

Notes for Listed Building Consent

Please read these notes before filling in the application form

This form is to be used for applications to Hammersmith & Fulham Council for listed building consent to demolish, alter or extend a listed building. You must complete all of the form and the accompanying certificate.

This form should not be used for:

- Applications for planning permission
- Applications for conservation area consent
- Applications for consent to display an advertisement
- Building regulations applications
- Applications for Certificates of Lawful Development

Forms for all the above are available from the Environment Services Department on request, at the address given.

The application form is in two parts. Part 1 must be completed to show details of the application site, who is making the application, and what the proposed work entails. Part 2 contains certificates and notices which must be completed to show details of ownership.

PART 1 NOTES

1. Listed building consent must **always** be obtained before carrying out work on a listed building, even if the proposed works do not constitute development requiring planning permission.

The carrying out of unauthorised works to a listed building is an offence under section 9 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990.

2. Detailed plans and drawings will always be required. These may be at a scale of 1:50 to show exterior elevations, and elevations and/or sections at 1:10 or 1:20 where works are proposed to interior elevations, architectural features or detailing such as window frames, architraves, cornices etc.

PART 2 NOTES

Part 2 comprises Certificates which are required under section 11 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the local planning authority shall not consider an application for listed building consent unless it is accompanied by one of the four ownership certificates.

For the purposes of this form, "owner" means a person having a freehold interest or a leasehold interest in the land, the unexpired term of which is not less than 7 years. Leaseholders must serve notice on freeholders, regardless of the term of the lease.

1. If you or your clients **are the sole owner** of all the land to which the application relates, you should **complete Certificate A.**

2. If you or your clients **are not the sole owner** of all the land to which the application relates you should take **one of the following three courses:**

a) If you know the names and addresses of all the owners of the land to which the application relates, you should give them notice in the form shown in Notice No. 1 and complete certificate B.

b) If you know the names and addresses of some of the owners of the land to which the application relates, but not all of them, you should give notice in the form shown in Notice No. 1 to those whose names and addresses you know, and also give notice of the application in a local newspaper, in the form shown in Notice No. 2. The newspaper notice should be published not earlier than 20 days before the date of the application. You should then complete certificate C.

c) If you do not know the names and addresses of any of the owners of the land to which the application relates, you should give notice of application in a local newspaper, in the form shown in Notice No. 2. This notice should be published no earlier than 20 days before the date of the application. You should then complete certificate D.

Any person who knowingly or recklessly issues a certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine not exceeding £1000.

No matter what certificate applies, the bottom of Page 4 must be signed and dated.

Please use the label attached to the application form as this will ensure your application is processed in the quickest possible time or send your application to:

Environment Services Department
Hammersmith & Fulham Council
3rd Floor, Town Hall Extension
King Street
London W6 9JU

Further information and advice is available from:
Environment Services Department Reception
Hammersmith & Fulham Council
3rd Floor, Town Hall Extension
King Street
London W6 9JU

Telephone:
020 8748 3020 extension 3330/3331
020 8753 1081 (direct line).