



A Guide for Listed Building Owners

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Uttlesford District Council

What is a listed building?

A listed building is one which has been included in the National Heritage List for England (NHLE) which is compiled and issued by the Secretary of State for Culture, Media and Sport. This list is available to view on the Historic England website.

There are over 3,500 listed buildings within the District of Uttlesford and this does not include curtilage listed structures. Listed buildings are found in towns, villages and in the open countryside. They range from stately homes to small cottages, and can include walls, gates, memorials, telephone boxes and even water pumps.

Due to their special historic significance and the contribution they make to our national and local heritage, listed buildings benefit from **special protected status under planning law**.

What types of listing are there and what do they cover?

There are 3 grades of listing, which identify the relative importance of the building or structure, as follows:

Grade I - Buildings of exceptional interest.

Grade II*(Star) - Particularly important buildings of more than special interest.

Grade II - Buildings of special interest, warranting every effort to preserve them.

Please Note: The **whole of the building is covered by the listing**, including its interior and any items or features which are attached to it, including later extensions.

How do I know if a building is listed?

When a building is added to the statutory list, the owner and/or occupier is notified. Listed building status is also revealed in the local search when buying a property. To find out whether a building is listed you can phone 01799 510510 or contact the Conservation Officer at Council Offices, London Road, Saffron Walden.

What does 'curtilage listed' mean?

Curtilage listed or 'listed by association' are terms used to describe detached buildings within the curtilage of a listed building, which are also protected by planning law. Curtilage Listing generally applies to structures, which were part of the curtilage of the main listed building at the time it was listed and were built pre-1948. For further clarification on whether a structure is curtilage listed please contact the Local Authority

What are the implications for you as an owner?

The alteration, extension or demolition of a Listed Building generally requires formal **Listed Building Consent**. This **must** be obtained from the Local Authority prior to any works commencing.

Failure to apply for the necessary consent is a criminal offense, and so it is important that you check whether consent is required, before you undertake works. Please note: There is **no fee** for submitting a Listed Building Consent application.

When to apply for Listed Building Consent?

Any proposals to extend a listed building or alter it in a way which affects its historic character, or its significance, will need listed building consent.

Examples of works which will normally need listed building consent include:

- altering part of the building
- adding an extension or conservatory
- replacing doors or windows or adding new ones (including internal doors)
- removing or altering chimneys
- replacing the roof covering
- removing staircases, skirtings, panelling, floorboards or plasterwork and removing, adding or altering structural elements of the building (including partitions).
- adding satellite dishes and burglar alarms
- putting in dormer windows or a rooflight

The list above is not a complete list, and you should always check with the Planning Department before undertaking any alterations or major repair works.

Please note: It is a criminal offence to demolish, extend or alter a listed building without first obtaining listed building consent. The penalty can be a fine or imprisonment or both. If an offence is committed the Council may prosecute and/or serve a listed building enforcement notice requiring restoration of the building to its former state

What about repairs?

All buildings need repair and historic buildings especially. Minor works of repair in matching materials, may not require consent. For example, replacing missing or broken tiles with matching ones would be a repair. However, retiling a large area of roof can require listed building consent.

You should also be aware that if an owner neglects to preserve a listed building the council may serve a Repairs Notice. The council may also carry out urgent works to preserve an unoccupied listed building from further deterioration. The costs of such works are recoverable from the owner.

Prevention is better than cure:

There is no substitute for a good maintenance routine on historic buildings, and simple things like keeping rainwater goods clear and functioning properly, replacing slipped or loose tiles and slates, repointing bricks or repairing loose plaster and even re-painting windows and doors will help conserve your building and avoid many common problems associated with historic buildings. However, please be sure to use the appropriate traditional materials.

How can the Planning Department help?

We can advise whether Listed Building Consent will be required for your proposals and it is usually possible for the Conservation Officer to confirm this over the phone, free of charge.

We also offer a **pre-application advice service**, so if you do require Listed Building Consent and want an idea as to whether we would be likely to support the application before you apply, we can offer pre-application advice. The fees for this service vary depending on whether you request a site visit or a written response only. Further information, including the application form can be found on our website: www.uttlesford.gov.uk/planning.

Applying for Listed Building Consent

To apply for Listed Building Consent, you will need to complete an application form and submit this to the Planning Department, together with the required supporting documents and plans.

The application form, guidance notes and validation checklist can be obtained from the Council Offices in Saffron Walden or from the website: www.uttlesford.gov.uk.

In addition to the form it will be necessary to submit plans of the proposed works and a supporting statement of significance or 'Heritage Statement' as it is often known. For this reason, you may wish to employ a suitably qualified person to advise on the works and to prepare and submit plans on your behalf. However, many people chose to prepare this information themselves.

Most applications are determined by the council as local planning authority. However, for works in respect of Grade I or II* listed buildings, Historic England will be consulted prior to consent being granted. Proposals are published in the local press and a notice posted on or near the application site. Listed Building Consent may be refused or granted subject to conditions. All work must be carried out as specified in the consent and on the approved plans.

Useful Contacts

Planning

01799 510510

planning@uttlesford.gov.uk

Building Control

01799 510510

buildingcontrol@uttlesford.gov.uk

Historic England

0370 333 0607

customers@HistoricEngland.org.uk

SPAB (Society for the Protection of Ancient Buildings)

0207 456 0916 - Technical Advice Line

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