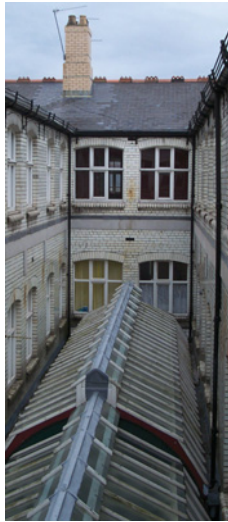


POINTS TO REMEMBER

REMEMBER THAT:

- The Local Authority is obliged to try and preserve the special interest of the building, its setting and features. Proposals which do not do this are unlikely to be recommended for approval.
- A properly documented application will take less time to deal with. A properly documented application will describe the existing situation, how the proposals will change it, and have enough clear detail about what is intended, and how the works are proposed to be carried out, to enable a full understanding of the scheme. Photographs can also be submitted to support an application.
- Sometimes, the ultimate approval for granting listed building consent will be dependant on the referral of the Council's recommendation to Cadw.
- In addition to this leaflet, detailed guidance notes on applying for listed building consent are also available from the Council.
- Unlike applications for planning permission, that there is no fee for making a listed building consent application



FURTHER QUESTIONS

Should you have any further questions or require advice about the information provided here or any other aspect of listing. Please do not hesitate to contact officers of the Council's Conservation and Design Team.



**Vale of Glamorgan Council,
Conservation & Design Team**

Tel: 01446 704626/8

Fax: 01446 704846

or write to

**Vale of Glamorgan Council,
Docks Office,
Barry Docks. CF63 4RT**

Cadw may be contacted at

**Cadw
Welsh Historic Monuments.
Crown Building,
Cathays Park,
Cardiff. CF10 3NQ**

Tel: 02920 826160



CONSERVATION

IN THE

VALE



Making a

Listed Building Consent Application

WHAT IS LISTED BUILDING CONSENT & WHEN IS IT REQUIRED?

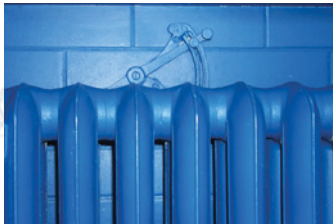
Listed building consent is the authorisation that allows alterations to be made to, or the demolition of, a listed building.

Any works which will affect the character of a listed building, whether internal or external, structural or decorative, will require listed building consent.

The listed building comprises not only the building itself; but also features fixed to it (e.g. flagpoles or sculptures) and also independent buildings or structures within the grounds of the building that were built before July, 1948. An example of this would be a farm building located in a farmyard close to a listed farmhouse.

Therefore, listed building consent may be required to demolish or alter buildings and features within gardens or boundaries of listed properties.

Listed building consent may also be required to undertake works to properties which were once within the curtilage of a listed building, but which have subsequently been sold after the date of listing.



HOW DO I APPLY FOR LISTED BUILDING CONSENT & WILL IT BE GRANTED?

Application forms to enable you to apply for listed building consent are available from the Council, to whom you should also submit the application.

Detailed guidance notes on submitting an application for listed building consent are also provided with each set of application forms.

As well as the forms you will need to sign a certificate indicating that you are the sole owner of the building, or if not, that you have notified the other owners of the building of your application.

You will also need to provide 4 copies of drawings indicating where the building is and the detail of the works proposed (10

copies if the works involve demolition). This may seem excessive, but the Planning Authority very often has to comply with a legal requirement to consult at least six other bodies on many listed building consent applications. Other copies are used by the authority for administrative purposes.

The detail of the proposals for listed buildings will be critical and plans should be at a large enough scale to allow the detail of proposals to be considered. (1:20 is recommended). Often schedules and specifications of works, conditions surveys and methods of repair works will be required.

Each application will also need to be accompanied by a statement indicating why the works are necessary and how the special interest of the building has been accounted for and will be preserved.



Listed Buildings