

Guidance Notes

Making an Application for Listed Building Consent

If you want to alter, extend or demolish all or part of a building which is Listed as being of Architectural or Historic Interest, it is likely that you will have to apply to Stirling Council for Listed Building Consent before you start work. This consent also applies to minor works to the exterior or interior of a listed building and works to features which form part of the building's setting (for example, fences, garden walls and artifacts).

Many old buildings are Listed because they have architectural or historic interest. A Listed Building Application allows the Council and in most cases, the Scottish Ministers (Historic Scotland), to check how your proposals might affect the character of the original building and to make sure that any changes you are planning are sensitively carried out.

Buildings of architectural and historic interest are an essential part of the social and cultural history of our towns and countryside. Development Control staff can give you advice about your Listed Building Application and will be pleased to work with you to help conserve and enhance these important assets. In most cases a Planning Application will also be required. Both Application forms can be filled in at the same time but you will need to include separate sets of drawings with your Listed Building Application.

If the building is not Listed but is located in a Conservation Area, you may require Conservation Area Consent if partial or complete demolition is proposed.

If you wish to check if the building is Listed or are unsure whether any of these consents are needed, please contact Development Control staff at Viewforth, Stirling. To make sure that you will see somebody who can help you with your particular enquiry, please telephone the office first to arrange an appointment (01786) 442453.

HOW TO FILL IN THE FORM

Section 1. Using an agent

It is worthwhile obtaining specialist advice from a chartered architect to assist you prepare your proposals before you make an Application for Listed Building Consent. If an agent is being used all correspondence about the Application and the Decision Notice will be sent to them.

Section 3. Existing use

Please describe the existing use of the building and let us know who to contact to obtain access during office hours.

Section 4. Description of the proposed works

Tick the appropriate boxes to indicate the type of works you intend to carry out and make sure that your plans show these works clearly.

It will help us in considering your Application if you can provide as much information as possible about the existing building and the proposed alterations, extension and demolition works. It is your responsibility to demonstrate the nature of all proposed works. If you intend to carry out major works it would be advisable to prepare a separate report. The partial or complete demolition of a Listed Building is unlikely to be granted consent without reasoned justification and detailed proposals for any replacement building.

The quality of the proposed works and their effect on the character and appearance of the Listed Building and its surroundings is fundamental to the assessment of your Application.

Please provide two sets of photographs to show the buildings affected by your proposals.

This is not obligatory but it does greatly assist Historic Scotland, who are based in Edinburgh, to assess the proposal.

Section 5. Colour and type of materials

Please provide information on the colour and type of materials that you intend to use and make sure that they are noted on the Application form. Because your building is Listed, new materials should match or complement the old and the details should be carefully thought out so that they enhance the original building and its surroundings. Manufacturers should be able to give you specific reference codes or product names that will help us to understand the colour, materials and finishes that you intend to use. You must make sure that existing and proposed materials are specified on the drawings.

It is likely that you will be asked to produce samples of the various materials and finishes.

Section 6. Property Ownership Certificate

Tick one box only in parts (a) to (c) to certify your interest in the property.

Tick part (c) if you are unable to issue the Certificate because you could not find out the names and addresses of all the owners involved. You will have to advertise the details of your application in the local newspaper. Planning & Regulation staff, phone (01786) 442453, will provide you with a copy of the appropriate Press Notice and Certificate. In part (d) list the names and addresses of the property owners and the date they were notified.

Section 7. Certification

Complete Section 7 by signing and dating the Certificate indicating if you are the applicant or the agent.

Listed Building Consent



1 Applicant

Name

Address

.....

Post Code.....

Phone..... Fax.....

Agent (if any)

Name

Address

.....

Post Code.....

Phone..... Fax.....

Profession

2 Address of Application Property

Please fill in these details, even if the same as "Applicant".

Number or name of property

Street

Town/village

Post Code

Category of Listing (If known)

3 Existing use

Existing Use of building (if vacant, state previous use if known)

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Access to the building can be arranged during normal office hours by contacting:

- Applicant
- Agent
- Other (Please provide details below)

Name

Address

.....

Telephone Number.....

4 Description of Proposed Works

(Make sure that plans show all works clearly)

- Alteration
- Complete demolition of building
- Extension
- Partial demolition of building
- Internal Alteration

Details of works

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Reasons for demolition works

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- I enclose two sets of photographs of the affected building (see notes for guidance)

Has a separate Planning Application been submitted to the Council for the proposed works.

- NO YES Ref Number (if known).....

For office use only

Date Received Date Registered Fee Paid £ Application Number

