

# Consultation Guide

A guide to consulting HED on development management applications

Issue 1.0: May 2016

Historic Environment Division



Department for  
**Communities**  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

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*Front Page Image: Antrim Castle Gardens, Antrim © DfC*

*This consultation guide aims to assist planning authorities and applicants achieve a consistent approach when considering development management impacts on the historic environment. Its correct application should help planning authorities identify and satisfy legislative requirements under the Planning (General Development Procedure) Order (Northern Ireland) 2015 and the Planning (Listed Buildings) Regulations (Northern Ireland) 2015. It is not intended to replace the need for judgement by planning officers when consulting HED. Reference should always be made to the relevant legislation and if any discrepancy or conflict exists between the contents of this guide and the relevant legislation, the provisions of the legislation will prevail.*

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## Introduction

Historic Environment Division (HED) in the Department for Communities (DfC) is a statutory consultee for development proposals, requiring planning permission, that have potential impacts on built heritage assets that we designate, maintain or record. The circumstances, in which we are consulted upon applications affecting the historic environment, are set out in legislation.

This good practice guide gives further advice to planning authorities on when to consult HED under:

- The Planning (General Development Procedure) Order (Northern Ireland) 2015<sup>1</sup>
- The Planning (Listed Buildings) Regulations (Northern Ireland) 2015<sup>2</sup>
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015

It also sets out the information we require to provide a substantive consultation response to planning authorities.

It complements the requirements for consultation outlined in our '*Services and Standards Framework*'. The Framework, and further information on HED's engagement in the planning system, is available on our dedicated web pages at <https://www.communities-ni.gov.uk/topics/historic-environment>

## How has this document been structured?

This guidance document has been structured in three parts:

**Part 1** When to consult Historic Environment Division

**Part 2** Information we require for planning consultations

**Part 3** Making a Listed Building Consent application

This publication supersedes the advice relating to the historic environment in DOE Archive guidance documents '*Statutory Consultations*' 2015 and '*Required Environmental Information*' 2015.

## Who is this document for and when should it be used?

**Part 1** is a reference guide for planning authorities when deciding if HED should be consulted on an application for planning permission or listed building consent. It provides a

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<sup>1</sup> As amended by 'The Planning (General Permitted Development)(Amendment) Order (Northern Ireland) 2016

<sup>2</sup> As amended by 'The Planning (Listed Buildings) (Amendment) Regulations (Northern Ireland) 2016

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checklist to assist planning authorities in screening planning applications, prior to issuing a consultation to HED.

**Part 2 and Part 3**, are checklists for applicants and agents when preparing a planning submission or listed building consent application. It is recommended that planning authorities also refer to this information, prior to issuing a consultation to HED.

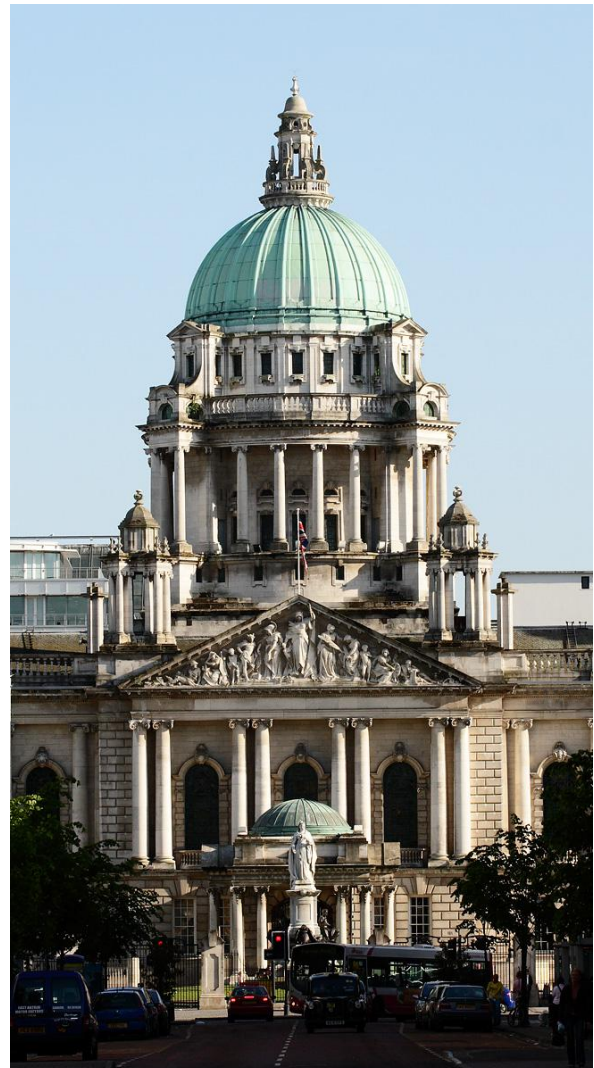
Comprehensive applications will assist decision making by facilitating a more streamlined consultation process for both planning authorities and statutory consultees.



