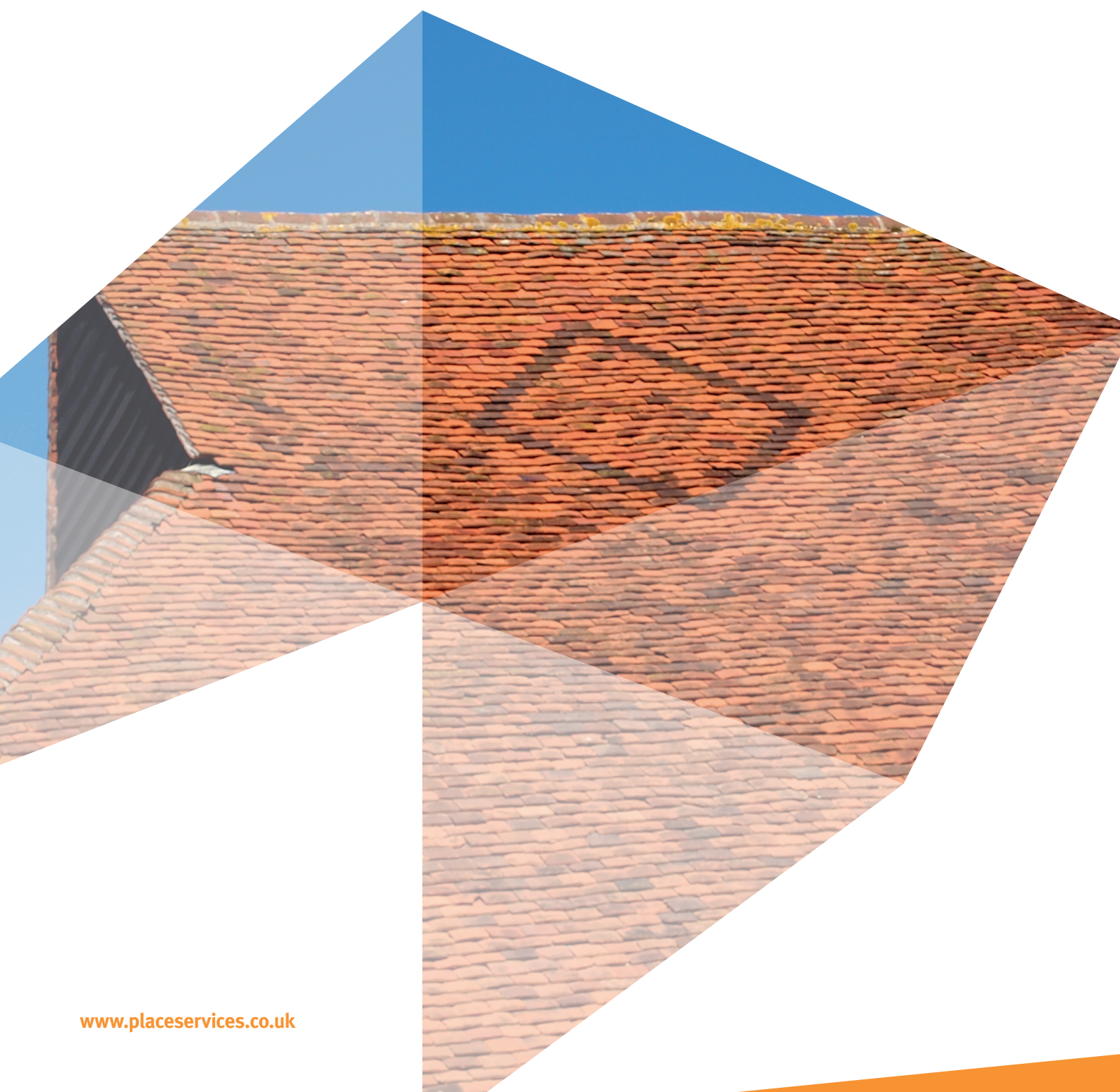


Collective Intelligence
Sustainable Solutions



Historic Buildings
and Conservation Areas

Frequently Asked Questions



Contents

1	An Introduction to Listed Buildings.....	4
1.1	What can be listed?.....	4
1.2	How can I find out if my building is listed?.....	4
1.3	What is the difference between Grade I, II* and II?.....	4
1.4	How do I get a building listed / delisted?.....	4
1.5	What is a List Description?.....	5
1.6	Is the whole of the building listed? What does a 'Listing' cover?.....	5
1.7	If something is not mentioned in a List Description is it listed?.....	5
1.8	What is a buildings 'curtilage'?.....	5
1.9	I'm thinking of buying a listed building, what do I need to know?.....	6
1.10	Where can I find out more about a listed building?.....	7
1.11	How does a Locally Listed Building differ from a Listed Building?.....	7
2	Maintenance and Repair.....	8
2.1	Do I need Listed Building Consent for basic maintenance and repair?.....	8
2.2	What is 'like for like' repair?.....	8
2.3	Where can I find advice on looking after a listed building?.....	8
2.4	Are there any grants available to help me maintain/repair my building?.....	9
2.5	What can I do if there is a listed building in a state of disrepair?.....	9
3	Alterations to Listed Buildings.....	10
3.1	Can I make alterations to a listed building?.....	10
3.2	How can I make my house more thermally efficient?.....	10
3.3	Can I replace/alter my windows?.....	11
3.4	Can I replace/alter my doors?.....	11
3.5	Do I need permission to redecorate my house internally?.....	12
3.6	Do I need permission to redecorate my house externally?.....	12
3.7	Do I need permission to repoint a listed building?.....	12
3.8	Do I need permission to rewire my house?.....	12
3.9	Do I need permission to replace my roof?.....	13
3.10	Do I need permission for a new kitchen/bathroom?.....	13

3.11	I've heard cement render is bad for my building, should I remove it?	13
3.12	Can I extend a Listed Building?	13
3.13	Is there VAT exemption or tax relief for listed buildings?	14
4	Listed Building Consent	15
4.1	What is Listed Building Consent?.....	15
4.2	How much does Listed Building Consent cost?	15
4.3	How long does it take to get Listed Building Consent?	15
4.4	Can I carry out emergency work to a listed building without Listed Building Consent?	15
4.5	How do I apply for Listed Building Consent?.....	16
4.6	What do I need to include in a Listed Building Consent Application?	16
4.7	What is a Heritage Statement?	17
4.8	How will the Local Planning Authority assess my application?	17
4.9	Is Listed Building Consent different to Planning Permission?	18
4.10	What happens if unauthorised works are carried out to Listed Building? .	18
4.11	Can I apply for retrospective Listed Building Consent?.....	18
4.12	What if the previous owner made alterations without Listed Building Consent?	18
