

**7.LISTED BUILDING, HERITAGE APPLICATIONS
ALTERATIONS, EXTENSION OR DEMOLITION
VALIDATION REQUIREMENTS**

Please see the Full Validation checklist for more detail

This information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

NB: See attached notes for heritage statement requirements

NATIONAL REQUIREMENTS		√
N1	Application Form :Answer all questions	
N2	Correct Fee	
N3	Ownership Certificates <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site. • Certificate B must be completed when the owner of the site is known to the applicant • Certificate C and D must be completed when some or none of the owners of the site are known 	
N4	Agricultural Holdings Certificate	
N5	Article 6 Notices If you are using certificate B or C you will need to serve an Article 6 notice on the owner. The relevant form for this can be obtained from the Council website http://www.hyndburnbc.gov.uk/site/index.php	
N6	Location Plan This should: <ul style="list-style-type: none"> • Be up to date and of Ordnance Survey quality • Be At a scale of 1:1250 or 1:2500 • Show a North point. • Show at least two named roads • Show surrounding buildings which are named or numbered. • Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development. • Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site, with a blue line. • Show the exact location of the application site. 	
N7	Site Plan This should: <ul style="list-style-type: none"> • Be at a scale of either 1:500 or 1:200 • Show the direction of North • Show the proposed development in relation to the site boundaries and other existing buildings on site • Include written dimensions including those to the boundaries • Indicate any buildings or other structures to be demolished. It should also include the following unless these would NOT influence or affect the proposed development: <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site, and those on adjacent land • The extent and type of any hard surfacing • Any boundary treatments including walls/fencing where these are proposed. 	
N8	Floor Plans Required for applications where: <ul style="list-style-type: none"> • New floor space is proposed, • A change in the use of floor space is proposed. 	

N9	Elevations & Roof Plans <u>Required for applications where:</u> <ul style="list-style-type: none"> • New elevations/roof details are proposed • Existing elevations/roof details are altered <u>These should:</u> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 • Explain the proposal in detail • Show details of the existing buildings and those for the proposed development • Show all sides of the proposal • Clearly show the relationship between any adjoining buildings or any building in close proximity (2 metres) providing details of the positions of any openings on each property. 	
N10	Section Drawings <u>Required for applications:</u> <ul style="list-style-type: none"> • Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels. • On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. <u>These should:</u> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale preferably at 1:50 or 1:100 • Show a cross section through the proposed building(s) 	
N11	Design & Access Statements	
LOCAL REQUIREMENTS		
L4	Structural Survey Required: <ul style="list-style-type: none"> • Applications involving the conversion of barns or other buildings outside the urban areas. • Applications for Listed Building / Conservation Area Consent where identified as necessary during pre- application discussions • Applications where there is evidence of land instability • Applications for Prior Notification for Demolition will require a Demolition and Method statement 	
L5	Tree Survey Required: <ul style="list-style-type: none"> • For all developments affecting trees on or adjacent to the site 	
L6	Ecological Survey (including Bat & Owl Surveys) Required: <ul style="list-style-type: none"> • For SSSI or Sites of Local / National Biological importance • For Biological Heritage Sites • For Wildlife links or corridors as shown on the proposals map • For Development likely to affect the habitat of protected species <ul style="list-style-type: none"> ○ Barn conversions ○ Demolition of older buildings ○ Work affecting roof spaces outside the urban area (Ecological statement acceptable within the urban boundary) ○ Removal of trees and hedgerows ○ Alteration to watercourses ○ Wind turbine applications 	
L18	Heritage Statement (Listed Building & Conservation Assessments) (SEE NOTES ATTACHED) Required for: <ul style="list-style-type: none"> • Alteration/demolition of a listed Building • Alteration /demolition of a building in a Conservation Area • Conservation Area Consent for Demolition • Works to a Historic Park or Garden • Works affecting an area or archaeological interest • Works / demolition to a non-designated heritage asset 	
L32	Copies of Applications on CD Required for: <ul style="list-style-type: none"> • All hard copy/paper applications • Major applications when requested during pre application discussions 	

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – www.planningportal.gov.uk.

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form.
- (ii) 1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.



Requirements for Heritage Statements

Heritage Statements are often required by the Council as part of the information submitted with applications for **listed building consent**, **conservation area consent** and **some planning applications**. This is usually when proposed development might affect a heritage asset. The requirement for Heritage Statements is included in National Planning Policy Framework.

There are three types of Designated Heritage Asset found in Hyndburn. These are Listed Buildings, Conservation Areas and Scheduled Ancient Monuments. More information on these can be found on the Council's website at www.hyndburnbc.gov.uk/site/scripts/documents.php?categoryID=200023

Applications that affect these designated assets are required to include a Heritage Statement, setting out the following information:

- a description of the significance of the heritage assets affected;
- a description of the contribution of their setting to that significance, and
- an assessment of the impact of the proposal on the significance of the heritage asset.

It should be noted that a Heritage Statement should also be submitted for applications for planning permission that directly affect a **non-designated** heritage asset or its setting. Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have been assessed or not statutorily designated but have a heritage value. Carrying out a pre-application meeting with the Planning Department will ensure that heritage assets are identified at the earliest stage.