## Part 1: When to consult Historic Environment Division



- 1.1 Statutory Consultations
- 1.2 Non-Statutory Consultations
- 1.3 Consultation Process
- 1.4 Our Consultation Responses



*Above:  
Dunluce Castle, Monument in State Care*

*Right: City Hall, Belfast, Grade A listed building*

## 1.1 Statutory Consultations

Table 1.1a below sets out when HED is statutorily required to be consulted by planning authorities on a Listed Building Consent (LBC) or planning application:

Legislation	Description	When to Consult
The Planning (Listed Buildings) Regulations (Northern Ireland) 2015 Reg. 6 (1) The Planning (General Development Procedure) Order 2015 Schedule 3 (1)a	Applications involving the demolition, in whole or part, or the material alteration of a <b>listed building</b>	All Listed Building Consent applications and related planning applications
The Planning (General Development Procedure) Order 2015 1 (b)	Applications likely to affect the setting of a <b>listed building</b>  <i>(Note : Consultation zones may be increased for large-scale developments such as wind farms)</i>	Applications for development: <ul style="list-style-type: none"> <li><input type="checkbox"/> within the pink wash of the listed building (as indicated on the Listed Buildings map)</li> <li><input type="checkbox"/> within sight of a listed building and when it is considered that the proposed development may affect the setting of the listed building</li> <li><input type="checkbox"/> within the curtilage of the listed building, even if out of sight of the principal listed building</li> </ul>
	Applications likely to affect the site or setting of any <b>historic monument</b> <sup>3</sup> or an <b>area which contains archaeological remains</b>  <i>(Note: Consultation zones may be increased for large-scale developments such as wind farms)</i>	Applications for development within: <ul style="list-style-type: none"> <li><input type="checkbox"/> 200m of the boundary of a historic monument in State Care.</li> <li><input type="checkbox"/> 200m of the boundary of a Scheduled historic monument.</li> <li><input type="checkbox"/> 100m of a Scheduled canal.</li> <li><input type="checkbox"/> 200m of a non-statutorily protected archaeological site or monument recorded on the NISMR, including sites of Industrial and Defence Heritage interest.</li> <li><input type="checkbox"/> 400m of a recorded archaeological field system.</li> <li><input type="checkbox"/> 400m of a recorded archaeological ecclesiastical site.</li> <li><input type="checkbox"/> An Area of Significant Archaeological Interest.</li> <li><input type="checkbox"/> An Area of Archaeological Potential.</li> </ul>

Table 1.1a - Planning applications requiring statutory consultation with HED

<sup>3</sup> As defined in Article 2 of the Historic Monuments and Archaeological Objects (NI) Order 1995

Table 1.1a continued.

Legislation	Description	When to Consult
The Planning (General Development Procedure) Order 2015 1 (b)	Applications likely to affect the site or setting of a <b>historic park, garden or demesne</b>	Applications for development within or immediately adjacent to:  <input type="checkbox"/> A site contained in the Department’s Register of Historic Parks, Gardens and Demesnes of Special Historic Interest, including supplementary sites to the Register.
The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015	A development proposal accompanied by an <b>Environmental Statement</b>	<input type="checkbox"/> Applications accompanied by an Environmental Statement that addresses impacts on the historic environment

*(Note: All of the above consultations should be classified as ‘Statutory’ on the NI Planning Portal)*

For details of our statutory consultation response times please refer to our planning ‘Services and Standards Framework’ document, available to download from our web pages at <https://www.communities-ni.gov.uk/topics/historic-environment>.



## 1.2 Non-Statutory Consultations

As the authority responsible for protecting, regulating and providing advice on the historic environment, it is appropriate that HED is consulted on other non-statutory applications which may have impacts on heritage assets. Table 1.2a below, sets out the non-statutory consultations we wish to be consulted on:

Application Type	When to Consult	Guidance
Pre-Application Discussions (PAD's)	<input type="checkbox"/> Major/ regionally significant applications that have potential impacts on the historic environment <input type="checkbox"/> Demolition, or significant material alteration of a listed building <input type="checkbox"/> Development proposals impacting on State Care or Scheduled monuments and their settings, <input type="checkbox"/> Application sites containing recorded archaeological remains.	Development Management Practice Note 10 Pre-Application Community Consultation (and Pre-Application Discussions) <a href="http://www.planningni.gov.uk/index/advice/practice-notes/dm_practice_note_10_pacc-2.pdf">http://www.planningni.gov.uk/index/advice/practice-notes/dm_practice_note_10_pacc-2.pdf</a>  HED Planning 'Services and Standards Framework' <a href="https://www.communities-ni.gov.uk/topics/historic-environment">https://www.communities-ni.gov.uk/topics/historic-environment</a>
EIA Determination/ Scoping	<input type="checkbox"/> Major applications that have potential significant impacts on Historic Environment assets.	<a href="https://www.communities-ni.gov.uk/topics/historic-environment">https://www.communities-ni.gov.uk/topics/historic-environment</a>
Discharge of Conditions	<input type="checkbox"/> All applications where conditions relate directly to heritage assets or undertaking archaeological works.	
Advertisement Consents	Consultation with HED is not required unless the applications relates to: <ul style="list-style-type: none"> <li><input type="checkbox"/> advertisements affixed to or within the curtilage of a listed building</li> <li><input type="checkbox"/> advertisements affixed to or within the protected area of a scheduled monument or State Care monument</li> <li><input type="checkbox"/> Large scale advertisement proposals within 50m of the setting of a listed building or site of a scheduled monument or 100m of a monument in State Care</li> </ul>	Development Management Practice Note 07 Control of Advertisements <a href="http://www.planningni.gov.uk/index/advice/practice-notes/dev_man_practice_note_7_-_july_2015-4.pdf">http://www.planningni.gov.uk/index/advice/practice-notes/dev_man_practice_note_7_-_july_2015-4.pdf</a>  Signs and Signwriting Technical note no. 350 <a href="https://www.communities-ni.gov.uk/publications/technical-note-350-signs-and-signwriting">https://www.communities-ni.gov.uk/publications/technical-note-350-signs-and-signwriting</a>

*Table 1.2a - Planning applications it is advisable to consult HED as non-statutory consultee*

HED does not require formal consultations on a Proposal of Application Notice (PAN). Pre-application discussion is however encouraged for development proposals outlined in Table 1.2a above.