4.13	How can I report unauthorised works to a Listed Building?	19
5	Who can I ask for help?	20
5.1	Can I contact my Local Planning Authority for advice?	20
5.2	What is Pre-Application Advice?	20
5.3	How do I apply for Pre-Application Advice?	20
5.4	Where else can I get advice?	21
6	Architects, Contractors and Suppliers.....	22
6.1	Does the council have a list of approved contractors or suppliers?.....	22
6.2	Can I employ Place Services direct?.....	22
7	Conservation Areas	23
7.1	What is a conservation area?.....	23
7.2	How do I find out more about a conservation area?.....	23
7.3	How can I find out if I live in a Conservation Area?	23
7.4	Do I need consent to alter or extend a property in a conservation area?	24
7.5	Can I make internal alterations to a property in a conservation area?	24

7.6	What is an Article 4 Direction?	24
7.7	Can I remove a tree within a conservation area?	24
7.8	Can I demolish a building in a conservation area?	25

Whilst every effort has been made to ensure links to external websites are correct they may from time to time become invalid as these websites are updated. If you notice any links are not working, please get in touch with Place Services.

1 An Introduction to Listed Buildings

1.1 What can be listed?

Whilst generally referred to as 'Listed Buildings', any element of the historic environment can be listed including walls, lampposts, bridges, telephone boxes, milestones, signposts, sculptures and many more items. Elements of the historic environment which are Listed are known formally as 'Designated Heritage Assets'.

In addition to Listed Buildings, there are other national designations including Scheduled Monuments, Protected Wrecks and Registered Parks, Gardens and Battlefields. Further information on all designations can be found on Historic England's website:

- <https://historicengland.org.uk/listing/what-is-designation/>

1.2 How can I find out if my building is listed?

You can search the National Heritage List for England (NHLE) for all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields. The easiest way to identify a heritage asset is the Map Search using a postcode:

- <https://historicengland.org.uk/listing/the-list/>

Please note that some list entries cover more than one property.

Those without internet access can find out if something is listed by contacting their Local Planning Authority (LPA).

1.3 What is the difference between Grade I, II* and II?

There are three categories of Listed Buildings:

- Grade I buildings are of exceptional interest (only 2.5% of listed buildings are Grade I),
- Grade II* buildings are particularly important buildings of more than special interest (5.5% of listed buildings are Grade II*),
- Grade II buildings are of special interest (92% of all listed buildings are in this class and it is the most likely grade of listing for a home owner).

