



# Listed Buildings: An Outline Guide

## Introduction

Within the District of North West Leicestershire there are over six hundred and fifty listed buildings, ranging in scale from mileposts and telephone kiosks through to the churches and country houses at Staunton Harold and Coleorton.

This guide sets out how and why buildings are chosen and explains the implications of listing for the owners, tenants and prospective purchasers of listed properties.

### What is a Listed Building?

In legal terms, a listed building is a building that has *special architectural or historic interest* and which has been included on a list of such buildings. The lists are organized by parish and then street name.

A summary of the listed buildings within North West Leicestershire can be found on the Council's website by following the web link at the end of this leaflet and the original lists can be examined in person by appointment.

Nearly all listed buildings (about 92% of all listed buildings) have *special architectural or historic interest* and are Grade II. Those buildings which are considered to have *particular importance and more than special interest* are Grade II\* whilst Grade I buildings are those with *exceptional interest*.

It is English Heritage which selects the buildings to be listed, not the District Council. However, anyone can ask for any building to be considered and English Heritage explains how to do this on its website; a link is provided at the end of this document.

### A typical entry in the List looks like this:-

<b>Grid Square</b>	<b>Parish</b>	<b>Road or Street</b>	<b>Number or Name of Building</b>
SK 4427-4527	CASTLE DONINGTON	BONDGATE	No.102(Crown House)
9/41			
<b>Date when listed</b>			<b>Grade</b>
7.12.62			II
<p>House. Dated 1818 on brick. Whitewashed stucco with slate roof, flanking rendered chimneys and fine stucco ornament. 2-storey front, 3-storey rear, 2 bays. Front has first floor sill band, painted black, and moulded stucco eaves with frieze of fret-type design. 4-pane sash windows with black-painted stucco hood mould. Lower hoods are Tudor. Central 6-pannelled door in stucco surround with moulded ogee arch, crockets, finial and triple-shafted jambs. In tympanum is a stucco relief of rich radiating foliage over a Greek fret frieze. Inside, the front rooms also have good plaster ornament. Ground floor left room has richly moulded ceiling cornice with frieze of urns, richly foliated ceiling rose, and pair of arched alcoves with daisy motifs to architrave surround. Room to ground floor right has fine ceiling cornice with beaded ornament. Home of the Sutton family, master plasterers, of whom John Sutton worked on plasterwork at Donington Hall (qv).</p>			

### List Description

**This is to identify the building properly and give a flavour of its character. It is not an exhaustive list of all the important features of the building and omission of any particular part or feature of the building does NOT mean that it is excluded from the listing**

The buildings selected are meant to cover a typical cross section of architectural styles and building types throughout the country. The extent to which the building survives in its original form and its date of construction are both important factors; the better its condition and the older or rarer a building is, the more likely it is to be listed.

In general terms, buildings covered by listing will largely fall into the following categories:-

- Those built before 1700 which survive in anything like their original condition.
- Most buildings of 1700 to 1840, though there is some selection.
- Buildings of definite quality and character built between 1840 and 1914. The selection is designed to include principal architects of the period.
- Selected buildings of high quality or historic interest which have been built since 1914 and are more than thirty years old.
- Buildings between ten and thirty years old if they are of outstanding quality. Buildings less than ten years old are not eligible for listing.

#### **What is included in the listing?**

There are some common misconceptions about listing which should be dispelled immediately. Listing covers **all** of the building described in the list, **inside and out**, **not** just the front of the building, or just the outside.

The building described in the list entry is usually referred to as the 'principal building'.

Anything attached to the principal building, whatever its date, is also covered by the listing. This means that any extension, however recently built, is part of the listed building, as would be any walls or other structures attached to it.

The listing also protects any free standing buildings which are within the curtilage of the principal building and which were built before 1<sup>st</sup> July 1948 to serve the principal building. These are usually referred as 'curtilage buildings'. Examples might include things such as a coach house and stables with a country house or coaching inn, or barns and other farm buildings associated with the farm house.

The issue of 'curtilage buildings' is very complex. A judgement must be made with regard to the particular circumstances in each case and the advice of the Council should always be sought when deciding if such a building is covered by the listing of the principal building.

#### **What can I do to a Listed Building?**

The owners of listed buildings should be aware that they have a general responsibility to keep their building in reasonable repair and to have due regard to the need to respect the character of the building.

As set out in the Planning (Listed Buildings and Conservation Areas) Act 1990, permission in the form of '**Listed Building Consent**' (LBC) is required for *any works for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest*

**To undertake such works without the necessary LBC is a criminal offence, punishable with a fine and/or term of imprisonment.**

There is no definitive list of all works that require LBC; it is possible that some works may affect the character of one building and thereby require LBC but do not on another building. However, as a general guide, the works listed on the following page are likely to require LBC:-



**All forms of extension, including:-**

- porches
- canopies
- dormer windows
- conservatories

**Demolition of all or any part of a building**

**Fixtures, including:-**

- The installation of shutters, satellite dishes and microwave antenna
- The installation of burglar alarm boxes and external meter boxes
- The attachment of exterior lighting and infra red detectors
- The installation of new soil ventilation pipes and mechanical extractor fans
- The erection of fire escapes and the insertion of rooflights
- The replacement of rainwater goods in materials different to those existing
- The addition of signs, advertisements, name plates and door furniture

