

## Application for Listed Building Consent for alterations, extension or demolition of a listed building Planning (Listed Buildings and Conservation Areas Act) 1990

### Guidance on Completing the Application Form

#### 1. Applicant Name and Address

Please enter the Applicant Details.

#### 2. Agent Name and Address

Please enter the Agent Details.

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. Description of Proposed Work

Please describe the proposal accurately and concisely. Provide details of all the uses/buildings proposed. Please note that we reserve the right to amend the descriptions if we feel that it does not accurately describe the development.

For example:

- erection of five, two-storey three bed houses
- demolition of existing warehouse and redevelopment of the site to provide 25 x two bed flats in two five-storey blocks with ancillary car parking, open space and new access from London Road
- change of use from Office (B1) to an Shop (A1) – *applications for change of use should include the current and proposed use and, if you are aware the relevant classes of the Use Class order*
- conversion of a semi-detached house to three self-contained flats
- installation of a new shop front

#### 4. Site Address Details

Please enter the full postal address of the site.

If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' and, if you can provide a grid reference).

#### 5. Related Proposals

Please provide details of proposals for new buildings or other works on the site which accompany this application. Where a proposal for the same site already has planning

permission please provide a description of the proposal and the application reference number.

## **6. Pre-application Advice**

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'.

Haringey Council 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. Please see our website [www.haringey.gov.uk/pre-application\\_planning\\_advice\\_services](http://www.haringey.gov.uk/pre-application_planning_advice_services) for more information.

## **7. Neighbour and Community Consultation**

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

## **8. Council Employee /Member**

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

## **9. Materials**

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings.

Additional information may be provided in a design and access statement or planning supporting statement or shown on drawings and plans.

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

## **10. Demolition**

If you have answered 'Yes' to the total or partial demolition of a listed building then you will need to indicate whether it is total or partial demolition of the listed building or buildings within the curtilage of the listed building.

If it is partial demolition you will need to provide details of the volume of the listed building and part to be demolished. You should calculate the cubic content figure on the basis of the external dimensions of the property.

Where an application includes demolition your attention is drawn to the guidance set out in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

The analysis and justification in a supporting statement should address the issues raised in paragraphs 3.16-3.19 of *PPG15* including:

- a schedule of necessary works to preserve the building in its existing use or with a viable new use
- a schedule of necessary works to carry out the applicant's proposals
- a full structural engineer's report and appraisal of the building
- a comparable cost appraisal, produced by a Quantity Surveyor, or similarly qualified person and
- a comparison of the benefits of retaining the building with that of carrying out the proposed works

A written statement should also be provided, which analyses:

- the significance of archaeology
- the history and character of the building/structure
- the principles of and justification for the proposed works and their impact on the special character of the listed building or structure
- the setting both of the proposed works and of adjacent listed buildings

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. It is strongly recommended that the applicant/agent and officers discuss the scope and degree of detail to be included in this justification before submission of the application.

## **11. Listed Building Alterations**

A written explanation of the proposed works should include:

- an assessment of the impact of the works on the significance of the asset
- a statement of justification explaining why the works are desirable or necessary (this should include development appraisal where appropriate)
- an archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist, and
- (when works include significant elements of demolition or rebuilding,) a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies

## **12. Listed Building Grading**

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.

## **13. Immunity from Listing**

Please identify whether a Certificate of Immunity from Listing been sought in respect of this building. If so, please also provide the result of this application.

## **14. Certificates**

If you are the sole owner of the land to which the application relates please complete Certificate A. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete Certificate B and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

**It is an offence knowingly or recklessly to complete a false or misleading certificate.**

## **15. Planning Application Requirements Checklist**

Please use the checklist at the end of this document to ensure that the form has 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 will result in your application being returned as invalid.

## **16. Declaration**

Please sign and date your application.

## **17. Applicant Contact Details**

Please provide contact information for the applicant.

## **18. Agent Contact Details**

Please provide contact information for the agent.

## **19. 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 Council in dealing with your application as quickly as possible.

## **Planning Application Requirements Checklist**

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be

accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

## National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)
- A Site location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically), this should be at a scale of 1:1250 or 1:500, please see below for more information on the site location plan
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement

All applications need to submit a design and access statement, apart from the following proposals:

  - A material change in the use of land or buildings, unless it also involves operational development
  - Engineering or mining operations
  - Development of an existing dwelling house, or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house, where no part of the dwelling house or curtilage is within a designated area. “Designated area” means a National Park, site of special scientific interest, conservation area, area of outstanding natural beauty, World Heritage Site and the Broads

- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

When you submit a location plan it should show 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. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

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 included.**

### **Guidance on naming your drawings**

Please ensure that the drawings you provide as part of your application should be accurately described on the drawing itself.

The description should firstly indicate whether they are of the development or site as EXISTING or PROPOSED. It should then indicate whether they are PLANS or ELEVATIONS of the development or site. In the case of elevations they should indicate the orientation, e.g. FRONT, SIDE or REAR, or NORTH, SOUTH, EAST, WEST and in case of plans the floor, e.g. GROUND FLOOR, FIRST FLOOR, etc. For multiple drawings on the same page the description should describe all the drawings. Some example descriptions are shown below:

- Proposed ground floor plan
- Existing rear elevation
- Existing and proposed ground floor plans
- Existing and proposed North and South elevations
- Existing and proposed front and rear elevations and ground floor plans

### **Local Information Requirements**

**May include some or all of the following**

- **1. Photographs & Photomontages**

#### **When are these required?**

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided for larger developments of 10

or more units or 1,000m<sup>2</sup> or more floorspace or if the proposal involves the demolition of an existing building or is a development affecting a conservation area or a listed building.