1.4 How do I get a building listed / delisted?

Historic England is the public body who look after England's historic environment and are responsible for maintaining the National Heritage List for England. Any request for a heritage

asset to be listed or de-listed should be directed to them. Useful information can be found on Historic England's website:

- *How to get historic buildings or sites listed:*
<https://historicengland.org.uk/listing/apply-for-listing/>
- *How to get a historic building or site de-listed:*
<https://historicengland.org.uk/images-books/publications/guidance-de-listing-building/>

1.5 What is a List Description?

Every heritage asset on the National Heritage List for England has a 'List Description' which usually gives a brief description of the assets most notable features. Older List Descriptions tend to be shorter, sometimes only one line, whilst more recent List Descriptions can be several paragraphs long.

These descriptions can be found online by searching for the properties List Entry:

- <https://historicengland.org.uk/listing/the-list/>

These descriptions are a useful starting point to understand the heritage asset but are not intended to be comprehensive.

1.6 Is the whole of the building listed? What does a 'Listing' cover?

A common misconception is that a listing only concerns the exterior of a property, which is incorrect. The entirety of a listed building is protected, which includes the interior, the exterior, any object/structure attached to the listed building and all objects/structures within the curtilage of the listed structure (see "*What is a buildings curtilage?*"). List descriptions written since April 2014 will include a map showing the boundary of the list entry, including all curtilage buildings within it.

1.7 If something is not mentioned in a List Description is it listed?

List Descriptions are not definitive. Omission from the description does not mean something is not listed or is not significant. Unless the List Description explicitly states that a part of the listed building is excluded, the entirety of the structure and objects/structures within its curtilage are listed.

1.8 What is a buildings 'curtilage'?

The curtilage of a listed building is the area of land around a listed building within which other buildings/structures/objects pre-dating July 1948 may potentially be considered listed. Not all buildings will have a curtilage. With those that do there will be cases where the extent

of the curtilage will be clear (such as a garden boundary) but in others it may not be as clear. Each case will always be a question of fact and degree.

When determining whether a structure is curtilage listed a Local Planning Authority will likely consider:

- i) the physical layout of the listed building and the building;
- ii) their ownership past and present; and
- iii) their use or function past and present, specifically whether the building was ancillary (i.e subordinate to and dependent on) the purposes of the listed building at the date of listing.

In January 2017 Historic England published a Draft Advice Note on Listed Buildings and Curtilage. Whilst it is still at draft stage, it remains a useful resource to assist in ascertaining whether an building/object/structure is curtilage listed:

- <https://content.historicengland.org.uk/content/docs/guidance/170127--he-curtilage-guidance-note-consultation-draft.pdf>

1.9 I'm thinking of buying a listed building, what do I need to know?

Each listed building is both characterful and unique. This can make it easy to get carried away when purchasing a property, without considering the implications of owning a listed building.

When deciding whether to buy a listed building you should consider whether the building is able to accommodate your needs and what alterations you would likely want to make and whether these are achievable. Any alteration (internally or externally), extension or development in the surrounding land will likely require Listed Building Consent, so it is important to establish early on whether permission is likely to be granted.

Pre-application advice prior to formal submission improves the quality and value of development, increases certainty on what applications will be considered acceptable, and can avoid unnecessary costs and delay resulting from refused applications. Pre-Application Advice can be sought prior to purchasing the property (for details on Pre-Application Advice see chapter 5).

Alternatively you may wish to employ the services of a Conservation Architect or Heritage/Planning Consultant who can advise you further at this early stage.

It is important to understand that responsibility for unauthorised works to a Listed Building is linked to ownership. Therefore your solicitor should establish prior to exchange of contracts whether works which have been carried out have been authorised.

1.10 Where can I find out more about a listed building?

The first source of information to find out more about a heritage asset is the List Description. Further information can usually be found at your local Library and Archive or Record Office.

Historic England has produced advice for home owners who wish to find out more about their property:

- <https://historicengland.org.uk/advice/your-home/your-homes-history/>

1.11 How does a Locally Listed Building differ from a Listed Building?

A Locally Listed Building can be a building, structure or other feature of the historic environment which contributes to local character and distinctiveness, despite not being of national interest.

Whilst there is no specific consent required to alter or extend these assets, the Local Planning Authority will take their special interest into consideration when determining planning applications.

Not all Local Authorities maintain a Local List, however, the merits of non-listed heritage assets will be taken into consideration by Local Planning Authorities when determining planning applications. These are known as non-designated heritage assets.

