

LISTED BUILDING AND SCHEDULED ANCIENT MONUMENT FACTSHEET

Introduction

This factsheet 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.

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?

Applications are made to English Heritage (see address at end of guidance). On their recommendation, the Secretary of State for Culture, Media and Sport 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 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 or 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 alternative slate.

It is advisable to contact the Development Management Unit, planningconsents@plymouth.gov.uk and consider obtaining informal pre-application advice on proposals involving/requiring Listed Building Consent, so that any key issues can be addressed early in the procedure, and to ensure that everyone involved in this process understands the nature of the service.

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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 appearance or character of the building.

Demolitions

Any demolition or destruction of fabric, which is not going to be replaced with identical 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 doubt.

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.



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.

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. The City Council also 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

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“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 minimum works needed to make the building wind- and weather-tight 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.

How to apply for Listed Building Consent

There is an informal pre-application advice service on proposals involving or requiring Listed Building Consent, to identify any key issues that should be addressed, and to ensure that everyone involved in this

process understands the nature of the service. Information regarding this service can be found at: <http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningconsents/planningpermission/preapplication.htm>

Listed Building consent application forms are also available from the Council’s Development Management unit at the website address seen below.

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

How to apply for Scheduled Monument Consent

Sites are scheduled because they are significant examples of an archaeological resource for the educational and cultural benefit of future

generations. Not all scheduled monuments are old and some are difficult or impossible to see above ground, their form and layout only becoming clear from the air. Scheduling is carefully restricted to the most important sites of each type of monument and to those for



which this designation provides the most appropriate protection.

Applications for Scheduled Monument consent are made to the Secretary of State for Culture, Media and Sport. It is possible to apply for Scheduled Monument

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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 below).

Further guidance

Further guidance can be found from:

English Heritage
South West Region
29 Queens Square
BRISTOL BS1 4ND

Tel: 0117 975 0700
Fax: 0117 975 0701
E-mail: southwest@english-heritage.org.uk

English Heritage
1 Waterhouse Square

138 - 142 Holborn
London
EC1N 2ST

Tel: 020 7973 3000
Fax: 020 7973 3001
E-mail: london@english-heritage.org.uk

[http://www.english-heritage.org.uk/](http://www.english-heritage.org.uk)

DCMS:
Department for Culture Media and Sport
2-4 Cockspur Street
London
SW1Y 5DH

Email: enquiries@culture.gov.uk
For web queries: feedback@culture.gov.uk

Website:
http://www.culture.gov.uk/what_we_do/historic_environment/default.aspx

General Enquiries
020 7211 6200
open 9:30 a.m. – 16:30p.m.
Monday to Friday

www.climatechangeandyourhome.org.uk

Contact details

Planning Policy
Department of Development
Plymouth City Council
Plymouth PL1 2AA
Tel: 01752 304145
Email:
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