

## Applications for

# LISTED BUILDING CONSENT



### Works on commercial property that may need consent.

- Signage (including lighting)
- Ground floor shop frontage alterations
- Canopies
- Shutters
- Internal alterations

**T**hese notes are designed to clarify what is needed for an application for Listed Building Consent. Consent is required for works which go beyond repair and maintenance and which **affect the character** of the listed building as one of special architectural or historic interest. Such works could range from the addition of signage to demolition, or the provision of an extension. It should be noted that **internal works** may also need consent and appropriate detail of the proposal must be provided.

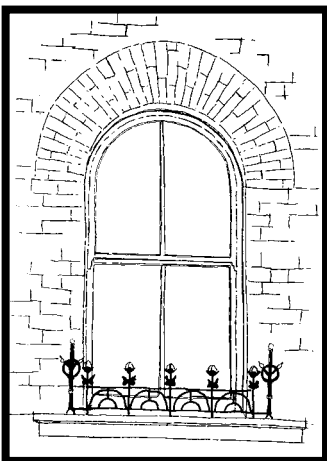
The following basic information **will normally** be required as part of the application:-

- **statement to justify proposals** and show why alterations or demolition is desirable or necessary;
- a **structural report** may be required where adaptation is involved or where works of alteration are such that it needs to be demonstrated that the building can withstand the proposal;
- **survey drawings, of existing situation** comprising plans and elevations - supplemented with cross-section(s) where appropriate e.g. where a timber-framed building is involved;
- **fully annotated proposal drawings** comprising **plans and elevations** - see checklist. These plans will usually need to be **more detailed** than planning application plans and show more of context buildings to indicate possible impact. They should clearly identify the proposed works.

There is **no application fee** for Listed Building Consent applications. A total of **9 sets of plans** for consultation purposes will enable your application to be dealt with more speedily.

Application forms and ownership certificate should be obtained from the Planning Department.

## Detail Checklist



### Window Details

- Style
- Method of opening
- Materials
- Lintel detail
- Sill detail
- Method of glass fixing
- Position/depth in wall opening
- Decorative/protective finish
- Shutters (internal and external)
- Decorative ironwork
- For replacement or new windows. A section (at 1.5 scale) may be needed to show construction details and profile frame and glazing bars.

### Roof Details

- Chimneys
- Roof configuration
- Roof covering, including ridge
- Verges details
- Soffit and eaves details
- Roof lights
- Rain water goods (material and profile)
- Protective/decorative finish
- Detailing where roof meets wall (eaves)
- Ventilation

### Curtilage Details

- Surface treatment around building
- Boundary treatment - walls, fencing/railings
- Alterations to other buildings within grounds/curtilage



### Wall Details

- Construction of walls and materials
- Mortar/pointing
- String courses
- Decorative brickwork
- Porch/ canopy
- Doors, style and material
- Fenestration (arrangement of windows)
- Decorative/protective finish
- Service

For more information or advice, please contact the Planning Department at the address below:

**Chief Planning Officer,  
Wrexham County Borough Council,  
PO Box 1290, Lambpit St, Wrexham LL11 1WL  
Telephone: Wrexham (01978) 292019.**