2 Maintenance and Repair

2.1 Do I need Listed Building Consent for basic maintenance and repair?

Regular maintenance is the most cost-efficient way to look after a listed building and will help to prevent costly repairs in the long run. The importance of clearing gutters, fixing slipped tiles, removing vegetation and repainting timber windows and doors cannot be overstated.

It is important to remember that Listed Building Consent is required for all alterations which impact upon the character and special interest of the heritage asset. Basic maintenance and minor like-for-like repairs do not require consent. For example, localised repair to a rotten window by splicing in new timber like-for-like would not require consent.

2.2 What is 'like for like' repair?

The term 'like-for-like' is often used when describing works to a listed building. Put simply it means that any repair is exactly the same as the previous/existing in all respects including material, colour, texture and detailing. The work will therefore not alter the character of the heritage asset. Anything beyond minor repairs, such as the replacement of fabric, would likely require Listed Building Consent.

'Like-for-like' is not always the correct approach. Sometimes, despite its deteriorated state, the historic fabric is of high significance and should be retained.

2.3 Where can I find advice on looking after a listed building?

There is a wealth of resources online aimed at educating owners on how to maintain and repair their heritage assets. Historic England has produced extensive guidance on how to maintain and repair Listed Buildings:

- *Maintenance and Repair of Older Buildings*
<https://historicengland.org.uk/advice/technical-advice/buildings/>

In addition, Place Services offers a wide range of Traditional Building Skills Courses which enables homeowners to learn how to repair their own buildings:

- <http://www.placeservices.co.uk/courses/>

Guidance on design and good practice in conservation is also available on the Place Services website.

2.4 Are there any grants available to help me maintain/repair my building?

Local Planning Authorities are unable to offer grants to owners of Listed Buildings due to restricted council budgets. It is therefore advisable to budget for costly future repairs, such as re-thatching.

Historic England does offer a limited number of grants, details of which can be found online:

- <https://historicengland.org.uk/services-skills/grants/>

2.5 What can I do if there is a listed building in a state of disrepair?

If you are concerned about a listed building which appears to be vulnerable or in a state of disrepair, you can report it to your Local Planning Authorities Enforcement Team who will then consult their Heritage Officers.

Most Local Planning Authorities require you to formally report the issue in writing by either email or letter. Your first point of contact should be your Local Planning Authority who will provide you with the correct contact details of their Enforcement Officer(s). Anonymous reports cannot be investigated and all reports will be treated with the utmost confidentiality at all times.

3 Alterations to Listed Buildings

3.1 Can I make alterations to a listed building?

Listed buildings are constantly evolving, each decade and century adding another chapter to the heritage asset's history. The Listed Building Consent process is not intended to halt progress but instead ensure that it is undertaken in a sensitive and appropriate manner which preserves and enhances what makes that heritage asset significant. Listed building consent is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest.

Historic England has published advice on typical works to older buildings, which is useful if you are contemplating altering or extending your listed building:

- *Advice on the most common types of work to older houses*
<https://historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/>

Historic England has also produced a guide for owners of listed buildings, giving details on typical repairs and alterations:

- *A Guide for Owners of Listed Buildings*
<https://historicengland.org.uk/images-books/publications/guide-for-owners-of-listed-buildings/>

If you are unsure about whether you need listed building consent you should apply for a certificate of lawfulness. A certificate of lawfulness (valid for 10 years) categorically confirms that the works described in it do not affect the character of the listed building and do not therefore require consent.

3.2 How can I make my house more thermally efficient?

Place Services at Essex County Council strongly supports improving the energy performance of older properties, where this is not to the detriment of the building's significance.

Historic England has produced a wide range of practical guidance to help with saving energy in older and listed buildings. Many improvements can be carried out, often at low cost, greatly improving the comfort of the occupants as well as providing savings on fuel bills.

Further information can be found on Historic England's website:

- *Energy Efficiency and Historic Buildings*
<https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/>

It is important to remember that whilst the energy efficiency of older buildings can be improved it is unlikely they will ever match the performance of modern buildings.

3.3 Can I replace/alter my windows?

Historic windows are often of great importance to the significance of listed buildings and contribute to significance through their design, materials and workmanship. The retention of windows that contribute to the significance of listed buildings is therefore encouraged. Carrying out regular maintenance and repair to historic windows can mean that major repairs or replacement can be avoided.

Consent will not generally be required for basic maintenance, such as redecorating and repair. Works other than general maintenance to listed buildings are, however, likely to require permission from the local planning authority.

