

Draft Listed Building and Scheduled Ancient Monuments fact sheet

Introduction

This fact sheet provides additional general guidance on Listed Buildings and Scheduled Ancient Monuments. If you are considering making an application for either Listed Building Consent or Scheduled Monument Consent this sheet will provide you with useful guidance on the process and what information you may be required to submit.

Subject to proposed legislative changes affecting aspects of the historic environment (due 2010), this fact sheet presents the current position and will be reviewed accordingly.

Why are buildings listed?

Buildings are listed in recognition of their special architectural or historic interest, under the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990. Listing is not about creating museum pieces or preventing change, but is designed to ensure that the architectural and historic interests of the building are properly considered before any alterations either outside or inside are agreed.

How are buildings listed?

From April 2005 all applications are made to English Heritage (see address at end of guidance). On their recommendations, the Secretary of State makes the decision whether or not to include the building/s on the statutory list.

Do I need Listed Building Consent for the following works?

Works of alteration or extension

Where an alteration and/or extension affects the character or appearance of a listed building, Listed Building Consent is required. For example:

- any new opening or blocking up either **externally or internally** will require consent
- changing the internal layout of a building may require consent. For example introducing new, or moving existing, wall partitions and creating new door openings would require consent
- altering or removing any interior features, such as fireplaces, staircases, mouldings, and exterior features such as windows, doors, chimneys, are subject to Listed Building Consent

- any changes to the facing material of the building or roofing material would require consent, for example replacing Delabole slate with artificial slate.

It is advisable to contact the Development Management Unit, planningconsents@plymouth.gov.uk prior to submitting an application so that the appropriateness of the works can be properly considered prior to an application being submitted. Guidance can also be given about alternatives if what is proposed would be harmful to the character or appearance of a listed building.

Minor additions and new services

Some minor works and services such as satellite dishes, meter boxes, burglar alarms, central heating and other flues, may affect the character and appearance of a listed building and require consent. If a visually unobtrusive position for such fixtures can be found, then the Council may be able to agree this by correspondence rather than ask for a Listed Building Consent application. The introduction of new services to historic buildings should be discussed with the Council's Development Management Unit first, to ensure that none are detrimental to the structure, its appearance or character.

Demolitions

Any wholesale demolition or destruction of fabric, which is not going to be replaced with a 'like' material, requires Listed Building Consent.

Repairs, maintenance and decoration

Where repairs involve the removal of defective fabric, an assessment must be made as to the extent of replacement material,

and whether it affects the character or appearance of the building. For example, on a like for like basis, replacement windows in the original style, material and detailing do not usually require Listed Building Consent. However, advice from the Development Management Unit planningconsents@plymouth.gov.uk (or see contact number at end of guidance) should be sought first to avoid any doubts.

General maintenance and redecoration does not normally require consent, unless for example the colour of the decoration or materials affects the character or appearance of the building, or materials.

General Information relating to both listing and scheduling

Are there any grants towards the cost of repairing and the upkeep of my listed building or scheduled ancient monument?

Grade I and II* Listed buildings may be eligible for grants from English Heritage. Contact English Heritage direct to see whether there are any grant schemes operating.

The Council is also undertaking regeneration work in specific inner city areas. It is now recognised that the refurbishment and reoccupation of underused and derelict homes has a major part to

play in meeting future housing need and limited grants are available from the Housing Service which can be directed at Listed Buildings.

A number of schemes exist to help in the financial management of scheduled monuments. Grants may be available from English Heritage as part of Management Agreements. Seek advice from English Heritage South West regional office (see address below).

Can the Council force me to repair my building or monument?

Whilst there is no statutory obligation to maintain a building, it is in your best interest to do so, and the City Council has a range of options open to it to ensure that important buildings are preserved.

In the first instance, a building in disrepair may be included on the Council's Buildings at Risk Register (BAR). In exceptional cases, the Council can also serve a "Repairs" Notice upon an owner specifying the works necessary to preserve an individual building, and require this work to be undertaken..

In the case of an unoccupied or partially occupied listed building, the Council can safeguard it from further deterioration by carrying out the minimal works needed to make the building wind and weather-tight itself, and recover the cost from the owner or raise a charge upon the property.

Scheduling does not impose a legal obligation to undertake any additional management of the monument. Owners are however encouraged to maintain their scheduled monuments in good condition by adopting sympathetic land use measures.

Value added tax on works to Listed Buildings

VAT zero-rating is available for "approved alterations" (that is, alterations which require Listed Building Consent from the Council) to listed buildings, which are dwellings or are used for qualifying residential purposes or for the non-business activities of a charity. For further information pick up a leaflet (708/1/90 Protected Buildings) from your local Customs and Excise Office. *web link?*

How to apply for Listed Building Consent

Listed Building Consent application forms are available from the Council's Development Management Unit; give address/link.

There is no fee payable for the submission of Listed Building Consent applications.

How to apply for Scheduled Monument Consent

Applications for Scheduled Monument Consent are made to the Secretary of State. It is possible to apply for Scheduled Monument Consent on-line. This must be done before any proposed works are started as consent cannot be granted retrospectively. For on-line applications go to the DCMS website at www.culture.gov.uk. For postal applications contact the DCMS (see address below).