

Application for Listed Building Consent

Official Use	
Application No.	_____
Fee Received	£ _____
Receipt No.	_____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

You are advised to read the notes at the end of this form before completing the application.

Listed Building Consent is required before carrying out any work for demolition, alteration or extension of a listed building (including internal works or objects attached to the structure), which would affect its character as a building of special architectural or historical interest. The drawings submitted with your application must adequately describe all the proposed works for which consent is needed. You may find it helpful to discuss your proposals with the Department for Communities: Historic Environment Division before submitting your application.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk/app/>).

Please note that when you submit a planning application the information you provide including all plans, maps, drawings, forms and associated assessments will appear on the Planning Register which is publicly available and, along with any other associated documentation (with the exception of personal telephone numbers, personal e-mail addresses or sensitive personal data), will also be published online on the Planning Portal (<https://planningregister.planningsystemni.gov.uk/>). The Planning Authority will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available on the Planning Portal. To request a hard copy, please contact the Data Protection Officer for the relevant Planning Authority.

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit www.nidirect.gov.uk/contacts/planning-offices-ni.

Applicant's name and address
Agent's name and address (if applicable)

Name:		Name:	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Tel:		Tel:	
Mobile:		Mobile:	
E-mail:		E-mail:	
Your Ref.:		Your Ref.:	

Pre-application Advice

Have you received any prior formal advice from the Planning Authority about this application?

Yes No

If Yes, please provide the reference number from the advice you were given (this will help the Planning Authority to deal with your application more efficiently):

Reference No.

Site Address

Give the full postal address of the property. If you cannot provide a postcode, then please give the most accurate description you can in order to help locate the site. *(Please outline the site in red on the location plan)*

Description of Proposed Development

Please give a brief description of the proposed development

Has any work already started? Yes No

If yes, please state when the work was started

Please describe the nature of the works already started

Has the work already been completed? Yes No

If yes, please state when the work was completed

Related Proposals

Are there any other related current planning applications or permissions for this site which are still valid or are there any enforcement cases?

Yes No

If yes, please provide the planning application and / or enforcement case reference number(s)

Certificate of Ownership

Please fill in **ONE** of the following certificates as required under Section 42 of the Planning Act (Northern Ireland) 2011. This form constitutes a statement of ownership, not proof of ownership.

CERTIFICATE A

I hereby certify that the accompanying application is made by or on behalf of

(Please use BLOCK LETTERS)

who is in actual possession of every part of the land to which the said application relates and is entitled to
(tick as appropriate)

a fee simple absolute

a fee tail

a life estate

a tenancy of which at least 40 years remain unexpired in the land

Signature of Applicant / Agent _____ Date: _____

or

CERTIFICATE B

I hereby certify that the accompanying application is made by or on behalf of

(Please use BLOCK LETTERS)

Who is the trustee of a trust or settlement which affects every part of the land to which the accompanying application relates and that at the date of the application:

- (a) a beneficiary under the trust or settlement is in the actual possession of every part of the land; and
- (b) no person other than a beneficiary under the trust or settlement is entitled to enter into the actual possession of any part of the said land within a period of 40 years.

Signature of Applicant / Agent _____ Date: _____

or

CERTIFICATE C

I hereby certify that the §requisite notice of the accompanying application has been given by or on behalf of

(Please use BLOCK LETTERS)

to any person, who at the beginning of the period of 21 days ending with the date of the said application was, in relation to all or any part of the land affected by the application:

- (a) a person then in actual possession;
- (b) the trustee of a trust or settlement where a beneficiary under the trust or settlement was in actual possession and no person other than such a beneficiary was entitled to enter into actual possession within a period of 40 years; and
- (c) a person [not being a person falling within (a) or (b)] entitled to enter into actual possession within a period of 40 years.

The persons upon whom notice was served are:

Name and Address	Interest	Date of service of notice
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Applicant / Agent _____ Date: _____

§ Copies of the requisite notice (Form P2A) may be obtained from your local planning office

or

CERTIFICATE D

1. I hereby certify that the person making the accompanying application:

(a) is unable to issue a certificate in accordance with either Section 42(1)(a) or (b) of the Planning Act (Northern Ireland) 2011;

(b) has made due enquiries and is of the opinion that they are unable to issue a certificate which would satisfy the requirements of Section 42(1)(c) of the said Act for the following reasons;

(c) has given the requisite notice of the application to the undermentioned persons who, at the beginning of the period of 21 days ending with the date of the said application, were in the actual possession of all or part of the land to which the application relates, namely:

Name and Address:	Date of service of notice:
_____	_____
_____	_____
_____	_____
_____	_____

2. Notice of the said application has been published in the _____
(*newspaper*) on _____ (*date*) and a copy of the newspaper in which the notice appeared is enclosed.

Signature of Applicant / Agent _____ Date: _____

§ Copies of the requisite notice (Form P2A) may be obtained from your local planning office.

WARNING: Any person who knowingly or recklessly issues this certificate containing a statement which is false or misleading is guilty of an offence and liable on summary conviction to a fine.

Authority Employee / Elected Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

Declaration

The information *I / we have given in this form and accompanying plans is correct and complete to the best of my / our knowledge and belief.

*** I / We apply for Listed Building Consent to carry the works described in the application and the accompanying plans.**

Signature of *Applicant / Agent _____ Date _____

On behalf of _____

** Delete as appropriate*

Notes for Applicants

1. Any person who carries out or causes to be carried out works such as those described in Paragraph 4 below without Listed Building Consent required under the Planning Act (Northern Ireland) 2011, is guilty of an offence.
2. Please refer to the publication "Explanatory Notes on applying for Planning Permission, Approval of Reserved Matters & other Planning Consents" on the Department for Infrastructure website (<https://www.infrastructure-ni.gov.uk/publications/explanatory-notes-applying-planning-permission>). Although Listed Building Consent is not a planning approval, the information contained in the publication generally applies.
3. It is particularly important in the case of work to Listed Buildings to clearly define on the drawings the full details of the type of materials, finishes and colours to be used.
4. Listed Building Consent is required before the carrying out any work for demolition, alteration or extension of a Listed Building (including internal works or objects attached to the structure), which would affect its character as a building of special architectural or historical interest. The drawings submitted with your application must adequately describe all the proposed works for which consent is needed.
5. It may also be necessary to apply for full planning permission depending on the nature and scale of the works being proposed. All Listed Building Consent applications must be accompanied by a design and access statement. It must explain the design principles and concepts that have been applied to the proposal and how issues relating to the access to the development have been dealt with. Further advice on design and access statements has been provided by the Department for Infrastructure in Development Management Practice Note 12 (<https://www.infrastructure-ni.gov.uk/publications/development-management-practice-notes>). If you are in any doubt about whether Planning Permission should also be sought, please discuss your proposal with your local Planning Office.
6. If you wish to discuss your proposals with the Department for Communities: Historic Environment Division, they can be contacted by telephone on (028) 9082 3177 or (028) 9082 3126 or by e-mail (historicensequiries@communities-ni.gov.uk).