Historic England has produced a guidance document on traditional windows, which can be found online at:

- *Traditional Windows: their care, repair and upgrading*
<https://www.historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/>

3.4 Can I replace/alter my doors?

Historic doors also form a key part of a building's character and therefore should be retained where possible. Front doors are usually the most important feature on the most visible elevation of a house and replacement should be a last resort. Doors are also rarely beyond repair and it is likely to be cheaper to repair than to replace. Similarly, internal doors can also be important features that form part of the design of a room.

Listed Building Consent will not usually be required for repair and maintenance of historic doors, but will generally be required for replacement. It is recommended that advice is sought from the Local Planning Authority before making any changes.

Changes to door furniture will also require consent if historic fabric is being removed, for example, if a new opening is being created to insert a letterbox. The replacement of existing door furniture on a like-for-like basis will not generally require consent unless that being removed is a significant historic feature.

More information on altering historic doors can be found on Historic England's website:

- <https://www.historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/alter-a-door/>

3.5 Do I need permission to redecorate my house internally?

The redecoration of modern internal features would not usually require permission; however, any redecoration that will involve altering the visual appearance of historic fabric or features, such as timber beams, plaster cornicing or historic flooring, would generally require consent.

3.6 Do I need permission to redecorate my house externally?

Redecorating a house externally will usually require Listed Building Consent where it affects the character of a listed building. For example, changing the colour of the exterior of a house will alter the building's character.

If, however, any external redecoration is done on a like-for-like basis, then this will generally not require permission.

It is important that the paint or external finish used is appropriate to historic buildings. Plastic based paints will impede the breathability of a historic building and could cause damp problems. A natural paint should therefore be used.

3.7 Do I need permission to repoint a listed building?

Pointing contributes to the visual appearance of a building in both colour and profile. It is also intended as a sacrificial element and therefore it is important that the mix is weaker than the construction material.

Localised repointing that is like-for-like in material and profile does not require Listed Building Consent. Where a cement based mortar has been used it is preferable that this is replaced with a lime based mortar. Repointing large areas of a building will likely require Listed Building Consent.

Historic England has published a guidance document on repointing, which outlines the importance of pointing and sets out methods and materials for repointing:

Repointing Brick and Stone Walls

- <https://historicengland.org.uk/images-books/publications/repointing-brick-and-stone-walls/>

3.8 Do I need permission to rewire my house?

Rewiring within a Listed Building can be undertaken without permission, provided that no new runs or openings are required to accommodate the wiring. If rewiring will involve the removal or alteration of any historic fabric and/or the installation of new runs, then Listed Building Consent will be needed, as it has the potential to cause harm to the fabric and character of the listed building.

3.9 Do I need permission to replace my roof?

Reroofing will usually require Listed Building Consent, even when re-using existing tiles. This is because new tiles will likely be required to replace those broken during removal – typically 25%. Where new tiles are required, it is beneficial for these to be grouped together on the less prominent elevation of the building.

3.10 Do I need permission for a new kitchen/bathroom?

If you wish to update an existing kitchen through the replacement of modern units, or replace existing fittings within a bathroom, this will not usually require Listed Building Consent. If a new kitchen or bathroom will involve the removal of any historic features/fabric, addition of new pipework, any structural work, or if a kitchen or bathroom is being relocated within a house, then this is likely to need Listed Building Consent.

Any important historic features that remain, such as bread ovens, cast iron ranges, stone flags or historic timber beams, should be retained where possible and any new pipework or equipment should be carefully sited to minimise damage to important historic fabric.

3.11 I've heard cement render is bad for my building, should I remove it?

Cement based renders and mortars are unsuitable for use on historic properties as they inhibit the movement of moisture which can lead to damp, rot and decay. Where there is evidence that cement mortar or render is failing, or evidence of damage to the historic structure, the cementitious render or fabric should be carefully removed and replaced with lime based material. However, where the render or mortar and surrounding fabric appears in good condition and there is no evidence of damp, rot or decay, removal of the fabric can cause more damage than the existing render or mortar. In these circumstances it is advisable to remove a limited sample area to assess whether any damage will be caused during the removal and how this can be minimised or mitigated against.

3.12 Can I extend a Listed Building?

Adding an extension to a listed building needs to be carefully considered. In the first instance, it is important that there is an understanding of the particular character of the building, how it has evolved over time and how it sits within its surroundings.

Any application will require a Heritage Statement. It can be beneficial to carry out an assessment of the building early on in the design process so that this can influence the design of the extension. Any extension would then be based on a firm understanding of the buildings evolution, character and significance.

Any new extension should not dominate the listed building and therefore should be smaller in scale and height. A rear extension will generally have less impact on a historic building as it cannot be seen from the front of the building, although a side extension may also work

well. Extensions that project to the front of a Listed Building are rarely given permission, as the front elevation is generally the most important and most visible part of the building.

