

# **PLANNING AND CONSERVATION**

## **GUIDANCE NOTES FOR APPLICANTS FOR**

- 1/ LISTED BUILDING CONSENT or**
- 2/ CONSERVATION AREA CONSENT or**
- 3/ PLANNING PERMISSION WITHIN CONSERVATION AREAS**

The following Guidance is to help you apply for 1/ Listed Building Consent, 2/ Conservation Area Consent or 3/ Planning Permission within a conservation area by explaining what information the Council will need to properly assess your proposal. If you wish to apply for Listed Building Consent and your proposal involves changes to the external appearance of the building, its boundaries or surrounding landscaping, you are likely to need Planning Permission as well. Please ask the Development Control Planner for your area for advice about this; (telephone 0208 379 1000). You may also need Building Control Approval and they can be contacted on 0208 379 3628.

### **INTRODUCTION**

- 1/ You will need to apply for **Listed Building Consent** if either of the following cases apply:-
- You want to demolish a Listed Building.
  - You want to alter or extend a Listed Building in a manner that would affect its character as a building of special architectural or historic interest.

You may also need Listed Building Consent for any works to other buildings within the grounds of a listed building.

- 2/ If your building is in a conservation area you will need to apply for **Conservation Area Consent** to do the following:
- Demolish a building with a volume of more than 115 cubic metres. There are a few exceptions – you can get information on these from the Council.
  - To demolish a gate, fence, wall or railing over 1 metre high where next to a highway (including a public footpath or bridleway) or public open space; or over 2 metres high elsewhere.
- 3/ If you wish to carry out work within a conservation area that requires **Planning Permission** you will need to demonstrate that your proposals do not harm the special character or appearance of the area.

Below you will find three check lists of items that the Council will need from you; one for Listed Building Consent applications, one for Conservation Area Consent and one for applications for Planning Permission within a conservation area. This information will help the Council assess your application and come to a decision as quickly as possible. It is always advisable to contact the Development Control Planner for your area (telephone 0208 379 1000) at an early stage to avoid problems later on.

## 1/ LISTED BUILDING CONSENT

THE WHOLE OF A LISTED BUILDING, INTERNALLY AS WELL AS EXTERNALLY, IS PROTECTED. THIS IS TRUE FOR ALL GRADES OF LISTED BUILDINGS, INCLUDING GRADE II.

*IT IS A CRIMINAL OFFENCE TO CARRY OUT WORK WHICH NEEDS LISTED BUILDING CONSENT WITHOUT OBTAINING IT BEFOREHAND.*

<b><u>Applications for Listed Building Consent Checklist</u></b>		
1.	Three copies of the “ <b>CONSERVATION/LISTED PLANNING APPLICATION FORM</b> ” with all relevant sections filled in. To obtain copies ring 0208 379 1000 or download from the Council’s website at <a href="http://www.enfield.gov.uk/environment/planning">www.enfield.gov.uk/environment/planning</a> .	<input type="checkbox"/>
2.	Four copies of a <b>CONSERVATION PLAN</b> or, for smaller applications, a <b>CONSERVATION STATEMENT</b> for the site. A Conservation Plan or Statement is a written statement explaining and justifying your proposals. Further advice on this important part of your application can be found later in this leaflet.	<input type="checkbox"/>
3.	Four copies of the <b>SITE LOCATION PLAN</b> preferably at a scale of 1:1250 with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Ordnance Survey map extracts can be purchased from the Council at the Environment Direct Reception Desk, Block B, Civic Centre, Silver Street, Enfield. There is a charge for this service. Alternatively, speak to the GIS Team on 0208 379 3520 or 0208 379 3868.	<input type="checkbox"/>
4.	Four copies of <b>FLOOR PLANS, ELEVATIONS AND SECTIONS</b> at a scale of not less than 1:50 of the whole building showing the existing situation marked “ <b>AS EXISTING</b> ”.	<input type="checkbox"/>
5.	Four copies of <b>DETAILED PLANS, ELEVATIONS AND SECTIONS</b> usually at a scale of 1:10, of areas or special features which you propose to alter or remove marked “ <b>AS EXISTING</b> ”	<input type="checkbox"/>
6.	Four copies of <b>FLOOR PLANS, ELEVATIONS AND SECTIONS</b> at a scale of not less than 1:50 of the whole building showing the proposed alterations, extension or demolition marked “ <b>AS PROPOSED</b> ”.	<input type="checkbox"/>
7.	Four copies of <b>DETAILED PLANS, ELEVATIONS AND SECTIONS</b> usually at a scale of 1:10, of new features (for example doors, windows, skirtings or other joinery, fireplaces, staircases etc) which will be introduced into the building by the proposals marked “ <b>AS PROPOSED</b> ”.	<input type="checkbox"/>