## 2. Flood Risk (and Drainage) Assessment

### **When is this required?**

A Flood Risk Assessment is required for the following planning applications,

- sites of one hectare or greater in Flood Zone 1; and
- all proposals for development located within Flood Zone 2 and 3 (including changes of use to a more vulnerable class)
- where the Environment Agency and/or other bodies have indicated that there may be a drainage problem.

For further information please see the Department for Communities and Local Government's (DCLG), **Planning Policy Statement 25: Development and Flood Risk** (Annex E Paragraph E8-10) which is available to view on the DCLG's website at:

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

You can also view the Environment Agency website for more advice:

<http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>

Where the development is within 8 meters of a watercourse, plans showing the proposed development and setback from the watercourse should be submitted.

## 3. Listed Building Appraisal & Conservation Area Assessment & Historical, Archaeological Features & Scheduled Ancient Monuments (Heritage Assessment)

### **When are these required?**

For works affecting a listed building or the setting of a listed building a listed building appraisal will be required.

For any development in a conservation area or affecting the character of a conservation area a conservation area assessment will be required if it is not already referred to in the Design and Access Statement.

An assessment will also be required for developments within an Area of Archaeological Importance or a Historic Park, Garden or Landscape. More information can be found in **Supplementary Planning Guidance (SPG) 2: Conservation and Archaeology** which is available to view on our website at:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance) or in **Planning Policy Statement (PPS) 5: Planning for the Historic Environment** which is available to view on the Department for Communities and Local Government's (DCLG) website at: <http://www.communities.gov.uk/publications/planningandbuilding/pps5>

## 4. Sustainability Statement (including Energy Statement)

### **When is this required?**

A sustainability statement will usually be required for any development falling in to the major category: creation of 10 or more residential units (whether by conversion, change of use or new build), or where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1,000m<sup>2</sup> or more, or with a site area of 1 hectare or more.

The statement should demonstrate how sustainability issues have been addressed during the design process. In particular energy efficiency and renewable energy, water conservation and recycling, sustainable drainage systems, biodiversity, conservation and recycling of construction materials, having regard to **Policy UD2: Sustainable Design and Construction** in the **Unitary Development Plan (UDP) Written Statement** (available at: [www.haringey.gov.uk/udp-2](http://www.haringey.gov.uk/udp-2))

and **Supplementary Planning Guidance (SPG) 9: Sustainability Statement and Sustainability Checklist** which are available on the Haringey Council website at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance).

Further useful information is also available:

- **For residential developments:** The Code for Sustainable Homes which is available on the Department for Communities and Local Government website at: <http://www.communities.gov.uk/publications/planningandbuilding/codesustainabilitystandards>
- **For non-residential developments:** The BRE Environmental Assessment Method (BREEAM), further information is available at: [www.breeam.org](http://www.breeam.org)

## 5. Ventilation/Extraction Details

### **When is this required?**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Cafes – use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways – use for the sale of hot food for consumption off the premises). This information (including odour abatement techniques) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

For more information please see **Supplementary Planning Guidance document 6c: Restaurants, Hot Food Premises -Use Class A3 – etc** on the website.

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## 6. Structural Survey of the Property

### **When is this required?**

A structural survey may be required to support applications for proposals which involve substantial demolition (excavations to provide new basements), or to support tree works applications for the removal of a tree causing structural damage to a property.

### **Explanatory note on Supplementary Planning Guidance**

This guidance document makes reference to Supplementary Planning Guidance (SPG).

The UDP sets out the policies for specific areas and core planning policies on topics for the whole borough. Much of the detail to support the UDP policies will be contained in accompanying documents called Supplementary Planning Guidance (SPG).

Supplementary Planning Guidance (SPG) is a material consideration for development control purposes and can take the form of design guides, area development briefs or supplement other specific policies in the UDP.

As of January 2008 five SPG have been adopted to bring them in line with the adopted UDP policies, the UDP Inspector's recommendations and changes to government legislation. The remaining SPG are still draft and will continue to be used for development control purposes. In addition, two codes of practice on employment and training and health planning obligations have been prepared and adopted. The two Code of Practice Notes will assist in development control negotiations on planning obligations and relate to employment and health impacts of development proposals.

**The SPG and Codes of Practice Notes adopted in 2006 are:**

- SPG1a Design Guidance
- SPG3a Density, Dwelling Mix, Floorspace Minima, Conversions, Extensions and Lifetime Homes
- SPG8a Waste and Recycling
- SPG10a The Negotiation, Management and Monitoring of Planning Obligations
- SPG10b Affordable Housing
- Planning Obligation Code of Practice No 1: Employment and Training
- Planning Obligation Code of Practice No 2: Health

As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

**Availability of SPG and Code of Practice Guidance Notes**

All SPG and Code of Practice Guidance Notes (draft and adopted) are available free of charge via our website: [www.haringey.gov.uk/planning](http://www.haringey.gov.uk/planning) on request via telephone (020 8489 1000); or in writing or in person at the following address:

Planning  
Haringey Council  
Level 6  
River Park House  
Wood Green  
London  
N22 8HQ

Email: [planningcustomer@haringey.gov.uk](mailto:planningcustomer@haringey.gov.uk)