



Guidance on applications relating to heritage assets

Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

This document sets out the procedures and process of a Listed Building Application and heritage assets. Guidance is included on how to complete the application form and why the information is required.

The guidance is primarily designed to assist domestic property owners undertake small or minor applications, such as replacement windows, minor alterations or roof covering replacement. Where larger or more complicated applications are proposed, discussion should be undertaken with the design and conservation officer for pre-application advice.

Why consent is required

Listed buildings are given special, legal protection to ensure that they are conserved for future generations. Obtaining consent ensures that we can protect the buildings, not only structurally but with regard to loss of historic fabric and significance.

The application process – what happens?

The application will be received and validated by the planning department. When validated, the case officer will consult the design and conservation officer, who will review the application and may visit the site.

The planning department will also put up notifications outside the property and may invite others, such as local amenity societies, English Heritage (if the building is Grade II* or Grade I listed) and local parish councils to make comments and recommendations. There is a statutory three week consultation period for this part of the process.

The case officer will then review any comments received and will make the decision if the application has been delegated. If delegated, the application will be decided by the planning committee with recommendations from the case officer.

In some cases, the application may not be delegated, if they are complicated, deemed as

controversial or have a major impact on a settlement.

This application process generally takes between six and eight weeks to complete.

The listed building consent application

The listed building application form requests information regarding the property and the proposed works. Supplementary documents and plans are also required. A list of the drawings and information required is detailed in our local validation checklist.

To comply with national requirements, your application must include:

- A completed application form (The original plus three copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land which the application relates to, drawn to an identified scale and showing the direction of north. (The original plus three copies to be supplied unless the application is submitted electronically). The application site should be edged clearly with a red line. 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, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A copy of other plans and drawings or information necessary to describe the subject of the application (the original plus three 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 no 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 1:50 or 1:100).
- The completed Ownership Certificated (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulation 1990.

Additional documents are statutory requirements for all listed building applications or planning applications that may have an impact on the setting of a listed building or heritage asset.

These documents, *Heritage Statement and Design and Access Statement*, do not need to be long, complicated or highly technical. They provide additional information that allows the Council to assess and understand the significance of the heritage asset that the application relates to and why you feel that the work is justified. This document is there to ensure that the long term future of the building or asset has been considered. To do this, an understanding of the past and present is required. All buildings - termed as heritage assets under the National Planning Policy Framework (NPPF) - are unique and each has their own significance.

The statement of significance of the asset, whether it is a listed

building, conservation area or the setting of a listed building, should explain why the heritage asset is important in its own right. This is not only the architectural or historical importance, but can also include social, archaeological or technical context, or the relationship it has with the local community.

As design and conservation officers, we understand that things do change and develop over time. Our role is to help manage this change whilst retaining the significance of the building, which is why the additional documents are an important part of the application.

Ecological reports will need to be supplied if undertaking works to a derelict building or to roofs. Certain wildlife, such as bats, newts and badgers, are protected by law. Guidance can be obtained by the council's ecologist.

Heritage statements or statement of significance

Heritage statements are written to provide guidance on:

- what makes the building special or unique
- how the building or site evolved

- the setting of the building
- the condition of the site or building, though this is not taken into consideration for the application.

A Heritage statement is required for applications for works to a listed building (designated heritage asset) or works that affect the curtilage or the setting of a scheduled monument or an historic or listed building.

The report should be clear and simply laid out. We recommend the following:

1. Background information

A brief background to what the building or asset is, where it is, what it is made from, when it was created and usage. The listing description (available from English Heritage <http://list.english-heritage.org.uk/>) gives a brief, limited over-view of the property. This information may be sufficient for small applications, or a good starting point to provide information on what makes the property special or unique. Many of the descriptions do not contain information about the interior of the property, which will be required if proposing internal alteration works.

For more complex or intrusive

proposals, further information on the property is required, and this information can be found by looking at old photographs, local maps, lists (such as tax returns – hearth tax, window tax, etc), fire insurance records, census returns or further investigation at the local records office, general research books (available at public libraries) or on the internet.