8.	Four copies of an <b>ARCHIVE DRAWING</b> should be provided. These may be found attached to the deeds for the property or obtained from the Institute of British Architects Library (020 7580 5533) or the London Metropolitan Archive (020 7332 3828).	<input type="checkbox"/>
9.	Where the application is for a new building or an extension, four copies of a <b>LAYOUT PLAN</b> on a scale of 1:500 should be provided to show the position of the building in relation to the site boundaries and the location type and size of existing trees and hedges.	<input type="checkbox"/>
10.	Where a new building or extension would be visible on the street scene, Four copies of an <b>ELEVATION PLAN</b> at a scale of 1:500 showing the new building and the neighbouring two or three properties on each side should be provided to allow a full assessment of the proposal.	<input type="checkbox"/>
11.	Where proposals affect hard landscaping around the building, or introduce a new landscaping scheme, it is always beneficial to attach such proposals to the application. However, such proposals will usually be covered by the need to obtain ordinary Planning Permission where the affect on the setting of the Listed Building will be considered.	<input type="checkbox"/>
12.	Applicants should include <b>ANY AND ALL INFORMATION</b> that might help explain or justify their proposals. This might include:- <b>PHOTOGRAPHS</b> , cross-referenced to the corresponding drawings; <b>STRUCTURAL ENGINEERING REPORTS</b> where significant structural alterations are proposed; <b>PROTECTION METHODS</b> to be used to safeguard the building during the works; and <b>SPECIFICATIONS, REPAIR SCHEDULES AND METHODOLOGIES</b> can all assist with understanding the proposals. The above documents are often included in the <b>CONSERVATION PLAN.</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## 2/ CONSERVATION AREA CONSENT

***IT IS A CRIMINAL OFFENCE TO DEMOLISH A BUILDING WITHIN A CONSERVATION AREA WITHOUT FIRST OBTAINING CONSERVATION AREA CONSENT.***

**Conservation areas are to be found across the Borough. If you are unsure as to whether your building is in a conservation area please ring the Development Control Admin Team (telephone 0208 379 1000 or visit the Council's website at: [www.enfield.gov.uk/environment/planning](http://www.enfield.gov.uk/environment/planning)).**

Applicants should consider carefully the following information before making an application for Conservation Area Consent to demolish a building.

1/ Conservation Area Consent applications are usually for consent to demolish any existing building on the site. The Council may not in law give such consent unless there is an acceptable scheme for the redevelopment of the site. The Council would normally expect an application for Conservation Area Consent to be accompanied by an application for **PLANNING PERMISSION** showing the redevelopment proposals for the site after demolition.

2/ For Conservation Area Consent applications, the Council will have already assessed if the existing building makes a positive contribution to the character of the Conservation Area. This assessment can be found in the relevant Conservation Area Character Appraisal which can be viewed on the Council’s website (see above, follow the links to conservation areas/Character Appraisals). If the Character Appraisal identifies the building as making a positive contribution, applicants are advised that national and Council policies are that there is a **strong presumption against demolition**. Applicants are referred to the Council’s Unitary Development Plan. Further guidance on this matter can be found in Planning Policy Guidance Note 15 (PPG15) where specific tests are detailed. **Applications for the demolition of such buildings which do not adequately address those tests are considered not to contain sufficient information and will not be validated.**

**Applicants are advised, therefore, to speak to the Development Control Planner (telephone 0208 379 1000) at an early stage to establish the Council’s view on the merits of the existing building and obtain pre-application advice. This may avoid problems later on.**

