



Listed Building Consent

Introduction

Buildings are listed when they are considered to be of special architectural or historic interest. This means that not only is your listed building important to you, but it is also important to your local community and contributes to the cultural heritage of Wales.

Listed buildings are valuable assets that cannot be replaced. Many have probably already changed over time and many may need further changes in the future. Conservation is the careful management of change; this means finding the best option to protect and enhance the special qualities of listed buildings so that present and future generations can appreciate and enjoy it. Caring for listed buildings appropriately, and retaining them in sustainable use helps ensure that they continue to

contribute to the cultural heritage and value of Wrexham and Wales.

This Information Sheet provides information to owners and those responsible for listed buildings, potential owners and those who intend to carry out work on a listed building. You should make an application for Listed Building Consent if you want to do any works to a Listed Building which would affect its special character and appearance. This note is designed to assist you in preparing applications for such works and to ensure that sufficient information has been included within the application to allow for a fully informed decision to be made as soon as possible. Further advice is contained within Cadw's best practice guidance 'Managing Change to Listed Buildings in Wales' available from: <http://cadw.gov.wales/historicenvironment/publications/historicbuildings/>



Listed Buildings

The term 'Listed Building' is wide ranging and includes not only buildings such as houses, churches or barns but also walls, milestones, bridges, telephone boxes and many other types of structure. Once listed, a building is protected under the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Historic Environment (Wales) Act. Listed building status applies to both the exterior and interior of a building irrespective of the reason for listing as well as any object or structure fixed to the building or any object or structure

within the 'curtilage' of the building, which has existed since before 1st July 1948. This is to ensure that the special character of both the building and its setting are protected.

There are currently over 1040 Listed Buildings in Wrexham County Borough. These are divided into three grades to show their relative importance:

- Grade I: Buildings considered to be of exceptional interest.
- Grade II*: Important buildings of more than special interest.
- Grade II: Buildings of special interest which warrant every effort to preserve them.

How are buildings listed?

Buildings are listed by the Welsh Government for their special architectural or historic interest, for close historical association (with nationally important people or events) or group value. Age and rarity are also considerations. All buildings erected prior to 1700, remaining substantially intact are listed, as are most buildings constructed between 1700 and 1840, although some selection is necessary to identify the best examples. Much greater selection is required for buildings dating from 1840 as so many more still remain. Buildings less than 30 years old are normally only listed if they are of outstanding quality or potentially under threat.

In considering whether to list a building, the Welsh Government is advised by Cadw: Welsh Historic Monuments. Anyone can recommend a building to be listed. New provisions under the Historic Environment (Wales) Act 2016 ensures that owners will be formally consulted when a building or structure is being considered for listing, making the designation process more open and easily understood. Buildings and structures being considered for listing will receive interim protection intended to safeguard historic assets from damage or destruction during the consultation period. An owner or occupier will now also be able to request a review of a new designation decision in line with the provisions set out in the Act available to view here: <http://www.legislation.gov.uk/anaw/2016/4/contents>

Note: Once a building is listed, it is protected both internally and externally irrespective of the reason for listing or its grade. The listing also protects any object or structure fixed to the building or any object or structure within the 'curtilage' of the building, which has existed since or before 1948.



Listed Building Consent

Many types of work to a listed building will require special permission known as Listed Building Consent and it is always advisable to check with the Planning Department whether Listed Building Consent is required for any works you are planning.

Listed Building Consent will be required for:

- Alterations (including partial demolition) and extensions;
- Demolition;
- Repairs to the historic fabric that do not match the existing exactly;
- Repairs on a like for like basis that require extensive removal of historic fabric.

Protection of a building or structure through listed status need not prevent change and alteration from occurring; changes can increase the long-term sustainability and

economic viability of a listed building as well as improve our understanding and appreciation of the building and the historic environment. Proposed works must be based upon an understanding of the significance of a listed building. This will help to plan changes that will keep the buildings in long-term, viable use without compromising its special architectural or historic interest.



Preparing and Submitting an application for Listed Building Consent

Preparation

1) Understand your building- Understanding your listed building and its significance is the basis for sound decision making. Understanding what makes the building special will allow you to assess the potential impact of any proposed changes on the building and plan for repairs and maintenance. The listing description is a useful starting point in understanding a building and descriptions can be obtained from the following website:

<http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/>
<https://www.archwilio.org.uk/arch/>

Conservation Principles for the Sustainable Management of the Historic Environment in Wales sets out a 4 step approach to assessing significance which should be based upon 4 values:

1. *Evidential value – the extent to which the physical fabric tells how and when a listed building was made, how it was used and how it has changed over time.*
2. *Historical value – does the listed building illustrate a particular past way of life or is it associated with a specific person or event? Are there physical remains of these connections?*
3. *Aesthetic value – this relates to design, construction and detail of the building and can include the form, the external*



appearance and how a buildings relates to its setting;

4. *Communal value* – does the building have significance to people for its commemorative, symbolic or spiritual value or for the part it has played within in local culture or public life?