If a Heritage Statement is not included, or the Statement is not sufficient to understand the impact of the proposal on the significance, then the Council **will not validate the application**. The Heritage Statement should be included within the Design and Access Statement where it is required, and clearly marked 'Heritage Statement'.

Why?

Understanding the significance of an asset and the potential impact of a proposal on the significance is important will help to ensure that there are no detrimental impacts on heritage assets or in some circumstances any identified is kept to a minimum with the option of mitigation for the harm.

What should be included in a Heritage Statement?

The level of detail and the length of the statement should be proportionate to the importance of the heritage asset and to the level of work proposed, but the Council is unlikely to validate applications that do not provide the information outlined below as a minimum. For example an application for listed building consent to replace a window will require a level of understanding about appropriate styles and materials but it is likely that application for listed building consent for demolition will require a thorough and detailed understanding of the asset and a thorough explanation of the impact of the demolition on the asset and its setting.

There is no limit on the sources of information that can be consulted or the work that can be carried out in compiling information for the Statement. The four stages below should always be considered, although some applications may require additional information. The

Statement should detail the sources that have been considered and the expertise that has been consulted. *Planning Policy Statement 5: Planning for the Historic Environment* and the related *Planning Practice Guide* give further advice.

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

The following is a guide to the process of producing a Heritage Statement.

1. Check the development plan (the Hyndburn Local Plan), main local and national records including the relevant Historic Environment Record (HER), statutory lists, the Heritage Gateway, the National Monuments Record (NMR) and other relevant sources of information that would provide an understanding of the history of the place and the value the asset holds for society.

This should provide an understanding of the policy context of the proposal and also highlight what information is currently recorded which may be useful in understanding the building or area's significance. Useful sources of information are included in a table at the end of this guidance note.

2. Look at and describe the asset and its setting.

Listed buildings:

What age is the building, or its main constituent parts? What are the main architectural or historical features of the building, both externally and internally? What materials are used in the structure, and which of these are original? Is its setting important in terms of the work that is proposed, for example its surroundings, grounds or neighbouring buildings?

Conservation Areas:

What are the main characteristics of the conservation area and the main elements that give it its special character and appearance? What characteristics are particularly important in the immediately surrounding area, or setting? The Council has produced Conservation Area Character Appraisals for some of its conservation areas, which should be consulted for advice. These are available on the Council website at:

http://www.hyndburnbc.gov.uk/site/scripts/documents_info.php?documentID=313 .

3. How will your proposals affect the historic asset and its significance?

Each element of the proposed work should be clearly set out, and its impact considered and assessed.

For listed buildings, an itemised schedule of work (or **Method Statement**) should be included. Consider how these proposals will affect the structure and the significance that has been identified. What are the methods of work and materials proposed and are they suitable? Are any original features or materials affected? Why is the work necessary, and can any harm or loss to the building be adequately justified?

For conservation areas, consider how the design of the development will preserve or enhance the character of the conservation area. The issues of scale, proportion, massing and materials could all be considered.

4. Consider whether any expert assessment is needed to gain a clearer impact of the proposals

For minor works it may be suitable an applicant to provide a statement. However for large or complex applications it is likely to be more appropriate for a heritage professional to be employed i.e. conservation architect, conservation surveyor, architectural historian, building

archaeologist etc. An architect or agent may be able to provide this service but in some instances they too may require additional specialist input.

Where can I get information?

Source of Information	Details	Contact Information
Hyndburn Local Plan 2006	Contains planning policy for the Borough against which applications for planning permission, listed building consent and conservation area consent are considered.	Available to view at Scaitcliffe House or available online: www.hyndburnbc.gov.uk/site/scripts/documents_info.php?documentID=238
Hyndburn statutory list of buildings of special architectural or historic interest	The list descriptions of the listed buildings in Hyndburn.	Available to view at Scaitcliffe House or available online: www.hyndburnbc.gov.uk/site/scripts/documents_info.php?documentID=647
Historic Environment Record (HER) and Historic Town Assessments	This database contains information on over 25,000 known historic sites across the County. The County Council have produced Historic Town Assessment reports for Accrington, Church & Oswaldtwistle and Great Harwood.	Lancashire County Archaeological Service, Environment Directorate, PO Box 9, Guild House, Cross Street, Preston, PR1 8RD. http://www.lancashire.gov.uk/corporate/web/index.asp?siteid=4398&pageid=20333&e=e http://www.lancashire.gov.uk/corporate/web/index.asp?siteid=4398&pageid=20340&e=e
Lancashire County Record Office	Lancashire Record Office looks after historic documents relating to the County from 1115 to the present day.	Lancashire Record Office Bow Lane Preston PR1 2RE record.office@lancashire.gov.uk Phone: 01772 533026
Local Libraries	Local historical collections.	Accrington St James Street Phone: 01254 872385
Heritage List	An online database of the lists of buildings of special architectural or historic interest and scheduled monuments	Available online: www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/
National Monuments Record Centre	Holds photos, plans, drawings, reports and publications on archaeology, listed buildings, aerial photography and social history.	Available online: www.english-heritage.org.uk/professional/archives-and-collections/nmr
Heritage Gateway	This site allows access to records of national and local heritage assets.	Available online: www.heritagegateway.org.uk/
Archaeology Data Service (ADS)	On line resource for archaeological data searchable by town or village.	Available online: www.ads.ahds.ac.uk/