<b><u>Applications for Conservation Area Consent Checklist</u></b>		
1.	Three copies of the “ <b>CONSERVATION/LISTED PLANNING APPLICATION FORM</b> ” with all relevant sections filled in. (To obtain copies ring 0208 379 1000 or download from the Council’s website at <a href="http://www.enfield.gov.uk/environment/planning">www.enfield.gov.uk/environment/planning</a> .)	<input type="checkbox"/>
2.	Four copies of a <b>CONSERVATION PLAN</b> or <b>STATEMENT</b> for the site. A Conservation Plan is a written statement explaining and justifying your proposals. Further advice on this important part of your application can be found later in this leaflet.	<input type="checkbox"/>
3.	Four copies of the <b>SITE LOCATION PLAN</b> preferably at a scale of 1:1250 with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Ordnance Survey map extracts can be supplied by the Council at the Environment Direct Reception Desk, Block B, Civic Centre, Silver Street, Enfield. There is a charge for this service. Alternatively, speak to the GIS Team on 0208 379 3520 or 0208 379 3868.	<input type="checkbox"/>
4.	Four copies of <b>FLOOR PLANS, ELEVATIONS AND SECTIONS</b> at a scale of not less than 1:50 of the whole building showing the existing situation marked “ <b>AS EXISTING</b> ”.	<input type="checkbox"/>
5.	Four copies of <b>FLOOR PLANS, ELEVATIONS AND SECTIONS</b> at a scale of not less than 1:50 of the whole building showing the proposed alterations, extension or demolition marked “ <b>AS PROPOSED</b> ”.	<input type="checkbox"/>
6.	Where it is proposed to erect a new building on the site, four copies of a <b>LAYOUT PLAN</b> on a scale of 1:500 should be provided to show the position of the existing and the new building in relation to the site boundaries and the location, type and size of existing trees and hedges.	<input type="checkbox"/>

7.	Where a new building would be visible on the street scene, four copies of an <b>ELEVATION PLAN</b> at a scale of 1:500 showing the existing and the new building and the neighbouring two or three properties on each side should be provided to allow a full assessment of the proposal.	<input type="checkbox"/>
8.	Where proposals affect hard landscaping around the building, or introduce a new landscaping scheme, it is always beneficial to attach such proposals to the application. However, such proposals will usually be covered by the need to obtain ordinary Planning Permission where the effect on the character of the Conservation Area will be considered.	<input type="checkbox"/>

### **3/ PLANNING PERMISSION WITHIN CONSERVATION AREAS**

Conservation areas are areas of special architectural or historic interest. The Council has a duty to “preserve or enhance” their character and appearance and, consequently, the Council must consider carefully applications for Planning Permission within them to ensure that the quality of the area is not harmed. In addition, certain works that would ordinarily not need permission **do** need permission within conservation areas – particularly where the Council has taken further controls under an Article 4 Direction. It is always best to check with the Planners at an early stage to ascertain if your proposals need Planning Permission. **Please ask the Development Control Planner for your area for advice about this; (telephone 0208 379 1000).**

#### **Applications for Planning Permission within Conservation Areas**

Applications for Planning Permission for a new building (which may be associated with an application for Conservation Area Consent to demolish an existing building) or for alterations or extensions to an existing property or other form of development within a conservation area will need to demonstrate that the proposals preserve or enhance the special character of the area. Therefore, in addition to the information normally required for an application for Planning Permission (please ask the Development Control Planner for your area for advice about this on 0208 379 1000) you need to submit the following additional information:-

<b><u>Applications for Planning Permission within Conservation Areas - Additional Information Checklist</u></b>		
1.	Four copies of a <b>CONSERVATION PLAN</b> or <b>STATEMENT</b> . This should be a brief written statement that explains how your proposal does not harm the special character or appearance of the Conservation Area.	<input type="checkbox"/>

Information about what the “special character and appearance” is can be found in the relevant **Conservation Area Character Appraisal**. The Council has also published **Conservation Area Management Proposals** for each conservation area and applicants will need to demonstrate in their Conservation Plan that their proposals are in accord with both the Appraisal and the Management Proposals for the Conservation Area.

The Conservation Plan or Statement, in helping you understand the area's special qualities, will assist you to draw up proposals that do not cause harm to the special character and appearance of the Conservation Area. It will also assist the Council's planners to come to **speedier and better decisions** about development within the Borough's conservation areas. Further advice on how to write Conservation Plans or Statements is to be found later in this document.

## **General Information**

1. Plans which are drawn to scale and then include a note which reads "*DO NOT SCALE FROM DRAWING*" are unlikely to be accepted unless they also contain written dimensions.
2. Applications are open to public inspection and plans should clearly show the proposed works so they can be easily understood.
3. It is important that plans are accurate so that Officers and Members of the Council and the public are not misled.
4. Consideration of applications is likely to be delayed if requests for clarification have to be made.
5. The Council reserves the right to invalidate applications where insufficient information has been provided.
6. An application checking service is available at the Civic Centre; ask for Environment Direct. This is free and available without prior appointment.