Summarizing these values will help develop a statement of the building's overall significance and allow identification of the most important elements that may be more sensitive to change than others.

2) Contacting the Planning Department to check whether your plans or proposals are likely to be acceptable is recommended and may save you time and money. A site meeting with a member of the Conservation Team to discuss works can assist you in developing a scheme that respects the special significance of the building.

3) It is always advisable to employ an architect or similar professional who has previous experience in working with listed buildings. Such professionals may have accreditation

in building conservation awarded by their professional body.

4) Pre-application enquiry – For significant schemes to listed buildings involving changes of use, extensions and works affecting the wider site of the building it is advised that a pre-application enquiry be submitted to the Planning Department to assess the impact of the proposed works within a wider planning context. Pre-application enquiry forms can be downloaded from the Councils Website.

Submission

The information required for applications for Listed Building Consent will vary according to the extent of the works proposed. There is no planning fee required to submit an application for listed building consent. A total of 3 sets of the following will be required as a minimum to enable consultation to be dealt with speedily and your application to be determined as soon as possible:

Application form

This is available to download from the Council's website and must be completed, signed and dated.

Certificate of Ownership

This is found on the application form and must be signed and dated.

Site Location Plan

This should be an up to date plan of the site and the surrounding area at a scale of 1:1250. The application site must be outlined red and any other land in the same ownership outlined in blue.



Block Plan

This should be to a scale of 1:500 and show how the building relates to other buildings and structures on the site or adjacent to the site and identify any buildings or features to be removed and/or any new extension or additions.

Heritage Impact Statement

The Historic Environment (Wales) Act introduces a requirement for all applications for Listed Building Consent submitted on or after 1st September 2017 to be accompanied



by a Heritage Impact Statement. This statement should be the summarised result of a Heritage Impact Assessment (HIA) which is a structured

process to make sure that the significance of a listed building is taken into account when proposals for change are being developed and designed. It is a core part of the design process which should

demonstrate proposals for change are appropriate by assessing their impact on the significance of the building. Cadw have produced best practice guidance on Heritage Impact Assessment in Wales (available from <http://cadw.gov.wales/docs/cadw/publications/historicenvironment> which clearly sets out the basic stages of assessment, whatever the size and scope of the proposals:

- 1. Explain your objective and why the changes are desirable or necessary**
- 2. Understand the significance of the listed building based upon the 4 heritage values; Evidential, Historical, Aesthetic and Communal**
- 3. Identify the proposed works**
- 4. Assess the impact of the proposed works upon the significance – what part of the building are the works affecting? Does this part display any of the heritage values mentioned above? Do the works enhance the heritage values and if so why?**
- 5. Set out the reasoning behind the preferred option for change based upon the above assessment, including why a particular design of material has been chosen.**

The summary Heritage Impact Statement must include the following:

- A description of the proposed works including the design principle and concepts;
- The reasoning for the proposed works explaining what the works intend to achieve and why they are desirable or necessary;
- A schedule of works with reference to any photographs, plans and detailed drawings submitted with the application;
- A brief description of the special interest of the building and an assessment of its significance with particular focus on the areas or features affected by the proposed works;
- An assessment of the impact of the proposed works upon the special interest and significance of the building including reference to any potential benefits and any harm that may result;
- A summary of the design options considered and the reasons for the preferred approach/works;

- An access statement, if required (this is only necessary in relation to works which affect the access arrangements to or within any part of a listed building that is not in use as a private dwelling).

For small changes that are likely only to have minimal impact on the building, your Heritage Impact Statement should be short and focus on the part of the building to be affected and is unlikely to be no more than a couple of paragraphs or a page or two. Such small changes may include replacing an existing, poorly detailed window or door with a new, more traditionally detailed window or door; removing inappropriate modern works or interventions from the interior and minor like for like repairs.

Photographs – These must be up to date, in colour and clearly show the areas of building subject to the works and include close-views of details.

Drawings as Existing and Proposed – These should include accurate elevations, floor plans and sections to a scale of at least 1:100, showing the whole building or the part(s) affected by the proposed works.

