be shown in relation to any adjacent buildings

6 Declaration

*I/We hereby apply for listed building consent to execute the works described in this application and the accompanying plans and drawings and in accordance with therewith

Signed Date

*On behalf of

*Delete where appropriate

NOTE If an appeal is made to the Secretary of State concerning this application, the Regulations require that a copy of the following documents shall be furnished to the Secretary of State by the appellants:

- a) the application made to the local planning authority together with all relevant plans, drawings, particulars and documents (including a copy of the certificate) submitted with it.
- b) the notice of decision (if any) with all other relevant correspondence with the local planning authority.

Planning (Listed Buildings and Conservation Areas) Act 1990: Certificate under Section 11 Paragraph 1

CERTIFICATE A

(a) 'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which was not less than 7 years

I hereby certify that no person other than the myself applicant was an owner (a) of the building to which the appellant application* relates at the beginning of the period of 20 days before the date of the accompanying application* appeal
Signed _____ Date _____
*On behalf of _____

A

Planning (Listed Buildings and Conservation Areas) Act 1990: Certificate under Section 11 Paragraph 1

CERTIFICATE B

(a) 'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which was not less than 7 years

I hereby certify that no person other than the I have applicant has given the requisite notice to all the persons other than the myself* applicant appellant who, 20 days before the date of the accompanying application* were owners (a) of the building to which appellant the application refers viz appeal
Name of owner _____ Address _____ Date of service of notice _____
Signed _____ Date _____
*On behalf of _____

B

Planning (Listed Buildings and Conservation Areas) Act 1990: Certificate under Section 11 Paragraph 1

CERTIFICATE C

(a) 'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which was not less than 7 years

I hereby certify that:
1. *I am The applicant is unable to issue a certificate in accordance with either sub-paragraph (a) or sub-paragraph (b) of Section (ii) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of the accompanying application* appeal

(c) Insert name of a local newspaper circulating in the locality in which the land is situated

2. *I have The applicant has given the requisite notice to the following persons other than the myself* applicant who, 20 days before the date of the application* were owners (a) of the building to which the application* relates, viz appeal
Name of owner _____ Address _____ Date of service of notice _____

(d) Insert date of publication (which must not be earlier than 20 days before the application / appeal)

3. *I have The applicant has taken the steps listed below being steps reasonably open to me* to ascertain the names and addresses of the owners (a) of the building and have* been unable to do so
4. Notice of the application* as set out below has been published in the (c) on (d) appeal

Signed _____ Copy of notice as published _____
*On behalf of _____

C

Planning (Listed Buildings and Conservation Areas) Act 1990: Certificate under Section 11 Paragraph 1

CERTIFICATE D

(a) 'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which was not less than 7 years

I hereby certify that:
1. *I am The applicant is unable to issue a certificate in accordance with sub-paragraph (a) of Section 11 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of the accompanying application* dated appeal

(b) Insert description
(c) Insert name of publication (which must not be earlier than 20 days before the application / appeal)

and have* taken steps listed below, being steps reasonably open to me* to ascertain the names of all the persons has him other than myself* who, 20 days before the date of the application* were owners (a) of the building to which the application* relates have been unable to do so. himself appeal

2. Notice of the application* as set out below has been published in the (c) on (d) appeal

D

(d) Insert date of publication (which must not be earlier than 20 days before the application / appeal)

GUIDANCE NOTES

Filling in the forms accurately and submitting clear plans helps everyone. If you have any queries or difficulties fill in the form please do not hesitate to contact a Planning Officer. The clarity of your proposal is important because it helps the Planning Officer and Planning Committee understand what is involved and enable them to assess it fully. It also helps people whose views are sought about a proposal to give proper advice in the shortest possible time and it can avoid neighbours misunderstanding what is proposed and raising queries or objections.

