

LBC & CAC Checklist

Applications for Listed Building Consent and Conservation Area Consent

Statutory Requirements.	
A copy of the application form.	
Site/Location plan	All applications need to illustrate the location of the development site or building in relation to the surrounding area at a scale of 1:1,250 or 1:1,500. Buildings affected should be outlined in red and owner's neighbouring land in blue.
A copy of the Heritage Impact Statement	It should provide an explanation of why the works are desirable or necessary; an assessment of the significance of the building; an assessment of the impact of the proposed works on the special architectural or historic interest of the building and its significance; a summary of the options and the reasons for the preferred approach.
Certificate as to applicant's status.	
Confirmation the application has been advertised/publicised in accordance with the statutory requirements and copies of all representations received or a statement none were received.	
2 copies (unless submitting electronically) of such plans, drawings and information as are necessary to describe the works which are the subject of the application.	<p>Plans: At each floor level, scale 1:50 (1:100 for larger buildings). Separate drawings to show existing and proposed situations.</p> <p>Elevations and Sections: external alterations must be shown on existing and proposed elevations, and internal alterations on cross sections at scale 1:50 (1:100 for larger buildings).</p> <p>Details: For works affecting larger scale features, for example, doors, windows, railings and staircases, drawings should be provided at 1:10 and 1:20. For fine and decorative details, and intricate</p>

	metalwork, scales of 1:2 or 1:1 should be used.
Additional Information.	
Copy of the list description.	<p>The listing applies to the entire building – interior and exterior – and any object or structure fixed to it, or any free standing object or structure situated within its curtilage which forms part of the land and has done so since before 1 July 1948.</p> <p>The list description is not a comprehensive itinerary of all the features of special architectural or historic interest as its principal purpose is to describe the building for identification.</p>
Confirmation of whether the building is located in, or adjacent to, a conservation area and, if so, the formal title of the conservation area.	
Photographs.	<p>Dated photographs showing the existing appearance of those parts of the building and its setting to be affected.</p> <p>Photomontages showing the visual effects of proposed changes can be used for minor works, for example, addition of lights, aerals, alarms, or changes to shop fronts and signage. The wider setting of the listed building should be shown on more distant photographs.</p>
Ecology.	Where appropriate, a statement must be included on what ecological constraints were considered. Ecological survey results and recommendations should be attached to the application.

Applications for Demolition of a Listed Building or an Unlisted Building in a Conservation Area.

In addition to the above requirements, the following information is required in the event the proposal requires the demolition of a listed building or an unlisted building in a conservation area.

Statutory requirements.	
Written confirmation the authority has consulted all the organisations set out in the direction contained in Listed Building Applications and Decisions (Duty to Notify National Amenity Societies and the Royal Commission) (Wales) Direction 2017.	For all applications involving demolition or alterations involving partial demolition, and copies of all comments received or a statement that none was received.
A Heritage Impact Statement for demolition of an unlisted building in a conservation area.	It should provide an explanation of why demolition is desirable or necessary and an assessment of the impact of the demolition of the building on the character or appearance of the conservation area, including potential benefits and any harm.
A Heritage Impact Statement for demolition of a listed building.	It should provide an explanation of why demolition is desirable or necessary; an assessment of the significance of the building; an assessment of the impact of the demolition on the special architectural or historic interest of the building and its significance; a summary of the options and the reasons for the preferred approach.
A report on the condition of the building, the cost of repairing and maintaining it in relation to its importance and the value derived from its use.	Any assessment should also take account of the possibility of tax allowances and exemptions and of grants from public or charitable sources. In those cases where it is clear a building has been deliberately neglected, less weight should be given to the cost of repairs.
A report on the adequacy of efforts made to retain the building in use.	This should include the offer of the unrestricted freehold of the building on the open market at a price reflecting the building's condition (the offer of a lease would normally reduce the chances of

	finding a new use for the building).
The merits of alternative proposals for the site.	Whilst there are material considerations, the Welsh Ministers take the view subjective claims for the architectural merits of proposed replacement buildings should not in themselves be held to justify the demolition of any listed building. Even where it is thought the proposed works would bring substantial benefits for the community, it will often be feasible to incorporate listed buildings within the new development, and this option should be carefully considered: the challenge presented by retaining listed buildings can be a stimulus to imaginative new design.
Additional Information.	
In line with paragraphs 5.15 and 6.13 of Technical Advice Note 24: The Historic Environment.	<p>An application for the demolition of a listed building should be made in exceptional circumstances and only as an option of last resort. Consent for demolition should not be given simply because redevelopment is economically more attractive than the repair and re-use of a historic building. The following factors need to be considered:</p> <ul style="list-style-type: none"> • The condition of the building, the cost of repair and maintenance in relation to its importance and the value derived from its continued use. Where a building has been deliberately neglected, less weight will be given to these costs. • The efforts made to keep the building in use or to secure a new use, including the offer of the unrestricted freehold of the building for sale at a fair market price that reflects its condition and situation. • The merits of the alternative proposals for the site, including whether the

	<p>replacement buildings would meet the objectives of good design ¹ and whether or not there are substantial benefits for the community that would outweigh the loss resulting from demolition.</p>
<p>Evidence preservation in the form of a charitable or community ownership is not possible or suitable and details of the efforts made to establish such ownership.</p>	
<p>Evidence the redevelopment would produce substantial benefits for the community, which decisively outweigh the loss resulting from demolition, and evidence of the efforts made to incorporate the building/structure into the redevelopment.</p>	
<p>Evidence of sale on the open market.</p>	
<p>Applications located within a conservation area must be accompanied by details of the proposed redevelopment of the site or evidence of demolition, in itself, and the open space created preserves or enhances the character or appearance of the conservation area.</p>	
<p>The level of aforementioned justification to accompany an application for conservation area consent should be proportionate having regard to the current contribution the application building(s) make towards the character and appearance of the conservation area and indicate its approximate date(s) of construction.</p>	

¹ Welsh Government, Technical Advice Note 12: Design

Submission of supporting documents

Applications should only be made to the Welsh Ministers in cases when the Local Authority is also the applicant.

Applications can be submitted electronically although they must be accompanied by documents submitted in PDF or word format. (Documents in TIFF format will not be accepted, any documents submitted in TIFF format will be returned for conversion).

Any application submitted electronically should only include documents relevant to the application and any drawings or documents should be named by the same name/number as appears on the hard copy of the document or drawing. Any applications where the supporting documentation is not clearly labelled will be returned. The application will not be validated until the documents are correctly labelled as required by Regulation 2(4).

A list of submitted drawings/documents should be provided.

Applications submitted in hard copy must be accompanied by two sets of drawings and plans.

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