Details – For example these should include details of construction of new windows, doors, timber frames, shop fronts, staircases and mouldings. These should be shown to a sufficiently large scale such as 1:5 or 1:20 for full sized details for elements such as glazing bars, moulding and joinery details for example.

More significant works may require further information to be submitted to demonstrate that the building can withstand the proposals or provide justification for more significant intervention. This information can include:

Structural Report – This should be prepared by a specialist accredited in surveying and who has had previous experience with listed buildings. The report should identify the structural condition of the building(s) and make recommendations for what necessary works are required.

Method Statement – This should detail and describe the methods, techniques and materials to be used in proposed works.

Ecological Report – Where works affect protected species it will be necessary to include an ecological survey that sets out recommendations to minimise and mitigate against any potential harm.



Unauthorised Works

It is a criminal offence to execute or cause to be executed unauthorised works to a listed building which can be punished by a fine, prison sentence or both. It is also an offence not to comply with any conditions of a Listed Building Consent.

When faced with a breach of listed building control, the Council will consider whether to take enforcement action or to prosecute or both. Application for listed building consent to retain unauthorised works can be made and such applications will be considered in the same way as other listed building consent application. If consent is granted, it is not retrospective and the works undertaken are only authorised from the date of consent. If consent is refused, the Council can serve a Listed Building Enforcement Notice on an owner requiring works that will return the building to its original condition. Unauthorised works often come to light when a property is about to be sold leading to problems and delays in sale completion.

Repair and Maintenance

It is the responsibility of the owner to ensure that a Listed Building is maintained in a reasonable state of repair. There is no statutory duty to improve the property but you must not cause the property to fall into a worse state than it was at the time of listing. This may necessitate some works to keep the building secure, wind and watertight. If an owner deliberately neglects the building in order to justify demolition, the Council has powers to take enforcement action.

Regular inspection and maintenance by minor repair and renewal will reduce the need for urgent and extensive works, which are likely to prove costly and disruptive. Routine maintenance restrains the process of decay, retains the character of the building and helps secure its commercial value: "Looking after Historic Buildings: An owners guide to maintenance" is available from the Planning Department or online at www.wrexham.gov.uk/planning





Contacts and Further Information

Conservation Team
Environment & Planning Department
Wrexham County Borough Council
16 Lord Street, Wrexham, LL11 1LG
Tel: 01978 298994
Email: planning@wrexham.gov.uk
Search: http://www.wrexham.gov.uk/english/planning_portal/historic_environment/index.htm

Cadw: Welsh Historic Monuments
Plas Carew. Units 5/7 Cefn Coed
Parc Nantgarw, Cardiff CF15 7QQ
Tel: 01443 336000
Email: cadw@wales.gsi.gov.uk
www.cadw.wales.gov.uk

The Georigan Group
6 Fitzroy Square, London, W1T 5DX
Tel: 020 7387 1720
Email: info@georgiangroup.org.uk
www.georgiangroup.org.uk

The Society for the Protection
of Ancient Buildings
37 Spital Square, London, E1 6DY
Tel: 0207377 1644

Email: info@spab.org.uk
Email: conservation@rics.org.uk
www.spab.org.uk

The Victorian Society
1 Priory Gardens, Bedford Park
London, W4 1TT
Tel: 020 8994 1019
Email: admin@victorian-society.org.uk
www.victorian-society.org.uk

Royal Institution of Chartered
Surveyors
RICS, Parliament Square, London
SW1P 3AD, UK
Tel: 0870 333 1600
Email: contactrics@rics.org
www.rics.org.uk

The Royal Town Planning Institute
41 Botolph Lane
London EC3R 8DL
Tel: 020 7929 9494
www.rtpi.org.uk

Cadw: Managing Change to Listed
Buildings in Wales (May 2017)
available to view and download
from <http://cadw.gov.wales/historicenvironment/publications/>

Cadw: Heritage Impact Assessment
in Wales (May 2017) available to
view and download from <http://cadw.gov.wales/historicenvironment/publications/>

Cadw: Conservation Principles for
the Sustainable Management of
the Historic Environment in Wales
available to view and download
from <http://cadw.gov.wales/historicenvironment/conservation/conservationprinciples/>

Planning Policy Wales available to
view and download from <http://gov.wales/topics/planning/policy/ppw/>

Technical Advice Note 24: The
Historic Environment available to
view and download from <http://gov.wales/topics/planning/policy/tans/tan-24/>