1. THE EFFECT OF LISTING

- 1.1 Listed Buildings are statutorily defined as "buildings of special architectural or historic interest". If you wish to demolish a listed building, alter it or extend it in any way that affects its character you must apply for LISTED BUILDING CONSENT. Even relatively minor works, such as painting, may effect the character of a Listed Building and it is therefore advisable to consult the Planning Division prior to making your application or starting such works. The fact that a building is listed does not necessarily mean that it must be preserved intact for all time. The main purpose of listing is to ensure that care will be taken over decisions affecting its future, that any alterations respect the particular character and interest of the building and that the case for its preservation is taken fully into account in considering the merits of any redevelopment proposals. It is a criminal offence to demolish a Listed Building or alter, extend, such a building in a way that affects its character, without consent and the penalties for such unauthorised work can be harsh.

2. THE EXTENT OF LISTED COVERAGE

- 2.1 Buildings are listed in their entirety, and covers both the exterior and the interior. There is no such thing as just a listed facade or interior. The Listed Building description is intended principally to aid identification and it is NOT intended to provide a comprehensive or exclusive record of all the features of importance. Absence of a reference to a feature of the exterior or interior of the building in the list description does NOT, therefore, indicate that it can be removed or altered without consent.
- 2.2 In addition, any object or structure fixed to a listed building is treated as part of the building. Also any object or structure included within the curtilage of the building which, although not fixed to the building, forms part of the land and has done so since before 1 July 1948 is included in the listing. Therefore any works to demolish, alter or extend these elements will also require Listed Building Consent.

3. DETAILS OF YOUR APPLICATION

Name and Address of Applicant and Agent

You can submit the application yourself or employ an agent. If an agent is used all correspondence will be sent to your agent. A telephone number where you or your agent can be contacted during office hours will help speed up discussions about the application.

Address of the Building

You must submit a Location Plan on an Ordnance Survey base, which shows the building and its curtilage, edged with a red line, and the streets and properties around. This should be at a scale of 1:1250 (or 1:2500 if not available) and is to help everyone clearly identify the site. Ordnance Survey extracts can be bought from the Planning Division if required.

Proposed Works

There is a general presumption in favour of the preservation of the original structure and features of Listed buildings, except where a convincing case can be made for alteration or demolition. You must therefore indicate why you wish to undertake the proposed works or why you consider these works to be necessary. Please do this on a separate sheet of paper if necessary and include it with your application.

4. LIST OF DRAWINGS AND PLANS SUBMITTED WITH YOUR APPLICATION

It is particularly important with listed building consent applications to include accurate detailed plans. Unless you have experience in plan preparation it is advisable to have them drawn up professionally. Plans must be annotated in metric measurements and must include the following:

- (i) Relevant plans' sections and elevations as existing and proposed Minimum scale 1:50.
- (ii) Relevant plans, sections and elevations of proposed door, window, window surrounds and other detailed elements of the proposal. Minimum scale 1:20.
- (iii) Location plan as detailed in note 2 on "Address of the Building". Scale 1:1250.
- (iv) Clear indication of the extent of any demolition and re-building works.
- (v) In some cases you may be requested to submit further details by the Planning Officer handling your

application.

5. **OWNERSHIP CERTIFICATES**

The planning (Listed Building and Conservation Area) Act 1990 provide that an application for Listed Building Consent shall not be entertained unless it is accompanied by one copy of one of 4 certificates. The owner(s) of the building(s) subject of your application must be declared as part of your submission. There are different certificates for different circumstances described below and included on the back of the application form.

- (i) If you own the building use Certificate A-but only if you are the only owner.
- (ii) If someone else owns all or part of the building use Certificate B - the owner(s) must be served with a notice to let them know you are applying for listed building consent on their property. This is of use for example when you are a prospective purchaser or a tenant. The form for issuing the notice is available from the Planning Division.

In both cases for Certificates A and B:

- the 'owner' includes both a freeholder or anyone with a tenancy or lease which will last for more than 7 years at the time of the application;
 - you must also inform 'agricultural tenants' if there are any or state that there are none - see Questions 2a and b on the Certificates;
 - it is an offence to falsely fill in these certificates and notices. It is very important that they are filled in properly.
- (iii) If you do not know who the owners are - either in whole or in part, there are other procedures - involving advertising your intention to apply for permission. These involve Certificates C or D overleaf-please ask the Planning Division if you think these are appropriate.