The design, style and materiality of a new extension also need to be carefully considered so that they are sympathetic to the character of the listed building.

3.13 Is there VAT exemption or tax relief for listed buildings?

There are a number of tax breaks that can benefit the owners of heritage assets to assist with their conservation. Historic England have published an introduction to the topic on their website:

- <https://historicengland.org.uk/advice/hpg/assistanceforowners/taxrelief/>

4 Listed Building Consent

4.1 What is Listed Building Consent?

The requirement to obtain Listed Building Consent for works affecting listed buildings derives from the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed Building Consent is required for all works of demolition, alteration or extension to a listed building that affects its character as a building of special architectural or historic interest.

The requirement applies to all parts of the building covered by the listing (Including attached and curtilage buildings) and all types of work, provided that the works affect the character of the building as a building of special interest.

Carrying out unauthorised works to a listed building is a criminal offence and individuals can be prosecuted. It is therefore very important that any doubt is discussed with the Local Planning Authority prior to carrying out works.

Applications for Listed Building Consent are made to and determined by the Local Planning Authority. Planning permission may also be required where works will have an impact on the external appearance of the building and should be applied for at the same time.

4.2 How much does Listed Building Consent cost?

Listed Building Consent is free to apply for; however, if you also require additional permissions (such as Planning Permission), then this part of the application will incur a fee.

Details of different planning application costs can be found on your local planning authority's website or on the Planning Portal:

- https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7

4.3 How long does it take to get Listed Building Consent?

List Building Consent takes up to eight weeks to determine. Proceeding with works before the application has been determined is a criminal offence.

Sometimes the Local Planning Authority may impose conditions where they require extra information or more detail. A list of these will be included in the decision notice. You will need to discharge each of these conditions prior to works commencing, which will require an additional application.

4.4 Can I carry out emergency work to a listed building without Listed Building Consent?

There is provision within the Planning (LB&C) Act 1990 for works which are "urgently necessary in the interests of safety or health or for the preservation of the building". Any

works should be “limited to the minimum measures immediately necessary”. This does not make the works authorised but is instead a defence against criminal prosecution.

Commencing unauthorised works to a listed building is a criminal offence and you can be prosecuted. Subsequently emergency works without Listed Building Consent requires clear and convincing justification with appropriate evidence that the works are/were necessary. Therefore, if you consider it necessary to undertake emergency works you are strongly advised to contact your Local Planning Authority prior to commencing so that they can advise and assist. If it is not possible to contact your Local Planning Authority (for example out of hours) you should notify them at the earliest opportunity afterwards.

4.5 How do I apply for Listed Building Consent?

You can apply for Listed Building Consent online via either your local planning authority’s (LPA) website or the Planning Portal:

- <https://www.planningportal.co.uk/>

If you prefer to fill out the application by hand you can download the application form to print from your Local Planning Authority’s website. Alternatively, you can contact your LPA for a printed copy.

4.6 What do I need to include in a Listed Building Consent Application?

Any Listed Building Consent application without the minimum required information to assess it will not be validated. Each Local Planning Authority provides detailed guidance on what should be included as part of an application.

In brief, a Listed Building Consent application requires as a minimum:

- Completed LBC application form,
- Correct Fee*
- Site Plan to identify the land to which the application relates (1:1250 or 1:2500 as appropriate with scale). The application site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue,
- All plans/drawings/images/information necessary to describe the subject of the proposal in sufficient detail,
- Ownership Certificate,
- Design and Access Statement, this should outline the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with,
- Heritage Statement (this can be incorporated into the Design and Access Statement).

*Listed Building Consent is free to apply for, however other consents, such as full planning permission, require an additional fee. If you are unsure of the correct fee, contact your Local Planning Authority.

If you are not completing the Listed Building Consent application form electronically you may be required to submit the original and up to three copies of each of the aforementioned.

4.7 What is a Heritage Statement?

All applicants are required to submit a Heritage Statement for any application concerning a heritage asset.

Within this Heritage Statement, local planning authorities require an applicant to describe the significance of any heritage assets affected by an application, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation (NPPF, para. 128).

The Essex Conservation Officers Forum (ECOF) has produced guidance on Heritage Statements which can be found at:

- www.placeservices.co.uk

In brief, a Heritage Statement should outline the significance of the building, identify any harm which may arise from the scheme, the steps taken to minimise/mitigate against this harm and provide clear and convincing justification for any residual harm. Where harm is caused to the heritage asset this harm must be balanced against a public benefit or to secure the optimum viable use for the heritage asset.

