

## Do I need Listed Building Consent

THIS IS NOT AN OFFICIAL LISTED BUILDING CONSENT APPLICATION OR DETERMINATION FORM. It has been designed to help people who want to know if they are likely to need Listed Building Consent to carry out works.

There is a separate service for the need for Planning Permission.

We aim to reply within **10 working days of receipt**. This will constitute an informal response, as a definitive response can only be obtained through the submission of an Application for a Certificate of Lawfulness of Proposed Works to a Listed Building

**Please complete all sections of this form and mark (N/A) at the beginning of each section, if not applicable to your enquiry. Please note incomplete forms may lead to a delay in the response given by the Planning Service.**

### What to expect from this service

- An informal officer opinion as to whether Listed Building Consent is required for a development
- A written response in the form of a letter or email within 10 working days
- Input from the Council's Planning Technicians

### What not to expect

- Advice on complex proposals. If the facts of the case are inconclusive, require significant research in to case law or a formal legal opinion then an Application for a Certificate of Lawfulness of Proposed Works to a Listed Building may be required
- A site visit or meeting. All advice will be via a desktop analysis.
- Views as to whether consent would be granted if required
- A view as to whether Planning Permission would be required

### **1. Applicant**

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

### **2. Agent (if appropriate)**

Name

Email (the preferred method of contact)

Address

Postcode

Telephone

### **3. Full Site address**

### **4. Description of proposed works (please continue on a separate sheet if necessary and include photographs/sketch plan to enable the proposal to be considered)**

Please include:

- A detailed description of the proposed works (including existing and proposed material and finishes) together with details of those part(s) of the building likely to be affected
- If you consider consent is not required please state your reasons why (i.e. why you think the proposed works do not affect the special architectural or historic interest of the listed building)
- A plan identifying the listed building(s) to which the enquiry refers
- Photographs identifying the listed building and the area of works to which the enquiry refers
- Details of listed building grading – if not known, this information can be found in the National Heritage List for England, which is available on Historic England's website at: (<https://www.historicengland.org.uk/listing/the-list>)
- Any other relevant information

## 5. Declaration

I/we undertake to carry out the works as specified and understand that legislation is subject to change and that the Planning Authority's decision as to whether or not your proposal requires consent may be subject to change.

I/we also confirm my intention that if consent is not required I/we shall only carry out the proposed work in accordance with the submitted details.

I/we understand that the decision given by the Planning Authority is based on the information provided in this form and any variation from these details may require a re-assessment and possibly consent.

I/we understand that any decision given does not relate to the need for Building Regulation approval which may also be required.

I/we understand that any response given by the Planning Authority is an informal opinion based on the submitted information. If a formal response is required I/we shall submit an application for a Certificate of Lawfulness of Proposed Works to a Listed Building

I/we understand that carrying out works to a listed building without Listed Building Consent where Listed Building Consent is required is a criminal offence and individuals can be prosecuted.

Name (please print)

On behalf of

Date

Please email/send the completed form directly to:

- Email address [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk)
- Address: Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex PO19 1TY

**There is a fee of £150 for this service.**

I have made the appropriate fee to Customer Services by Debit Card and the payment authorisation

code is: