

Listed Building Pre-Application Advice Form

What to expect:

- For on-site advice:
 - A date for site visit arranged within 10 working days where on-site advice is sought
 - Meeting on the application site of no more than 1 hour
 - A summary of points discussed in writing
- Where written advice is requested, a written response in the form of a letter, email or notification based on a desktop assessment of the submitted details within 15 working days
- Access to the Council's Conservation and Design Team
- Advice as to how best to take your scheme forward or areas to avoid

What not to expect:

- Advice on other planning matters or input from a Planning Officer
- A guaranteed outcome on a listed building application

Important:

Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents if we receive a Freedom of Information request or Environmental Information Request and our file notes will form part of the public file if an application follows.

In addition, in the event a formal application is submitted for the proposal the summary of the advice given shall be published.

<p>Applicant Name and Address:</p> <p>Name</p> <p>Address</p> <p>.....</p> <p>Tel No</p> <p>Email</p>	<p>Agent Name and Address:</p> <p>Name</p> <p>Address</p> <p>.....</p> <p>Tel No</p> <p>Email</p>
<p>Site Address:</p> <p>.....</p> <p style="text-align: right;">□ □</p>	
<p>Advice Required (please tick):</p> <p>Written Listed Building Advice £147 <input type="checkbox"/></p> <p>Listed Building Advice on site £361 <input type="checkbox"/></p>	

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
- 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

Total fee payable _____

(The total fee is the sum of all individual services selected)

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

I enclose the relevant supporting documentation as outlined in the CDC Pre-Application Advice Scheme.

Location and Site Plans

Details of the proposal

Any further information that you consider relevant:

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.....

Signature

Date