4.8 How will the Local Planning Authority assess my application?

The LPA will assess your application in accordance with National and Local Planning Policies as well as in accordance with good practice guidelines.

In general terms, the LPA will want to ensure that the significance of the heritage asset is preserved and enhanced and that any harm is minimised, unavoidable and justified. Heritage assets can be affected both by direct physical change and by change in their setting.

Local planning authorities are required to consult or notify Historic England, The Gardens Trust (formerly known as The Garden History Society) and the National Amenity Societies (ie the Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings, the Victorian Society and the Twentieth Century Society) on certain applications. It may therefore be advisable to contact these services for Pre-Application Advice. Your Local Planning Authority will be able to advise you if this is appropriate/necessary.

4.9 Is Listed Building Consent different to Planning Permission?

Listed Building Consent relates solely to making alterations to a listed building. Some works such as erecting an extension will also require Planning Permission. Whilst they are two separate applications, these can be made simultaneously.

If you are unsure whether you need Planning Permission (other than Listed Building Consent) you should contact your local planning authority.

4.10 What happens if unauthorised works are carried out to Listed Building?

Making unauthorised alterations to a listed building without Listed Building Consent is a criminal offence and you can be prosecuted. If you suspect or know unauthorised works have been carried out to a listed building, including your own, you should contact your local authority as soon as possible.

The local planning authority will then advise whether to submit a formal application to regularise these works or if necessary, reverse unauthorised works.

In some circumstances the local authority may serve an enforcement notice to rectify unauthorised works and possibly, as a last resort, prosecute.

4.11 Can I apply for retrospective Listed Building Consent?

Where unauthorised works have been carried out to a listed building you must contact your local planning authority immediately who will advise you on how to proceed. Often the LPA will invite you to apply for 'retrospective' Listed Building Consent to regularise the unauthorised works, however, in some circumstances they may require you, where possible, to reverse the unauthorised works.

4.12 What if the previous owner made alterations without Listed Building Consent?

Responsibility for unauthorised works to a Listed Building is connected to ownership. It is therefore important that you establish whether works to-date are authorised prior to exchanging contracts.

If you suspect works have been carried out without Listed Building Consent you should contact your Local Planning Authority immediately who will be able to advise you on how to proceed. Often the LPA will invite you to apply for Listed Building Consent to regularise the unauthorised works, however, in some circumstances they may require you, where possible, to reverse the unauthorised works.

4.13 How can I report unauthorised works to a Listed Building?

If you suspect unauthorised works have been carried out to a Listed Building you should report it to your local planning authorities Enforcement Team who will then consult their Heritage Officer(s).

Most Local Planning Authorities require you to formally report the alleged unauthorised works in writing by either email or letter. Your first point of contact should be your Local Planning Authority who will provide you with the correct contact details of their Enforcement Officer(s). Anonymous reports cannot be investigated.

5 Who can I ask for help?

5.1 Can I contact my Local Planning Authority for advice?

Local Planning Authorities (LPAs) continue to provide advice on maintenance and repair of listed buildings for free. These enquiries should be directed to your LPA who will then consult a heritage specialist.

In order to provide accurate advice in a timely manner it is useful for you to provide as much information as possible. An enquiry form, which will help you provide the necessary information, can be found at:

- www.placeservices.co.uk

If your enquiry concerns altering or extending a listed building you will need to seek Pre-Application Advice from your LPA. There is a fee for utilising this service.

5.2 What is Pre-Application Advice?

If you wish to enquire about altering or extending a listed building or development in a Conservation Area you will need to seek Pre-Application Advice from your LPA. Pre-application advice prior to formal submission improves the quality and value of development, increases certainty on what applications will be considered acceptable, and can avoid unnecessary costs and delay resulting from refused applications.

There are three types of pre-application advice:

- Written Advice
- Meeting at LPA offices,
- Meeting on-site,

There is a fee for utilising this service which is calculated on what type of pre-application advice you require and the size of development.

5.3 How do I apply for Pre-Application Advice?

Place Services at Essex County Council provides partnership support to local planning authorities in relation to the historic environment, including for archaeology and listed buildings. There are currently two systems to access pre-application concerning the historic environment:

Apply direct to your LPA:

- Braintree District Council,
- Thurrock Borough Council,

- Rochford District Council.

Details of fees and how to apply can be found on LPA websites.

Apply direct to Place Services:

- Basildon Council,
- Harlow Council,
- London Borough of Havering,

Details of fees and how to apply can be found on LPA websites or www.PlaceServices.co.uk

For all other districts please consult your Local Planning Authority.

5.4 Where else can I get advice?

If your proposal would likely affect a Grade I (one) or II* (two-star) listed building, the character and appearance of a Conservation Area (site over 1000sqm), a Scheduled Monument, a Registered Battlefield or a Grade I (one) or II* (two-star) Registered Park and Garden we strongly advise you approach Historic England for Pre-Application Advice.

Further information on Historic England's Pre-Application Advisory Service can be found online:

- <https://historicengland.org.uk/services-skills/our-planning-services/charter/Our-pre-application-advisory-service/>

Alternatively you may wish to employ the services of a Conservation Architect or Heritage/Planning Consultant who can advise you further at this early stage.

6 Architects, Contractors and Suppliers

6.1 Does the council have a list of approved contractors or suppliers?

Place Services does not endorse or approve consultants, contractors or suppliers. Where possible we advise you to seek recommendations, arrange multiple quotes for work and ask to see examples of previous works.

6.2 Can I employ Place Services direct?

Place Services at Essex County Council provides partnership support to local planning authorities in relation to the historic environment, including for archaeology and listed buildings. In some circumstances, therefore, we may be unable to provide expertise to ensure we remain impartial and avoid conflict of interest.

If you are interested in engaging Place Services to write a Heritage Statement for your scheme please get in touch direct via email to historicenvironment@essex.gov.uk

7 Conservation Areas

7.1 What is a conservation area?

Conservation areas are designated by the Local Planning Authority as areas of special architectural and historic interest. There are many different types of conservation area, which vary in size and character and range from historic town centres to country houses set in historic parks.

Conservation area designation introduces additional planning controls and considerations, which exist to protect an area's special character and appearance and the features that make it unique and distinctive.

Although designation introduces controls over the way that owners can develop their properties, it is generally considered that these controls are beneficial as they sustain and/or enhance the value of property within conservation areas.

7.2 How do I find out more about a conservation area?

Historic England's website has information on conservation areas and designation. Further information on the value of conservation areas and what it means to live in a conservation area can also be accessed via their website.

- <https://historicengland.org.uk/listing/what-is-designation/local/conservation-areas/>

Historic England has also published an advice note, which sets out advice on the appraisal of conservation areas and managing change in conservation areas.

Conservation Area Designation, Appraisal and Management

- <https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/>

In addition, local planning authorities have information on the conservation areas within their boundaries on their websites. They will have information on when the conservation area was designated, how far it extends, the reason for its designation and the level of legal protection it has in place.

7.3 How can I find out if I live in a Conservation Area?

You can contact your local planning authority to find out if you reside within a conservation area.

Boundary maps of conservation areas can be found on your Local Planning Authority website. Some authorities have an online interactive map search allowing you to search for a property.

7.4 Do I need consent to alter or extend a property in a conservation area?

If your building is listed you should also refer to the appropriate section earlier in this document.

Some minor internal and external alterations can be undertaken utilising 'permitted development rights'. Permitted Development Rights allows an owner to carry out certain limited forms of development without the need to make an application to a Local Planning Authority.

The Local Planning Authority can change the types of alterations that require planning permission by making Article 4 Directions (see "*What is an Article 4 Direction?*"). It is therefore advised that you contact your Local Planning Authority before starting any works.

7.5 Can I make internal alterations to a property in a conservation area?

Internal alterations to a property in a conservation area generally do not require planning permission unless the building is listed.

7.6 What is an Article 4 Direction?

Under the provisions of the Town and Country Planning (General Permitted Development) Order 2015, certain minor works, such as domestic alterations, can normally be carried out without planning permission. However, some conservation areas are covered by an Article 4 Direction, which brings certain types of development back under the control of a local planning authority. This allows potentially harmful proposals to be considered on a case by case basis through planning applications.

Historic England provides information on Article 4 Directions on their website:

- <https://www.historicengland.org.uk/advice/hpg/historic-environment/article4directions/>

7.7 Can I remove a tree within a conservation area?

If you are thinking of cutting down a tree or doing any pruning work, the local planning authority must be notified 6 weeks before any work begins. This enables the authority to assess the contribution the tree makes to the character of the conservation area and if necessary create a Tree Preservation Order (TPO) to protect it. Consent will be required for any works to trees that are protected.

Further information on TPOs can be found on Historic England's website:

- <https://historicengland.org.uk/advice/planning/consents/tree/>

You do not need to give notice of work on a tree in a conservation area that is less than 150mm diameter.

7.8 Can I demolish a building in a conservation area?

Demolition or substantial demolition of a building within a conservation area will usually require permission from the local planning authority. Carrying out demolition in a conservation area without planning permission is now a criminal offence.

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