Consultations that do not meet either the statutory or non-statutory consultation guidelines as set out above, will be returned to the respective planning authority within five working days, stating HED has no comment to make.

For applications which involve:

- demolition in a conservation area
- demolition/conversion of a vernacular buildings<sup>4</sup>
- development proposals with impacts on buildings of local interest<sup>5</sup>

the impacts of the development on the heritage assets, will be assessed by the local council planning authority, and should be taken into account in determining the application.<sup>6</sup>

In certain circumstances HED may request consultation where, on the basis of current information, it is considered that a development proposal may impact upon archaeological remains or other historic environment assets.

## 1.3 Consultation Process

To enable an effective consultation process and facilitate timely decision making, HED requests that planning authorities consider the following:

### 1.3.1 Issuing a consultation:

- a) **Provide clear and specific reasons for consultations in the consultation letter**  
(Consultation reasons should be clearly defined and classified as either statutory or non-statutory in accordance with the legislation and tables 1.1a & 1.2a. Where the consultation reason relates to representations made by others, the consultation should specify the advice required and be classified as non-statutory)
- b) **Withhold issuing a consultation until all information has been received**  
(The statutory consultation response time period commences on the day the last piece of information has been received.)
- c) **Identify documentation clearly on the NI Planning Portal**  
(Drawings should be labelled correctly for consultees)
- d) **Provide contact details for the planning case officer**  
(Direct contact details allows any consultation issues to be dealt with promptly by the HED Planning Team)

<sup>4</sup> Vernacular buildings reflect the local 'folk tradition' and are typical of a common type of building in a particular locality, generally pre 1925. For more detail refer to 'A Sense of Loss – The Survival of Rural Traditional Buildings in Northern Ireland', published by DOE, March 1998.

<sup>5</sup> A historic building of local importance, is a building, structure or feature, whilst not statutory listed, has been identified by the council as an important part of their heritage, due to its local architectural or historic significance.'

<sup>6</sup> Para. 6.24, Strategic Planning Policy Statement for Northern Ireland

### 1.3.2 Submission of additional Information during the consultation period:

- a) **Contact HED Planning Team**  
Planning authorities should contact the HED Planning Team to make them aware that new information has been received
- b) **Agree extension**  
If the additional information is uploaded within 10 days of receipt of the consultation, a new response target date should be entered on the NI Planning Portal, calculated as 21 days from the date this information was uploaded.
- c) **Accepting consultation and issuing a re-consultation**  
If HED advises that the response is nearing completion or has already been uploaded to the portal when new information is received, planning authorities should accept and close the consultation response and issue a re-consultation.

### 1.3.3 Extension Requests

For certain statutory consultations, HED may request an extension to the statutory consultation response time. All requests for an extension will be made from the HED planning general mailbox and will clearly state one of the following reasons:

- a) **Complex Case:**  
A large complex planning application that has potential impacts on a number of heritage assets.
- b) **Resources:**  
Inputs required from Statutory Advisory Councils (Historic Buildings Council and Historic Monuments Council) where the proposal may have potential negative impacts on the statutory protection of the heritage asset or staff pressures arising from office closures over holiday periods i.e. Christmas, Easter etc.
- c) **IT issues**  
Two or more consecutive day's failure of the Planning Portal, or in house IT systems or services.
- d) **Additional Information**  
Refer to para. 1.3.2 overleaf

To facilitate an effective consultation process, HED will:

- request an extension to a consultation within 5 working days of receipt

It is recommended that planning authorities will:

- either agree or decline an extension request within 2 working days of request
- notify HED planning team through the dedicated HED Planning mail box of decision where extensions have been agreed, amend the consultation response date on the planning portal

## 1.4 Our Consultation Responses

HED provides one consultation response for all planning consultations, addressing archaeological and/ or listed building considerations, where applicable. Our responses are structured to assist planning authorities understand the potential impacts of a development proposal upon heritage assets, to facilitate a planning determination in line with relevant planning policies and statutory requirements.

In preparing our responses we refer to records that we hold within our Monuments and Buildings Record<sup>7</sup> and other sources of information such as:

- Publications relating to the heritage asset
- Planning Policy (SPPS, PPS6) and Local Development Plans
- Other best practice conservation guidance:
  - British Standards
  - International Charters
  - Other heritage organisations

To inform our consideration of the impacts of a proposal on the site and setting of heritage assets potentially affected, our professional team of architects and archaeologists may undertake a site visit, where appropriate. A photographic record of the site and setting of the heritage asset/assets may also be taken, for the purposes of file records, further assessment by the case officer and/or consideration of the HED professional team. Where access to an application site or the interior of a property is necessary, particularly for listed building consent applications, we will contact the agent directly to co-ordinate this.

All our consultation responses are publically available to view on the Northern Ireland Planning Portal (with the exception of Pre-Application Consultation responses)

<http://www.planningni.gov.uk/>

For general queries in relation to a planning application, applicants should first contact their local planning authority. For queries specific to our consultation advice, please contact:

### HED Planning Team

Historic Environment Division

Causeway Exchange

1-7 Bedford Street

Belfast

BT2 7EG

Tel: 028 90823100

Email: [HEDPlanning.General@communities-ni.gov.uk](mailto:HEDPlanning.General@communities-ni.gov.uk)

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<sup>7</sup> The Monuments and Buildings Record (MBR) holds information on all elements of the built environment in the form of databases, written records, maps, photographic, drawn and digital material, and is now located in the Klondyke Building, Cromac Avenue, Belfast BT2 7JA T: 028 9056 9701 E: [MBR@communities-ni.gov.uk](mailto:MBR@communities-ni.gov.uk)



## Part 2: Information we require for planning consultations



- 2.1 Information we require
- 2.2 Pre-Applications Discussions
- 2.3 Small scale domestic development
- 2.4 General information requirements
- 2.5 Information specific to development types

*Above: Listed Buildings at Gracehill, Ballymena*

*Right: Beaghmore Stone Circle outside Cookstown*





## 2.1 Information we require

The type and extent of information we require will vary depending on the scale and complexity of the application. HED applies a proportionate approach to the information we expect.

This guide is not a checklist of information required by planning authorities. It does however aim to provide clarity to planning authorities and applicants, on the information we need to provide a substantive response and should minimise delays incurred through requests for additional information during the consultation process.

This chapter outlines the information we require for:

- Pre-Applications Discussions
- Small scale domestic development
- General information requirements
- Information specific to development type

## 2.2 Pre – Application Discussions

Formal pre-application discussions are co-ordinated through your local council planning authority. For **major** and **regionally significant**<sup>8</sup> planning applications that have potential impacts on the historic environment, and applications with direct impacts on statutorily protected assets, (refer Table 1.2a), HED welcomes pre-application discussions with applicants and agents.

Table 2.2a below is a guide to the information we will require for a PAD consultation, to provide effective and constructive pre-application advice to applicants and agents:


Application Type	Information we require
Pre-Application Discussions (major and regionally significant applications)  	<ul style="list-style-type: none"> <li><input type="checkbox"/> A detailed <b>description</b> of the proposal.</li> <li><input type="checkbox"/> <b>A site location map</b> (typically 1:1,250 or 1:2,500) showing the application site clearly outlined in red and any other land owned by the applicant close to or adjoining the application site outlined in blue.</li> <li><input type="checkbox"/> <b>Site layout plans</b> of the existing and proposed site (typically 1:500) which show, the direction of North and proposed development in relation to existing surroundings.</li> <li><input type="checkbox"/> <b>Initial drawings</b> (i.e. conceptual layouts, massing studies, initial plans, elevations and cross sections )of the proposed development showing the nature and scale of the development;</li> <li><input type="checkbox"/> Other <b>supporting information</b> such as a draft environmental statement, (which may include a cultural heritage chapter, with an Archaeological Impact Assessment and archaeological mitigation strategy) Design and Access Statement, as appropriate.</li> <li><input type="checkbox"/> <b>Site photographs</b> dated, numbered and cross-referenced to a plan, showing the site and its setting in general.</li> <li><input type="checkbox"/> Other <b>plans and drawings</b> as necessary to fully describe the development to which it relates. (The details of the <i>other plans &amp; drawings</i> required are described in the tables overleaf.)</li> </ul>

Table 2.2a - Information required for PAD consultations

For **local** applications, applicants and agents should refer to their District Council planning authority and the advice pages on the NI Planning Portal website. [www.planningni.gov.uk](http://www.planningni.gov.uk). Further guidance on the pre-application discussion process is provided within Development Planning Practice Note 10 Pre-Application Community Consultation (and Pre-Application Discussions) [http://www.planningni.gov.uk/index/advice/practicenotes/dm\\_practice\\_note\\_10\\_pacc-2.pdf](http://www.planningni.gov.uk/index/advice/practicenotes/dm_practice_note_10_pacc-2.pdf) For more detail on our pre-application services, refer to our planning ‘Services and Standards Framework’.

<sup>8</sup> Thresholds for local, major and regionally significant applications are set out in the Planning (Development Management) Regulations (NI) 2015

## 2.3 Small scale domestic development

A number of statutory consultations received by HED, relate to small scale domestic development; extensions to existing dwellings/ buildings or single dwelling applications. The level of detail required by HED to provide a substantive consultation response for this development type is outlined in Table 2.3a below:


Application Type	Information we require	
Small scale extension or new/ replacement dwelling   (Note: Refer to Part 3 for extension to a listed building)	<b>Outline Application:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site location map</li> <li><input type="checkbox"/> Proposed <b>site layout map</b> showing sight lines and boundary treatments (if applicable)</li> <li><input type="checkbox"/> <b>Massing</b> studies</li> <li><input type="checkbox"/> <b>Floor finish</b> level and ridge height</li> </ul>	<b>Full / Reserved Matters Application:</b>  Information required for an outline application plus; <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed (&amp; existing for replacement applications) <b>elevations, sections and floor plans</b></li> <li><input type="checkbox"/> <b>Material specification</b></li> <li><input type="checkbox"/> Site <b>photographs</b></li> </ul>

Table 2.3a - Information required for small scale domestic development

## 2.4 General information requirements

To provide a substantive response to a planning consultation, for most development proposals (other than small scale development) HED requires the following information to assess the impact on heritage assets, which may be affected by the development:


Application Type	Information we require
All development planning applications  	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site location plan</li> <li><input type="checkbox"/> Site layout plan, existing &amp; proposed <b>elevations, sections and floor plans</b></li> <li><input type="checkbox"/> Existing &amp; proposed <b>contextual elevations</b> ( for development in an urban setting, at appropriate scale)</li> <li><input type="checkbox"/> Existing and proposed <b>topographical cross sections</b> (for development proposals involving changes to the existing topography)</li> <li><input type="checkbox"/> Proposed <b>materials and finishes.</b></li> <li><input type="checkbox"/> <b>An Archaeological Impact assessment</b> (for large-scale developments or where applications are likely to contain or are located adjacent to archaeological sites and monuments)</li> <li><input type="checkbox"/> <b>Other material</b> necessary to provide a full understanding of the impact of the works on the significance of the heritage asset and its setting</li> </ul>

Table 2.4a – General information required for development with potential impacts on heritage assets

## 2.5 Information specific to development types

For certain development types, in addition to the general required information in 2.4, further information specific to the development type will be required, as set out below:




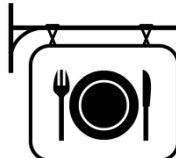
Development Type	Information we require
Housing / Residential Developments 	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Concept Statement</b> to include a Concept Plan at an appropriate scale</li> <li><input type="checkbox"/> <b>Design &amp; Access Statement</b> for housing development <math>\geq</math> 50 units or an area <math>&gt;</math> 2 hectares.</li> <li><input type="checkbox"/> <b>Landscape proposals</b> (1:500) including hard &amp; soft landscaping proposals, material specifications, boundary treatments, details of railings, gates, walls.</li> <li><input type="checkbox"/> Applicants for large scale housing developments [<math>&gt;</math>2Ha] should consider commissioning an <b>Archaeological Impact Assessment</b> detailing an appropriate archaeological mitigation strategy.</li> </ul>
Renewable Energy Projects	<ul style="list-style-type: none"> <li><input type="checkbox"/> Large scale renewable energy projects should normally be accompanied by an <b>Archaeological Impact Assessment</b> or a <b>Cultural Heritage chapter</b> in the case of EIA development.</li> </ul>
Single Wind Turbine	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wind <b>turbine specifications</b> inc. details of hub height and height to blade tip.</li> </ul>
Wind Farms 	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Computer-generated wireframe images</b> and colour <b>photomontages</b> for selected viewpoint locations, including view points to and from potentially affected heritage assets. It is advisable to agree viewpoint locations with HED in advance.</li> <li><input type="checkbox"/> <b>Location map</b> 1:50,000 OS base with turbine locations for all operational, consented and application sites for commercial wind energy development (recommended within 30km, or wider area if required) in Northern Ireland and the Republic of Ireland. Include concentric distance bands. <i>Note : The positioning of individual turbines should be carefully considered to avoid potential adverse visual impacts upon heritage assets and their settings.</i></li> </ul>
Solar Farms	<ul style="list-style-type: none"> <li><input type="checkbox"/> A detailed <b>development layout plan</b>, noting the location of recorded heritage assets and strategies for their preservation in-situ.</li> </ul>
Related guidance: <b>Creating Places</b> <a href="http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/creating-places.pdf">http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/creating-places.pdf</a> <b>Living Places An Urban Stewardship and Design Guide for Northern Ireland</b> <a href="http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/livingplaces_-_web.pdf">http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/livingplaces_-_web.pdf</a> <b>Design Guide for Rural NI</b> <a href="http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/dgrni.pdf">http://www.planningni.gov.uk/index/policy/supplementary_guidance/guides/dgrni.pdf</a> <b>Guidelines for Landscape and Visual Impact Assessment: 3rd Edition: 2013'</b> – Landscape Institute and the Institute of Environmental Management Assessment) <b>Planning and Environmental Policy Group Best Practice Guidance</b> <a href="http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/planning_policy_statement_18_renewable_energy_best_practice_guidance.pdf">http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/planning_policy_statement_18_renewable_energy_best_practice_guidance.pdf</a>	

Table 2.5a - Information required for specific development types

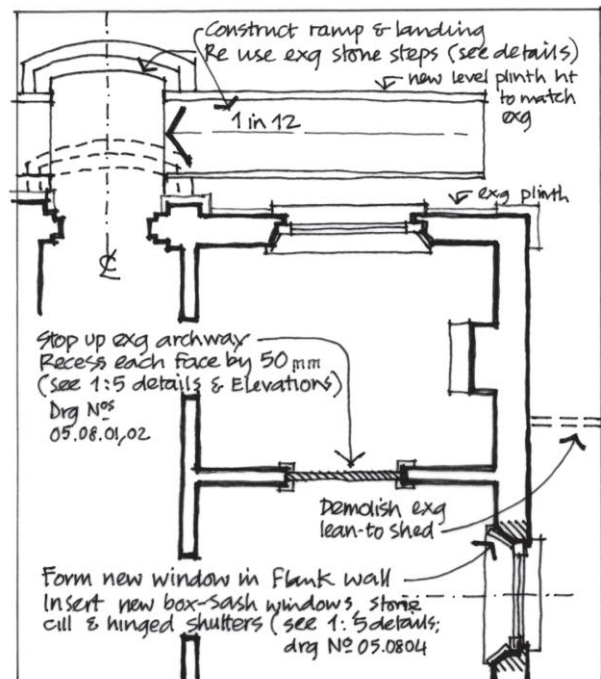
Table 2.5a continued - Information required for specific development types