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## **CONSERVATION PLANS or STATEMENTS**

### **WHAT ARE THEY AND HOW DO THEY RELATE TO DESIGN AND ACCESS STATEMENTS?**

Conservation Plans or Statements are strongly supported by English Heritage, the Heritage Lottery Fund and the Council as a new way of better protecting Historic Buildings and Areas. It should complement the normal Design and Access Statement, explaining the heritage issues on the site and how they have informed the design process. It may be a stand-alone document or incorporated within the Design and Access Statement that should accompany the application. A Conservation Plan or Statement is a written document in two parts which sets out :-

#### **Part 1. What is important about the building and/or area.**

This should explain what it is about the building or area that in heritage terms is considered to be significant. It should analyse the possible threats to this significance and set out what action can be taken to protect what is special. It should show with the help of drawings (including the archive drawing), photographs (old and new) paintings, engravings or any other visual aid how the building or area has evolved over the years. It should show what features are believed original, which have been altered and what impact this has had on the special interest of the building or area. Information on the special interest of individual conservation areas

can be found in the relevant **Conservation Area Character Appraisal** while approved proposals can be found in the relevant **Conservation Area Management Proposals**. Such understanding of the significance and evolution of the building or area will allow for the better management of the building or area in terms of its repair and, where necessary, the more sympathetic development of future proposals for their use.

This section should be written **before** any development ideas are considered to ensure that there is an objective assessment of the building or area's significance and vulnerability to harm. It acts as a 'benchmark' against which any new proposals can be measured. Any such ideas for changing the building can then be designed in such a way as to preserve the special interest of the building or area and to avoid any changes that might cause it harm. Some ideas, of course, will be unacceptable when assessed against this part of the Conservation Plan or Statement and rejected.

## **Part 2. Why the proposals are necessary**

Change, for a Listed Building or Conservation Area, is often the point when it is most vulnerable to harm. Part 2 of the Conservation Plan should show how proposals for change are in accordance with Part 1 and demonstrate how they do not harm the building or area's special interest. It should show how it meets the requirements of Government Guidance contained in PPG 15 and, where appropriate, PPG 16 (which gives guidance on archaeology) and the Council's policies and documents on the historic built environment (to be found in its Unitary Development Plan and the Character Appraisal and Management Proposals for the Conservation Area). It should show for Listed Buildings how the proposals are necessary to secure the future long-term viability of the Listed Building and are not merely passing fads. The Conservation Plan should show how other options that also might meet the current needs have been explored and how they would fail to meet the requirements of Part 1. and Government and Council policies and conservation documents.

### **WHO CAN WRITE THEM?**

They can be written by anyone competent to do so. Sometimes this could be the owner of the building although often it will be an architect, surveyor or other professional with experience in the conservation field. The important thing is that it should be an objective assessment and NOT slanted to support the particular scheme being promoted. The needs of the building or area and their special interest should be at the heart of the Conservation Plan.

The Royal Institution of Chartered Surveyors (0207 222 7000) can provide a list of surveyors accredited in Building Conservation while The Royal Institute of British Architects (0207 332 3828) can provide lists of architects practising in your area.

## HOW LONG SHOULD THEY BE?

There are no hard and fast rules. For complex proposals affecting the whole site or building a full Conservation Plan will be needed that addresses all the issues involved over the medium to long term. For relatively simple schemes a Conservation Statement may suffice that may be only a few paragraphs long. Good advice on Conservation Plans and Statements can be found in the Heritage Lottery Fund publication 'Conservation Management Plans' (tel: 0207 591 6041, or on its website [www.hlf.org.uk](http://www.hlf.org.uk)). It recommends the following headings:-

*1. Description of Heritage Asset, 2. Stakeholders, 3. Understanding, 4. Significance 5. Issues and vulnerability, 6. Conservation Policies (including Proposals), 7. Implementation and Review and finally Appendices.*

However, you may want to use your own headings. The important thing is that the Council is given enough information to understand the historic building or area and their special interest, what the proposed changes are and what effect they will have on them.

## HOW SHOULD IT BE USED?

A good Conservation Plan will help you to better manage your building. It can help you plan for repairs to the building and to anticipate when expensive routine works will be necessary. It will tell you how to do such work without harming the special interest of the historic building or area. It should form the basis of any proposals for change. It will eliminate at an early stage ideas and proposals that would harm the special interest of the historic building or area (and for which you would not get Consent or Permission). This will save you time, effort and money and allow you to focus on those proposals that do accord with the Conservation Plan.

The Conservation Plan should be at the heart of any design brief given to your architect or surveyor and should inform all decisions about any proposals you wish the Council to consider.

The Council will look to see that the Conservation Plan or Statement is an objective assessment of the historic building or area and its special interest and that any development proposals are in accordance with Part 1. of the Conservation Plan, PPG15 and 16 and its own UDP policies and conservation documents. Only those proposals that, in the opinion of the Council, do not harm the special interest of the historic building or area will be approved.

**The Conservation Plan or Statement is your opportunity to demonstrate that your proposals do not cause such harm and can, therefore, be approved.**

