

**Your Application for Listed Building Consent/
Conservation Area Consent**

SOME NOTES FOR APPLICANTS

INTRODUCTION

1. Please read these notes carefully before you start to fill in your form or prepare any drawings.

If you need further help, or would like to discuss your proposals before you make your application, please call at or telephone the **Regeneration and Development Department (Planning Division) at Kingston House, Bond Street, Kingston upon Hull, HU1 3ER (Telephone: 612223, Fax: 612350) between the hours of 9.00 a.m. and 5.00 p.m. on Mondays to Thursdays (4.30 p.m. Fridays).**

THE NEED FOR LISTED BUILDING CONSENT/CONSERVATION AREA CONSENT.

2. Work affecting a Listed Building

Certain buildings, which are considered by the government to be of architectural and historic interest, have been placed on a statutory list, which gives them a greater degree of protection than other buildings. They are known as 'Listed Buildings'. A copy of this statutory list is available for consultation at the above address. If you intend to do any work for the demolition or part demolition of a Listed Building or for its alteration or extension in any way which would affect its character, you will need to apply to the City Council for Listed Building Consent for the proposed works. There are certain exemptions for minor works and small-scale demolition – please check with the Planning Division. Any application for retrospective consent should be clearly identified as such.

3. Conservation Area Consent

Certain areas within the City of particular architectural and historic interest have been designated as Conservation Areas. This means that if you intend to demolish, either totally or in part, any building in a Conservation Area, with certain minor exceptions, you will need Conservation Area Consent from the City Council, even though the individual building is not 'Listed'. Details of the boundaries of the Conservation Areas in the city can be obtained from the above address.

4. Applications to vary/discharge conditions attached to an earlier Listed Building Consent or Conservation Area Consent.

It is possible to apply for a condition imposed on a consent to be varied or discharged. Your application should identify the consent and condition in question and should give details of your reasons for applying.

MAKING APPLICATIONS FOR LISTED BUILDING CONSENT/CONSERVATION AREA CONSENT

5. Before applications can be decided various consultations must be carried out and the City Council must be satisfied that they know precisely what works are intended. It is therefore important that you give a clear picture of what is proposed by means of a correctly completed application form, certificate plans, elevations and, in some cases, photographs. The sections below give details of what is needed when you put in an application

A. FORMS

Five copies of the Application form for Listed Building consent, must be filled in and returned. You should also keep a copy for your own reference. Most of the questions should be straightforward to answer, but if you have any problems do get in touch with Planning Division. The intention of the form is to enable you to give a clear statement of what you are applying to do.

B. PLANS AND ELEVATIONS

Usually the best way of giving details of your proposals is by means of plans and elevations of the building. These should be at a large enough scale to show all relevant detail clearly, normally not less than 1:100. There should be separate plans and elevations showing the building as it exists at present and as proposed. Where existing and new work are shown on the same drawing, new work should be distinctively coloured. Details of the materials to be used and their colour should be indicated on the drawings. You should submit five sets of plans to accompany each application.

C. LOCATION PLANS

Each application should include five location plans. These should be at 1:1250 scale showing outlined or coloured in red the building(s) to which your application relates. The plan should show enough of the surrounding area to identify the building(s) clearly. An extract from the Ordnance Survey Map is best for this purpose.

D. PHOTOGRAPHS

Where application is being made for the demolition of a Listed building or part of it or for Conservation Area Consent it may not be practicable to submit detailed plans and elevations. If this is so, then sets of photographs showing clearly the main features of the building and its relationship to surrounding buildings may be adequate. It is, of course, open to you in any other case to submit photographs to accompany plans and elevations if you think this would be helpful. Five sets of photographs should be sent with each application.

E. CERTIFICATE

Your application for Listed Building Consent CANNOT be dealt with unless it is accompanied by a Certificate to show that all persons with a legal interest have been notified of the application. For the purpose of the Certificate, "OWNER" means the freeholder or a person entitled to a tenancy for a fixed term of years of which at least 7 years remain unexpired. When you have completed one of Certificates A, B, C or D cross out boldly the certificates which do not apply in your

case, and sign and date the Certificate where indicated. Do not forget to affix a copy of the notice as published in the local newspaper, if this is appropriate.

6. If you have any problem in connection with making your application for Listed Building Consent, please do not hesitate to contact the Planning Division for help.

Please note there are no fees for this application.

TP/PDC/CW/JB
20th November 2001