

## NOTES FOR GUIDANCE

**NB** Please read these notes carefully before completing the forms. It is advised that you should seek professional advice concerning your applications.

### 1. WHEN LISTED BUILDING/CONSERVATION AREA CONSENT IS REQUIRED

**1.1 Listed Buildings** - If you wish to demolish all or part of a building, or carry out any alterations which materially affect the character of a building, which is listed by the First Minister as being of special architectural or historic interest, you must apply for formal listed building consent on Form Number LBC/1/1. **This application is additional to any application for planning permission which may be required.**

**NB** If you wish to carry out any works either internal or external to a listed building, you should contact Development and Regeneration Services, Development Management, 229 George Street, Glasgow G1 1QU (telephone 0141-287 8555) to find out whether or not you need to apply for listed building consent. If you are unsure as to whether or not a building is listed, an official of Development and Regeneration Services, Development Management, will be able to tell you.

**1.2 Conservation Area** - If you wish to demolish all or part of a building which is not listed, but which lies within a designated Conservation Area, you usually must apply for formal Conservation Area Consent to demolish on form LBC/1/1. **This application is additional to any application for planning permission which may be required.**

**NB** If you wish to find out the boundaries of a Conservation Area, you may do so by asking an official at Development and Regeneration Services, Development Management, who will also be able to tell you if Conservation Area Consent is required.

### 2. WHEN LISTED BUILDING/CONSERVATION AREA CONSENT IS NOT REQUIRED

**2.1 Listed Buildings** - If you intend to erect a building within the curtilage of, or near to a listed building, you do not need to apply for listed building consent.

**2.2 Conservation Area** - Any proposal to develop within a Conservation Area, as long as there is no partial or complete demolition of existing buildings, does not need Conservation Area Consent. Applications for new development in a Conservation Area should be full applications since a critical factor as to whether or not the new development is acceptable will be its design and how it blends with existing development within the Conservation Area.

### 3. THE LISTED BUILDING/CONSERVATION AREA PARTICIPATION FORM

ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED. Please ensure that a telephone number has been given where you or your agent can be reached. Failure to provide a telephone number may lead to delays in processing the application. Applicants are asked to state their ethnic origin and first language. Glasgow City Council operates a policy of equality in all its areas of responsibility. To assist the monitoring of this policy and *for that purpose only*, please provide details of origin. Glasgow City Council is also considering providing translations of these Notes of Guidance into other languages. To assist in this decision, please complete the question relating to your first language.

Ensure that you give a full description of the proposed works in Section 5.

An appropriate Ownership Certificate must be completed. The intention is that owners of land are given notice of applications relating to their land and notification to the owners should be sent on a copy of Form LBC/2/1. It is the duty of *ALL* applicants to give the necessary notices, and to submit the appropriate certificates. Certificates 1 and 2 are included on page 2 of the application form

**Certificate 1** - You should complete this certificate if you are the owner (or lessee under a lease for a further seven years at least) of the whole of the site to which the application relates. If you have an option to buy the land, or are in the process of buying the land, you must **not** use this certificate.

**Certificate 2** - You should complete this certificate if you do not own all the land, but you know who all the (other) owners are. You must give them written notice of your intention to submit an application.

If you cannot complete Certificates 1 and 2 because some or all of the owners or some (or all) of the land to which the application relates cannot be traced, a notice must be published in a local newspaper and Certificates completed. A copy of **Certificates 3 and 4** (Form LBC 3/1) and the newspaper notice (Form LBC 4/1) are enclosed or are available on request from Development and Regeneration Services, Development Management.

#### 4. INFORMATION REQUIRED

##### Sections 2 and 3

The full name, address and telephone number of the applicant must be given. If an agent is used, all correspondence will be sent to the agent.

##### Section 4

Given a full postal address including postcode, of the application site/building.

##### Section 5

This section allows you to describe with the help of appropriate plans, the proposed works in detail as follows:-

##### Demolition of a listed building in a Conservation Area (partial or complete)

- (a) Indicate clearly the extent of the demolition involved on plans submitted with the application. It is unlikely that consent will be granted for demolition without an application for a replacement building being lodged at the same time as the listed building application to demolish; and
- (b) Enclose any documents or statements regarding the condition or serviceability of the existing building, which you have received from professional agents, and photographs of all four elevations.

##### Alterations or extensions to listed buildings in Conservation Areas

Indicate clearly the existing appearance, surface finishes and layout of the buildings using fully detailed plans and elevational drawings. Show clearly those areas affected by the proposal, and give details of all proposed works and finishes using fully detailed plans and elevational drawings, including:-

- (a) the type and colour of external finish to walls;
- (b) the type and colour of materials for roof covering;
- (c) materials/height etc, of any new boundary walls/fences to be erected; and
- (d) any proposals for stone cleaning.

Plans should be clear original prints and not photocopies of prints. Plans should have a drawing number and a scale. All proposed alterations should be coloured and annotated to show clearly what is old and new work. Existing architectural detailing should be clearly shown or marked 'no change'. Failure to do so could be interpreted as an application to remove such detail and could cause delay.

Where elevations of a listed building are affected by alterations, the elevational drawing should include details of the building on either side so that the proposals can be seen in their setting. Photographs can help considerably to speed up the processing of an application. Any photograph submitted should clearly show the architectural details of the building.

#### 5. ENQUIRIES

IF YOU HAVE ANY FURTHER ENQUIRIES REGARDING THE COMPLETION OF THE APPLICATION FORM, PLEASE CONTACT DEVELOPMENT AND REGENERATION SERVICES, DEVELOPMENT MANAGEMENT, 229 GEORGE STREET, GLASGOW, G1 1QU (TELEPHONE 0141-287 8555) FOR APPROPRIATE ADVICE.

##### CHECKLIST

Before you submit your application to the address given above, please make sure that you have:-

1. Completed all the questions on the form
2. Signed and dated the form
3. Completed one of the Ownership Certificates
4. Enclosed three copies of the appropriate form
5. Enclosed four copies of the following plans:-
  - (a) Location Plan (1:1250 scale)
  - (b) Site Plan
  - (c) Plans, sections and elevations of the proposed development clearly showing any alterations to the existing building.

**FAILURE TO SUBMIT A COMPLETE APPLICATION WILL RESULT IN YOUR APPLICATION BEING DECLARED INVALID AND IT WILL NOT BE PROCESSED UNTIL THE OUTSTANDING MATTERS HAVE BEEN RESOLVED.**

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage properly public funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or other organisations that handle public funds.