Development Type	Information we require
<p>Infrastructure Projects (Roads, Bridges, Railways &amp; pipelines)</p> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Contextual Site Layout</b> showing location of proposed development works, access compounds, and all ancillary elements in the context of the physical landscape fabric, including contours, type and condition of land cover, boundaries, fencing and trees, existing access points, utilities and important environmental features</li> <li><input type="checkbox"/> Map showing site location identifying <b>heritage assets</b> within the study area on a 1:50,000 Ordnance Survey base.</li> <li><input type="checkbox"/> Large scale infrastructure applications should normally be accompanied by an <b>Archaeological Impact Assessment/Cultural Heritage chapter in any Environmental Statement</b>. Archaeological mitigation strategies must be considered early in the project development/route selection stage.</li> </ul>
<p>Advertisement Consent</p> 	<p>HED is not a statutory consultee for Advertising Consent applications. (Refer to Section 1.2 for circumstances when HED wish to be consulted)</p> <p>Where HED has been consulted, we require the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Cross sections through shop fronts</b> 1:50 including dimensions (where appropriate)</li> <li><input type="checkbox"/> Details of <b>awning</b> material, positioning , signage (where applicable)</li> <li><input type="checkbox"/> Details of any <b>lighting</b> proposals</li> <li><input type="checkbox"/> Detailed <b>signage/ advertisement</b> drawings scale 1:20</li> <li><input type="checkbox"/> Temporary applications should state approval <b>timescale</b> in the application description</li> </ul>
<p>Related Guidance:</p> <p><b>Design Manual for Roads and Bridges</b>  <a href="http://www.standardsforhighways.co.uk/dmrb/">http://www.standardsforhighways.co.uk/dmrb/</a></p> <p><b>Prosperity Agreement between Department of the Environment Historic Environment Division and Department for Regional Development/Transport NI</b></p> <p><b>Signs and sign writing Technical Note no. 350</b>  <a href="https://www.communities-ni.gov.uk/publications/11%2B14/11%2B14/type/guidance/topic/10295?search=technical">https://www.communities-ni.gov.uk/publications/11%2B14/11%2B14/type/guidance/topic/10295?search=technical</a></p>	

If your development proposal does not fall within one of these categories or you are unsure what information should be submitted with your planning application, please contact the HED Planning Team for assistance.



## Part 3: Making a Listed Building Consent Application



3.1 Listed Building Consent

3.2 Other consents and licences required for heritage assets

3.3 Useful links and information sources



### 3.1 Listed Building Consent

Listing defines and celebrates a building of special architectural and historic interest, so that it can be protected for present and future generations. In Northern Ireland, approximately 8,700<sup>9</sup> buildings are listed which accounts for less than 2% of the total building stock. As a finite resource, great care is required when proposing changes to a listed building.

If you propose to undertake repairs, alterations or demolition works, or to construct an extension which affects the character of a listed building inside or out, Listed Building Consent (LBC) is required from your District Council planning authority.

A listed building is listed in its entirety, inside and out. Listed Building Consent is also required for any object or structure within the curtilage of the building which is:

- fixed to the building or
- although not fixed to the building, forms part of the land and has done so since before 1<sup>st</sup> October 1973.

Your local planning office will advise you whether the proposed works will require LBC and can provide you with the appropriate application forms. In many cases a separate application for planning permission will also be required; your District Council planning office can give you advice about this too. LBC is not however required for maintenance and 'like for like' repairs that do not affect the building's character.

Changes that do require LBC include (please note this is not an exhaustive list):

#### Exterior

- extensions of any kind
- alterations, for example - adding, removing or replacing outbuildings, skylights, window openings etcetera. Installing double glazing, uPVC and aluminium are not acceptable
- rebuilding all or part of a building, for example- chimneys, roofs, walls, gateposts
- stone removal/replacement
- removal or addition of features, for example- railings, gates, garden walls, drives
- stone cleaning
- removal or addition of render
- changes to shopfront signs and advertising

<sup>9</sup> Refer to Northern Ireland Environmental Statistics Report, P77, for published figures for 2014/2015.


**Interior**

- alterations to layout, involving floor levels and internal partitions
- alterations to features which may be of interest and add value to the listed building such as stairs, fireplaces, panelling, plasterwork, doors, tilework, light fittings and door and window furniture

Before considering changes to a listed building it is recommended that applicants:

- Obtain a copy of the **listing map** and survey report (available for buildings which have been second surveyed)
- Appoint a suitably **qualified consultant** experienced in working with listed buildings
- Carry out **research** on the property to understand its special interest and inform decision making, (refer to information sources 2.5)
- Check **planning history**
- Refer to relevant **planning policies** (SPPS and Planning Policy Statement 6)
- Where substantial alterations are proposed, seek **pre-application advice** from HED and District Council planning authority and Building Control

Completing these steps will help inform the decision-making process and explain the rationale for the proposed changes. To communicate the nature of the works and inform assessment of any impacts on the special interest of the listed building, HED require the following information, as appropriate, to accompany and LBC consultation:

Application Type	Information we require
<p>Listed Building Consent</p> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing &amp; proposed <b>elevations, floor plans and section drawings</b>(at a appropriate scale – usually 1:50) including levels, clearly indicating areas proposed for alteration or demolition, <b>accompanied by a key</b> indicating:                             <ul style="list-style-type: none"> <li>▪ historic fabric to be retained,</li> <li>▪ historic fabric to be removed,</li> <li>▪ new interventions and construction;</li> </ul> </li> <li><input type="checkbox"/> Schedule of <b>proposed works</b></li> <li><input type="checkbox"/> Schedule of <b>materials and finishes</b></li> <li><input type="checkbox"/> <b>Door and window schedules</b> (where works involve repairs or alterations)</li> <li><input type="checkbox"/> <b>Stone schedule</b> (as appropriate, where works involve repairs or alterations)</li> <li><input type="checkbox"/> <b>Internal &amp; external photographs</b> dated, numbered and cross-referenced to floor plans</li> <li><input type="checkbox"/> <b>Perspectives &amp; photomontages</b>, models or computer <b>visualisations</b> to show the impact of the new works on the listed building and its setting where applicable</li> <li><input type="checkbox"/> <b>Landscape proposals</b> 1:500</li> </ul>

	<p><input type="checkbox"/> <b>Design &amp; Access Statement</b> proportionate to the scale and complexity of the proposal that should include:</p> <p><i>(a) Statement of Justification</i></p> <ul style="list-style-type: none"> <li>- explaining why the proposed change should be considered desirable or necessary, including a development appraisal where appropriate;</li> </ul> <p><i>(b) Statement of Significance</i></p> <ul style="list-style-type: none"> <li>- explaining the historical and architectural special interest of the building.</li> </ul> <p><i>(c) Concept</i></p> <ul style="list-style-type: none"> <li>- explaining how design principles and concepts have taken account of the architectural and historic special interest of the heritage asset</li> <li>- explaining what policies have been considered with regard to access, how alternative means of access have been considered, and what mitigation measures have been taken, to minimise the impact of the proposals on the special architectural and historic interest of the listed building.</li> </ul> <p><i>(d) Impact Assessment</i></p> <p>that describes the impact of the alteration on the building's special architectural and historic interest.</p> <p><i>(e) Consultation Summary</i></p> <p>to provide, where applicable, an overview, of pre-application consultation (i.e. with Building Control, Historic Environment Division etc) and explain how that advice has been considered as part of the works.</p> <p><i>(f) Management Strategy</i></p> <p>where universal access has not been possible, i.e. because of constraints, explain the measures taken to minimise the impact and manage alternative access arrangements.</p> <p>Where applications involve significant partial demolition or structural alterations, LBC applications should also be accompanied by a:</p> <p><input type="checkbox"/> <b>Structural survey and / or condition report</b> prepared by a structural or building engineer, experienced in working with listed buildings, which should identify:</p> <ul style="list-style-type: none"> <li>a) structural defects</li> <li>b) proposed conservation led remedial works, -</li> <li>c) a method statement demonstrating how the proposed structural works will be undertaken, and outlining how the listed building will be protected, during construction work.</li> </ul>
<p>Related guidance:</p> <p><b>BS 7913: 2013</b> Guide to the conservation of historic buildings  <b>Development Management Practice Note : 12 Design and Access Statements</b>  <a href="http://www.planningni.gov.uk/index/advice/practicenotes/dm_practice_note_12_das_complete-3.pdf">http://www.planningni.gov.uk/index/advice/practicenotes/dm_practice_note_12_das_complete-3.pdf</a>  <b>PPS6 Planning Archaeology and the Built Heritage</b>  <a href="http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/pps06-archaeology-built-heritage.pdf">http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/pps06-archaeology-built-heritage.pdf</a> (PDF, 1.78MB)  <b>The Planning (Listed Buildings) Regulations (Northern Ireland) 2015</b>  <a href="http://www.legislation.gov.uk/nisr/2015/108/contents/made">http://www.legislation.gov.uk/nisr/2015/108/contents/made</a></p>	

## 3.2 Other consents and licences required for heritage assets

In addition to planning permission, further environmental permits, licenses and consents may be required for certain development proposals.

Where a development proposal affects the protected area of a Scheduled Monument, **Schedule Monument Consent** (SMC) is required. It should be noted that there is no presumption in favour of the grant of SMC. Where both SMC and planning permission are required, SMC must be obtained first. For more information on the requirements of Scheduled Monument Consent, please refer to our website link:

<https://www.communities-ni.gov.uk/articles/scheduled-monuments>

Where planning permission and/ or SMC include conditions requiring an archaeological excavation, an **archaeological excavation licence** must first be obtained from HED. This should be applied for at least four weeks before works commence onsite. For more information on applying for an archaeological excavation licence, please refer to refer to our website links:

<https://www.communities-ni.gov.uk/articles/archaeology-northern-ireland>

<https://www.communities-ni.gov.uk/publications/development-and-archaeology>



### 3.3 Useful links and information sources

Planning authorities, applicants and agents may find the following links helpful when preparing or considering planning applications that have impacts on the Historic Environment:

