

Annex 3 - Listed Building Consent Quick Guide

Guidance for applications for listed building consent

Type of information	When is it required?	What you need to do
Application form	All applications	Complete all sections. Accurately describe the proposed works. Complete the declaration. Complete the relevant ownership certificate.
Location plan	All applications	Use a scale of 1:1250 or 1:2500. Make sure it's up to date, if it's Ordnance Survey based it must display a copyright license. Draw a red line around the edge of all the land affected by the development (including access). Draw a blue edge around all other land that you own.
Site or block plan	All applications	Use a scale of 1:100, 1:200 or 1:500. Make sure the direction of North is shown. Show the development in relation to property boundaries. Show any trees within the site boundary or on adjacent land.
Existing and proposed floor plans	All applications where extensions or alterations which would affect architectural elements are proposed.	Use a scale of 1:50. Show any walls to be demolished. Show the uses of existing and proposed rooms. Show the position of all existing and proposed windows, doors, roof lights, and other openings.

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		Show the position of floor and ceiling joists and structural beams where they may be affected by the proposed works.
Existing and proposed elevations	All applications where extensions of external alterations are proposed	<p>Use a scale of 1:50.</p> <p>Include full elevation drawings of every side of the building.</p> <p>Include what the elevations look like now and what is proposed.</p> <p>Include details of proposed building materials.</p> <p>Show the style and materials of all windows, doors, roof lights, and other openings.</p>
Existing and proposed sections	<p>All applications which include:</p> <ul style="list-style-type: none"> • Alterations to the roof, ceiling, or floor. • Internal wall, roof, or floor insulation. • A new staircase. • Alterations to the foundations of a building. 	<p>Use a scale of 1:20 or 1:50.</p> <p>Show the alterations proposed.</p>
Existing and proposed roof plans	<p>All applications which include alterations to any roof which is not adequately demonstrated on the elevation drawings.</p> <p>All applications for roof mounted solar panels</p>	<p>Use a scale of 1:50</p> <p>Include the shape of the roof and show any roof lights, roof dormers, sun tubes, flues, parapets, terraces, etc.</p> <p>Show the position of all roof mounted solar panels</p>

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Site sections / levels	<p>All applications where a change in levels is proposed (e.g. on a sloping site)</p> <p>All applications where a change in levels is proposed (e.g. on a sloping site)</p>	<p>Use a scale of 1:50 or 1:100</p> <p>Show the existing and proposed site levels and finished floor levels.</p> <p>Levels must relate to a defined datum point.</p>
Detailed drawings of doors windows, mouldings, etc.	All applications where new (or replacement doors, windows, or other features are proposed	<p>Use a minimum scale of 1:20 to provide a general view.</p> <p>Include large scale drawings of individual architectural details.</p> <p>Include detailed scale drawings to show elevations, sections, mouldings, profiles, and materials.</p> <p>Include window and door details (elevations at 1:10 and sections at 1:1 or 1:2) to include colour finish, recesses, cill and header details, transoms, mullions, glazing, and glazing bars</p>
Design and access statement (including heritage statement)	All applications	<p>The design principles and concepts applied to the works and how these take account of the following:</p> <ul style="list-style-type: none"> • The special architectural or historic importance of the building • The particular physical features of the building which justify its designation as a listed building • The setting of the building

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		Include an assessment of the impact of the proposed works on the significance of the listed building and those areas affected by the works, including any steps to be taken to avoid or minimise any adverse impacts
Structural survey	<p>All applications where structural changes are proposed, to include demolition, removal of a staircase, removal of a chimney, alterations to the roof, structural reinforcement of existing elements, insertion of new floors or ceilings, cutting of beams, replacement of any exiting structural element, new openings in historic fabric</p> <p>Any application where structural defects are identified and which require rectification as part of any proposed works</p> <p>Any application involving enabling works</p>	<p>The survey must be carried out by a qualified structural engineer.</p> <p>Include the existing structural condition of the building.</p> <p>Include any recommendations for remedial works to improve its condition.</p> <p>Address how the proposed works would affect the structural integrity of the building.</p>
Ecological assessment and surveys	<p>Applications which include substantial alterations to the roof or re-roofing</p> <p>Conversion schemes</p>	<p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>The assessment and subsequent surveys must be carried out by a suitably qualified individual.</p> <p>A phase 1 ecological assessment.</p>

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	<p>Applications where the building is derelict, dilapidated, or there are clear points of access for birds or bats</p> <p>Where proposals have the potential to impact on protected species</p>	Further surveys, if required by the phase 1 assessment.

Descriptions guidance

Where proposed development includes works to a listed building, the description should include reference to external and internal alterations and/or extensions which require listed building consent, as well as any demolition works which require listed building consent:

- Single-storey rear extension.
- Internal alterations including replacement staircase and removal of load-bearing wall.
- External and internal alterations including replacement windows and external doors and changes to the internal layout.

Where elements of the work have already been carried out but have not received listed building consent these should be clearly referenced within the description:

- Retention of unauthorised replacement timber windows to rear elevation.

If you have any questions or need any help with your application for listed building consent, please email conservation@staffordbc.gov.uk