**Decorative Alterations, including:-**

- The rendering or cladding of any part of a building
- Any changes in paint colours or the painting of previously unpainted surfaces
- The use of a different pointing method to stone-work/brickwork
- The replacement of lime based renders/mortars with cement based products

**'Restoration Works', including:-**

- The cleaning of exteriors or interiors by abrasive or chemical methods

- Use of alternative roof coverings to that existing to the building
- The installation of replacement window units and door units (although the repair of existing units by the piecing in of new sections of timber in profiles to match the existing will not normally require listed building consent)
- The insertion of a chemical damp proof system

**Internal alterations, including**

- The removal or alteration of any features or fixtures including fireplaces, internal walls, doors, panelling, staircases, plasterwork, mouldings and ceiling roses.

The works itemised in this guide, however, do not represent a complete list of alterations requiring listed building consent and any owner/tenant is advised to contact the Development Control team prior to the commencement of any works to a listed building. This is important as it is a criminal offence to execute works to a listed building without the necessary consent from the Council.

Where unauthorised works are undertaken, the Council has powers to serve a Listed Building Enforcement Notice to require a building to be restored to its former state. It is also possible for the Council to initiate legal proceedings against any offender in the Courts.

**How do I apply for Listed Building Consent?**

It is always best to start by having an informal discussion about the proposed works with the planning department, which in practice usually means the Conservation Officer. This will identify what is and is not likely to receive consent and can help to shape the plans to maximise the chances of an application being approved. This simple act could save a lot of time and money in the long run.



In practice, LBC is a specialised form of planning permission. Application must be made using the appropriate forms. These can be downloaded from the Council's website, along with a guidance note on how to fill them in; follow the web links at the end of this leaflet.

The application must include a range of documentation in support of the proposal. These are set out as a check-list at the back of this leaflet.

For anything other than the simplest of proposals, it is usually easier to get an architect or chartered surveyor experienced in working with historic buildings to draw up the plans and submit them for you.

LBC applications will be advertised by a notice posted near the site and published in a local newspaper. Consultation letters are sent to the Parish or Town Council and, in most cases, to the neighbours.

Most LBC applications are decided by Council Officers under 'delegated powers' but, in certain circumstances, they may have to go to a Planning Committee.

Most LBC applications take six to eight weeks to process and are approved but, if one is refused, there is a right of appeal to the Planning Inspectorate within six months of the refusal

### Financial Assistance

The quality and character of most listed buildings are such that they usually carry a premium value and alterations which undermine that quality will reduce the value of the property. It is, therefore, in the owner's interests to maintain the property in good order and not do anything which detracts from the building.

Some grant aid can be available to assist with appropriate works to a Listed Building. At the time of writing (April 2009), Leicestershire County Council does operate a grant scheme for historic buildings and further information can be obtained from County Hall.

In some cases VAT can be zero-rated for works to Listed Buildings. Further information on this is available in the *VAT Notice 708: Buildings and Construction* which can be downloaded from the HM Revenue and Customs web site.

### Web Links

Reference is made in a number of places within this leaflet to information available on the Council's web site. The following links will take you to those pages. If you are reading this as a PDF document and have an open internet connection, clicking on the links should take you to the relevant page. If you are reading a paper copy, you will have to enter the address into your web browser

How to ask for a building to be listed:-  
<http://www.english-heritage.org.uk/server/show/nav.19800>

Summary of listed buildings within North West Leicestershire:-  
[http://www.nwleics.gov.uk/development\\_control/documents/Listed%5FBuildings%5FIndex%5FNov%5F08%2Epdf](http://www.nwleics.gov.uk/development_control/documents/Listed%5FBuildings%5FIndex%5FNov%5F08%2Epdf)

Forms to apply for LBC:-  
[http://www.planningportal.gov.uk/uploads/appPDF/G2435Form011\\_english\\_en.pdf](http://www.planningportal.gov.uk/uploads/appPDF/G2435Form011_english_en.pdf)

Guidance Notes to accompany the LBC Forms:-  
[http://www.planningportal.gov.uk/uploads/appPDF/Help011\\_english\\_en.pdf](http://www.planningportal.gov.uk/uploads/appPDF/Help011_english_en.pdf)



## Making a Listed Building Consent Application Document Check-List

In addition to the completed forms, a Listed Building Consent application must contain four copies of each of the following: -

- A plan which identifies the land to which the application relates, drawn to an identified metric scale and showing the direction of north;
- Such other plans, drawings and information as are necessary to describe the works which are the subject of the application, including:-
  - A block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans at a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- A completed Ownership Certificate
- A Design and access Statement
- A Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- A structural survey (only where demolition is proposed based on structural condition/soundness)

## Further Information

This leaflet is intended to give general guidance only and is not an accurate statement of the law covering Listed Buildings. Anyone contemplating works to a listed building is strongly advised to discuss those works with the Council before starting. Contact details are given below.

A separate guide is available for owners of buildings in Conservation Areas

Permission under the Building Regulations may also be required for works.

## Contact Details: -

Principal Planning Officer (Conservation),  
North West Leicestershire District Council,  
Council Offices,  
COALVILLE  
LE67 3FJ

01530 454 685  
david.boyson@nwleicestershire.gov.uk

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