

PERMISSIONS

Whether permission is required for work to your property will depend on a number of factors. In particular:



- **The nature of the work required.**
- **Whether the property is listed or in a conservation area.**

Routine maintenance is unlikely to require consent, but repairs may. The table below shows how consents may vary depending on different tasks you may carry out to timber framed windows.

	MAINTENANCE	MAINTENANCE	REPAIRS
	Repairing a broken window pane	Restraining sashes	Replacing timber window frames
Will it affect the special character of the property/area?	Unlikely	Unlikely	Likely
Consent likely to be required?	Unlikely	Unlikely	Likely

Planning permission may also be required for works involving the external alteration/extension of a listed building, where works affect the character of the building. This may include re-painting.

In this situation, a full planning application or householder planning application and listed building consent will need to be submitted.

Does the task go beyond routine maintenance and small repair?

Will it affect the character of the building or conservation area?

Planning permission is likely to be required



Listed Buildings

A building is 'listed' when it is of special architectural or historic interest in a national context. Listed buildings have extra legal protection within the planning system, and you may need permission to carry out repair work, usually [Listed Building Consent](#).

Historic England maintain the [National Heritage List for England](#), which you can search by postcode or keyword. If you have your postcode to hand you can use the map search. This allows you to determine more clearly whether your building is listed and at what grade.

**CHECK IF YOUR
PROPERTY IS LISTED**

You can also look on the [British Listed Buildings](#) site which details over 300 listed buildings in Leominster.

If you are still unsure, contact the National Heritage List for England Helpdesk: heritagelistenquiries@HistoricEngland.org.uk.

If your property is listed, Historic England's [Guide for Owners of Listed Buildings](#) answers some of the most commonly asked questions.

Whether you want to know more about the listing process or what to consider when you want to make changes to your home, such as adding an extension or updating your windows, the guide will help point you in the right direction.

It also covers some of the most common problems faced by those living in older buildings, such as dealing with damp.



Listing applies to both the inside and outside of a property. So if you are carrying out internal repairs permission may be required.

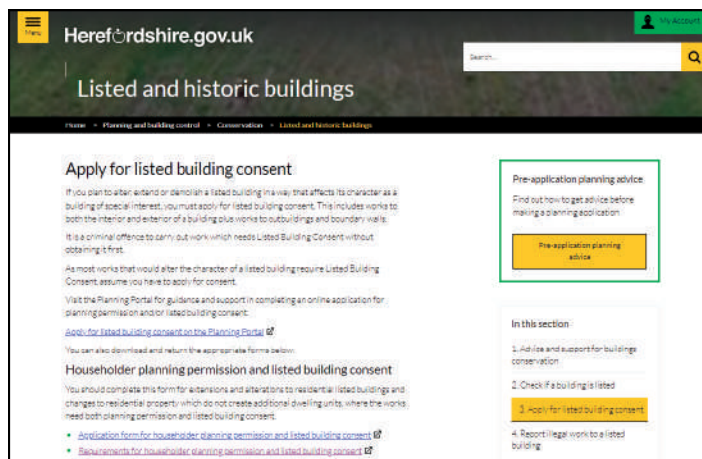
Listed Building Consent

Listed building consent is a type of planning control, which protects buildings of special architectural or historical interest. These controls are in addition to any planning regulations which would normally apply. The controls apply to any works for the demolition of a listed building, or for its alteration or extension, which is likely to affect its character as a building of special architectural or historical interest. This applies to the exterior and interior of the property, outbuildings and boundary walls.

Alterations including changes to windows or doors, or installing double glazing, are likely to require listed building consent.

There is no fee for a listed building consent application. Herefordshire Council is the local planning authority for Leominster, and will determine planning and listed building consent applications.

Decisions are made within 8 weeks of the application being validated by the local authority, inclusive of a 21-day consultation period where neighbours and interested parties can comment on the proposal. Granted consent lasts for 3 years, so any works need to be started within that time.



Apply online or download the relevant application form Herefordshire Council website.



Carrying out unauthorised works to a listed building is a criminal offence and individuals can be prosecuted.



Leominster
Heart & Heritage

Listed Building Consent

Within an application for listed building consent, you will be required to provide as a minimum:

Location plan which shows the site area and its surrounding context. This can be purchased online from the [Planning Portal's accredited supplier](#) either as part of the application process, or separately, and then attached to the application.



Image @ Planning Portal

Site Plan (sometimes known as a block plan) which shows the proposed development in detail and can be purchased from the Portal's accredited supplier, location plan and heritage assessment.

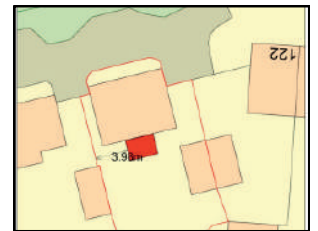


Image @ Planning Portal

A written explanation of the proposed works.

This can take several forms, depending on the complexity of the project. It is sometimes called a heritage statement or a design and access statement. As a minimum it should include:

- **An assessment of the impact of the works on the significance of the building (statement of significance)**
- **A statement of justification explaining why the works are required (heritage impact assessment/heritage statement)**
- **A method statement explaining how the work will be done.**

Applications need to contain enough detail to enable the local authority to fully understand and evaluate what you want to do and the impact it will have on the significance of the property. [Herefordshire Council](#) **provide more detail** on what documents are required when submitting a listed building consent application.

Top Tip: Include as much detail as possible in your application, for example name the exact paint you will use, not just the colour.

Listed Building Consent

Even when you are considering replacing modern windows or doors with something more appropriate to the period and design of your property it is still important to [get advice](#) from Herefordshire Council about whether consent is required before going ahead with the work.



Unauthorised work is a criminal offence. A planning authority can insist that all work carried out without consent is reversed.



The [Historic England Advice Note on Listed Building Consent](#) provides general advice for owners of listed buildings about listed building consent as an application process; how to judge whether proposals need consent, how to achieve certainty on the need for consent and how to make informed applications.

It also gives advice on works which may or may not need listed building consent, depending on how the works are proposed to be carried out.

The Advice Note also details whether consent is required in a number of common scenarios including repairing a broken window pane, rewiring and secondary glazing.

Properties in a Conservation Area

Much of Leominster town centre is a conservation area. This means it has been designated as an area of special architectural and historic interest. Within the planning system there is a presumption that the historic character and appearance of the area should be preserved and enhanced.

You can check if a property is within a conservation area on the [Herefordshire Council website](#).

The Leominster Conservation Area Appraisal and Management Plan contains more information about the special character of the area.



You may need permission for the following work if your property is in a conservation area:

- **Various types of wall cladding**
- **The insertion of dormer windows**
- **The installation of satellite dishes on walls and roofs facing a highway**
- **The installation of radio masts, antennae or radio equipment housing with a volume over two cubic metres**
- **A reduction in the size of residential and industrial extensions, which may be carried out without the need for planning permission**
- **The installation of solar panels**

In particular, Herefordshire Council will be looking to see if the work preserves or enhances the character or special appearance of the conservation area.

Heritage Assessments

A key part of any application for consent is a heritage impact assessment, also known as a heritage statement. You can write one yourself, or employ a professional (see Professional Support Factsheet). The heritage impact assessment is a statement of justification explaining why the works are desirable or necessary. It should contain the following:

- **A description of the property and its setting**
- **An assessment of the significance of property**
- **A description of the likely impact of the proposed work on the significance of the property**
- **An assessment of the overall heritage impact. This includes balancing any harm to the significance against the benefits of doing the work**
- **Identification of any opportunities to reduce or mitigate the harm caused to the significance.**



'Significance' has a specific meaning in relation to the historic environment. See Glossary Factsheet for a definition.



Be clear why the works are required, include a method statement detailing how the work will be done and include photos with the work areas marked

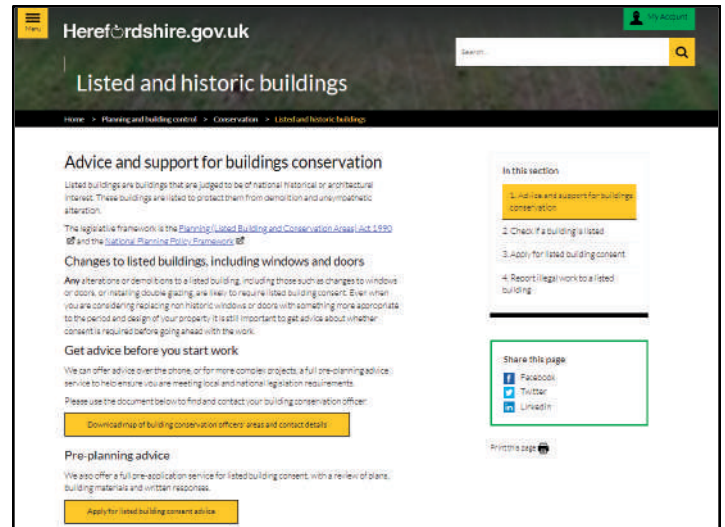
Getting Planning Advice

You can ask a planning officer for informal advice on your building project or listed building consent.

**For general advice email: planning_enquiries@herefordshire.gov.uk.
Tel: 01432 260386**

For more complex projects, Herefordshire Council operate an optional, pre-planning advice service to help ensure you are meeting local and national legislation requirements. There is a charge for this service.

Find out more about [pre-planning advice](#) and associated [fees](#) via [Herefordshire Council's website](#).



[Click to complete the online pre-planning advice form](#)

The Historic Towns and Villages Forum also has a [helpful publication](#) with top tips for making better planning applications.