For extensions or bigger alterations, investigation into archaeological records is required. Information on local finds and excavations can be found on English Heritage’s website, but an archaeological survey may be required.

2. Development of building

Most buildings have changed and developed over time, and it is important to understand how the building has changed. The changes form part of the history of the building, and will be taken into account for the proposed works. It is often easier to understand the changes by producing a simple plan and highlighting the additions and extensions on this. It is worth noting, just because ‘it isn’t original’ is not a reason to remove or alter, and sometimes these changes can be part of the significance of the building.

3. Setting

The setting of the building or asset describes where the building is located, such as village centre, rural setting or town centre. It should be a brief description of the surrounding area and how that building relates in the area.

4. Condition

The condition of the building can be a simple statement confirming whether it is derelict, in need of work or in good condition. The condition of the building can sometimes be the justification for the works, such as replacement of pointing or stone.

The scope and degree of details necessary in a heritage statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either the case officer or design and conservation officer before any application is made.

It is worth noting that many older buildings may be home to bats and other protected species, they will require a separate report by an ecologist.

Additional information works to listed buildings

For applications for listed building consent, a written statement should include a schedule of works and specification of materials to be used.

For example:

Schedule of works:

To replace timber windows to the ground floor on the north elevation

Decorate and patch repair remaining windows, including change of colour from white gloss paint to off white eggshell paint.

Remove timber stud partition wall to ground floor main reception room.

Make good damaged plaster to main reception room.

Specification:

Timber for windows – the same profile of the window beading to be completed by joiner. Wood to be used is oak on a like for like basis.

Plaster – making good with lime plaster to match existing (mix to be confirmed).

For any structural works, a structural

report should be included to confirm that the works are either required, possible with the minimal loss of historic fabric or that the structure is able to take the proposed works.

Conservation areas

For applications in a conservation area, consent is required for the demolition of a building or major wall. A written statement that includes a structural survey, an analysis of the character and appearance of the building or structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

Impact on the setting of a listed building

Under the NPPF, a statement is required if the proposed work impacts on the setting of heritage assets. This written statement should include plans showing heritage assets that may exist on or adjacent to the application site. Assets include listed buildings, structures, historic parks and gardens, historic battlefields, scheduled ancient monuments and archaeology.

The statement should include:

- a brief history of the asset
- a brief description of the character of the asset
- the principles and justification for the proposed works
- the impact of the proposed works on the special character on the asset, its setting and the setting of adjacent listed buildings.

Heritage impact assessment

For applications within or adjacent to a conservation area, or works near to a listed building or other designated heritage asset, an assessment on the impact of the works on the character and appearance of the area may be required.

A full understanding of the heritage asset significance is required. This should be completed in the heritage assessment, and this allows the proposed works to be compared to the impact of the asset.

For larger projects, it should provide guidance on the mitigation works that have been allowed to reduce the impact on the asset.

The principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required in support of an application for listed building consent.

Archaeological considerations

For all applications involving the disturbance of ground within an Area of Archaeological Potential, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Design and access statement

This statement provides guidance on the thinking behind the design of the proposed works. Applicants will need to provide a brief written description of the proposed works and the justification behind the proposals.

The statement should be relevant to the works. For example, the replacement of rotting timber sash windows with a like for like replacement undertaken by a competent joiner will require a shorter description than altering the internal layout of the ground floor to extend the kitchen and relocate the bathroom.

The design and access statement should contain the following basic information:

- the existing or proposed use for the building
- the amount of work to be undertaken
- the proposed layout
- the scale of any extensions, replacement or new features
- any changes to landscaping
- any changes to the appearance of the building
- where required, provide information on vehicular access, public transport links, etc.

Appendix 1

Draft layout for heritage statement

1. Description

This should contain the following information:

- **style of property** – detached, semi detached, mid terrace property, single storey, two storey
- **date of construction** – originally constructed in 1908, built c.1671
- **materials of construction** – roof is covered with blue slates, the walls are of ironstone, the windows are wood
- **notable characteristics** – the eaves of the property overhang considerable with detailed coving underneath
- **how the building has evolved and developed**

1.1 Photographs and maps

Applicants should provide an overall photograph of property if possible, and a suitable selection of photographs where the works are proposed. These are to provide guidance only, and not a full survey or record of the asset.

An Ordnance Survey (OS) map should be supplied indicating the location of the property. This can be downloaded from English Heritage's website - <http://list.english-heritage.org.uk/>

2. Summary of setting or characterisation

Characterisation of the area looks to bring together the many aspects of the place, many of which are every day life.

Example:

"Bodicote House is set within a park land and is next door to Cherwell District Council offices. Public visit the offices on a regular basis creating a hive of activity."

"The cottage is set within a quiet village location and is typical of the surrounding properties. The cottage forms part of the character of the area by the similar built properties in brick with wood windows, which was part of the development of the area due to the introduction to the canal."

3. Summary of significance

Describe the significance of the asset, such as

“the significance of the property is the layout which remains relatively unchanged since original construction. The windows are the original Georgian fine timber sashes with original glass. The use of copper to the roof covering is unique to this building in the area, and shows technological advancement in the use of this material”

It is also worth noting areas that have changed and altered over the years, such as:

“the property has been extended to the rear, losing the large timber sash windows and original French doors”.

The level of detail and information is dependant on the proposed works. Remember to include any information on the asset that makes that building or site unique, such as social value, historical connections, and technological advances.

4. Summary of condition

Include a brief summary of the condition of the asset, noting if the building is still occupied, weather tight, etc.

The condition of the building will have limited influence on the decision for the application. Poor maintenance is not a consideration for major works to be undertaken.

5. Summary of proposal

Description of the works you are proposing to do, and how you are going to do it.

Appendix 2

Draft layout for heritage impact assessment

Proposal	Fabric or significance effected	Potential impact	Mitigation works
Re-plaster wall to living room	Modern gypsum plaster on wall	None	
Re-plaster entrance hall	Original lime plaster to walls	Loss of historic fabric	Existing lime plaster can be re-used in new mix.

Summary of justification of the works

Provides a brief reason of why the works are required, such as structural repairs.

Example:

“The plaster to the ground floor has suffered from general wear and

tear. The plaster to the living room is not traditional and has suffered from water penetration. To allow the building to breathe, the gypsum plaster will be carefully removed and replaced with lime. The entrance hall plaster has become detached from the laths due to general damage within this busy area.”

Appendix 3

Draft layout for design and access statement.

The statement should look to provide information on why the design has been undertaken and how the design has taken into account accessibility.

Example:

Design use-

“The current use of the building is as a domestic house. The proposed alteration allows the building to form three independent self contained flats.”

Amount of work-

“The amount of work required to undertaken the proposed alteration is minimal. Three new doors will need to be installed on each floor which will allow for the individual flats to be created. Further intervention is required to install bathrooms and kitchens. A structural engineer has been consulted to confirm that the additional weight can be taken by the existing floor structure. The remaining work will be cosmetic in the form of decoration and soft finishes. The original plaster cornices are to remain intact.”

Scale-

“The scale of the building will remain unchanged by this scheme.”

Landscaping-

“The front garden will be landscaped to allow a small lawn area and flower beds. The driveway will be replaced with new brick paving. The rear garden shall be split with low level fencing into 3 sections, one per each flat.”

Appearance-

“The overall appearance of the property will remain unaltered.”

Access

“The building is located in the centre of Banbury, with good access to facilities. The internal layout provides limited accessible access due to the restraints of the listed building.”

Appendix 4

Further Information:

National Planning Policy Framework

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

English Heritage

<http://www.english-heritage.org.uk/professional/advice/>

Society for the Protection of Ancient Buildings

<https://www.spab.org.uk/advice/>

Building Conservation website

– please note that this website has some out of date information but does provide guidance

<http://www.buildingconservation.com/>

PLAN1012

Call **01295 227006**
or visit **www.cherwell.gov.uk**

The information in this document can be made available in other languages, large print braille, audio tape or electronic format on request. Please contact 01295 227001

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać. 01295 227001

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如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。01295 227001

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