Digital Downloads:	
Spatial NI	<a href="http://www.spatialni.gov.uk">www.spatialni.gov.uk</a>
Historic Environment Map Viewer	<a href="http://www.communities-ni.gov.uk/services/historic-environment-map-viewer">www.communities-ni.gov.uk/services/historic-environment-map-viewer</a>
Ordnance Survey Map Shop	<a href="https://mapshop.nidirect.gov.uk/">https://mapshop.nidirect.gov.uk/</a>
Heritage Asset Records:	
<i>NI Monuments and Buildings Record</i> Historic Environment Division Ground floor, Klondyke Building, Cromac Avenue, Belfast, BT2 7JA Tel: 028 9056 9701 Email: MBR@communities-ni.gov.uk	<a href="http://www.communities-ni.gov.uk/articles/monuments-and-buildings-record">www.communities-ni.gov.uk/articles/monuments-and-buildings-record</a>
NI Sites and Monuments Record (NISMR):	<a href="http://www.communities-ni.gov.uk/services/sites-and-monuments-record">www.communities-ni.gov.uk/services/sites-and-monuments-record</a>
NI Buildings Database	<a href="http://www.communities-ni.gov.uk/services/buildings-database">www.communities-ni.gov.uk/services/buildings-database</a>
Public Record Office of NI (PRONI)	<a href="https://www.nidirect.gov.uk/proni">https://www.nidirect.gov.uk/proni</a>
Natural Stone Database	<a href="http://www.stonedatabase.com">www.stonedatabase.com</a>
Technical Notes:	
Building Conservation Technical notes	<a href="https://www.communities-ni.gov.uk/publications/11%2B14/11%2B14/type/guidance/topic/10295?search=technical">https://www.communities-ni.gov.uk/publications/11%2B14/11%2B14/type/guidance/topic/10295?search=technical</a>
Planning Authorities	
Strategic Planning Division	<a href="http://www.infrastructure-ni.gov.uk/topics/planning">www.infrastructure-ni.gov.uk/topics/planning</a>
Causeway Coast & Glens Borough Council	<a href="http://www.causewaycoastandglens.gov.uk">www.causewaycoastandglens.gov.uk</a>
Mid & East Antrim Borough Council	<a href="http://www.midandeastantrim.gov.uk">www.midandeastantrim.gov.uk</a>
Antrim & Newtownabbey Borough Council	<a href="http://www.antrimandnewtownabbey.gov.uk">www.antrimandnewtownabbey.gov.uk</a>
Belfast City Council	<a href="http://www.belfastcity.gov.uk">www.belfastcity.gov.uk</a>
Lisburn & Castlereagh Borough Council	<a href="http://www.lisburncastlereagh.gov.uk">www.lisburncastlereagh.gov.uk</a>
Ards & North Down Borough Council	<a href="http://www.ardsandnorthdown.gov.uk">www.ardsandnorthdown.gov.uk</a>
Newry Mourne & Down District Council	<a href="http://www.newrymournedown.org">www.newrymournedown.org</a>
Armagh, Banbridge and Craigavon Borough Council	<a href="http://www.armaghbanbridgecraigavon.gov.uk">www.armaghbanbridgecraigavon.gov.uk</a>
Mid Ulster District Council	<a href="http://www.midulstercouncil.org">www.midulstercouncil.org</a>
Fermanagh & Omagh District Council	<a href="http://www.fermanaghomagh.com">www.fermanaghomagh.com</a>

<b>Northern Ireland Planning Portal</b>	
Planning Legislation	<a href="http://www.planningni.gov.uk/index/policy_legislation.htm">www.planningni.gov.uk/index/policy_legislation.htm</a>
Planning Policy	<a href="http://www.planningni.gov.uk/index/policy.htm">www.planningni.gov.uk/index/policy.htm</a>
Planning Advice	<a href="http://www.planningni.gov.uk/index/advice.htm">www.planningni.gov.uk/index/advice.htm</a>
<b>International Charters &amp; Conventions</b>	
International charter for the conservation and restoration of monuments and sites (The Venice Charter 1964)	<a href="http://www.icomos.org/charters/venice_e.pdf">http://www.icomos.org/charters/venice_e.pdf</a>
ICOMOS Historic Gardens (The Florence Charter 1981)	<a href="http://www.icomos.org/charters/gardens_e.pdf">http://www.icomos.org/charters/gardens_e.pdf</a>
The Granada Convention 1985 Convention for the Protection of the Architectural Heritage of Europe	<a href="https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168007a087">https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168007a087</a>
Charter for the protection and management of the Archaeological Heritage (1990)	<a href="http://www.icomos.org/charters/arch_e.pdf">http://www.icomos.org/charters/arch_e.pdf</a>
Joint ICOMOS – TICCIH Principles for the Conservation of Industrial Heritage Sites, Structures, Areas and Landscapes 2011	<a href="http://www.icomos.org/Paris2011/GA2011_ICOMOS_TICCIH_joint_principles_EN_FR_final_20120110.pdf">http://www.icomos.org/Paris2011/GA2011_ICOMOS_TICCIH_joint_principles_EN_FR_final_20120110.pdf</a>
The Australia ICOMOS Charter for Places of Cultural Significance 2013 (The Burra Charter)	<a href="http://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf">http://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf</a>
<b>British Standards</b>	
BS 7913:2013 Guide to the conservation of historic buildings	Available to purchase online <a href="http://shop.bsigroup.com/">http://shop.bsigroup.com/</a>



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Department  
for Communities  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

Supporting and sustaining vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.

**Historic Environment Division**

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Web: [www.communities-ni.gov.uk/topics/historic-environment](http://www.communities-ni.gov.uk/topics/historic-environment)



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