



Guidance on submitting applications for listed building consent

2.5

This leaflet gives details of the specific additional information which may be required to support your listed building application

Listed building application forms and notes are available from our website

www.aylesburyvaledc.gov.uk/apply-for-planning-permission

Guide to the range of information required

The type and amount of information needed will vary in each case, depending upon the significance of the building and the impact of the proposed changes. Please remember that the level of details should be **proportionate** to the particular proposal.

Information needs to be : **A. Illustrative material** **B. Supporting written information**

A. Illustrative material

We will always require

1 Plans and measured drawings of structures as existing and as proposed

All plans, elevations and sections should be at a metric scale eg: normally 1:50, but 1:100 may be acceptable in some circumstances. They need to show the impact of the proposals on the building and its setting. These must clearly indicate elements proposed for demolition and/or repair preferably by means of hatching, shading or colour shading.

- A location plan to scale 1:1250 or 1:2500 showing the site outlined in red. (Other land in the same ownership should be outlined blue).
Plans can be obtained from an Ordnance Survey map supplier.
- All floor plans existing and proposed
- Any external and internal elevations affected by the works
- cross sections through floor, roof, walls, windows, doors, ground level etc, where these are affected by the works

In addition the following are helpful

2 Photographs should be, dated, numbered and cross-referenced to a plan, showing the site and its setting in general and the area of proposed change in detail.

Old photographs of the building may be useful to illustrate the history or previous form(s) of the building.

3 Perspectives or photomontages, models or computer visualizations to show the impact of new works on the heritage asset and its setting.

4 Landscape works to include contours, planting, paving schemes.

5 Phasing, if it is intended that the proposed works should be executed in phases then this should be shown on plan or annotated separately since this may have an impact on the wording of any conditions that might be attached to any consent.

B. Supporting written information

Design and Access Statement : see [advice](#) on our web site

This should include the following or they may be provided as separate documents.

- 1 **Statement of justification** explaining why the works are desirable or necessary.
- 2 **Statement of significance** of the entire building or that part or parts of the building that will be affected by the proposed works/development. This should demonstrate an understanding of the historical, archaeological, architectural and artistic interest of the site, and in particular the significance of those areas affected by the proposed works. It may be helpful to consult the Historic Environment Record (HER) held by Buckinghamshire County Council.
- 3 **Impact assessment and mitigation strategy** an assessment of the impact of the works on the significance of the building and the steps that have been taken to avoid or minimise any adverse impacts.
- 4 **Assessment by a specialist** where any features of special historic, archeological and architectural interest may exist. eg timber frame repairs.
- 5 **Structural survey** by an specialist engineer familiar with historic buildings, which identifies defects and proposes remedies; required when works include significant elements of demolition or rebuilding.
- 6 **Repair schedule** as appropriate.

In addition

An indication that the implications of compliance with the relevant **building regulations** has been considered and accommodated in any scheme eg. means of escape, insulation, flues, vents etc.

Note

It is important to remember that the information supplied should be **proportionate** to the nature of the proposal.

If in doubt then applicants and agents are recommended to discuss their proposals with one of the Historic Buildings Officers prior to submission to obtain further advice. If a preliminary site visit is required then usually it will be necessary to supply at least sketch plans to illustrate proposals prior to the site visit.

For an audio or large
print version of this
leaflet, please phone
01296 585454

Planning
AYLESBURY VALE DISTRICT COUNCIL
The Gateway Gatehouse Road Aylesbury Bucks HP19 8FF
Tel: 01296 585679 Text Relay: Prefix telephone number with 18001
email: historicbuildings@aylesburyvaledc.gov.uk
www.aylesburyvaledc.gov.uk

