

Application for Listed Building Consent

Official Use	
Application No.:	_____
Receipt No.:	_____

- Please read the notes for applicants overleaf before completing this form.
- You may find it helpful to discuss your proposals with the Department for Communities: Historic Environment Division before submitting your application.
- 4 copies of this form and 4 copies of related plans must be submitted with this application.
- 1 copy of form P2 must also be submitted.

Please note that when you submit a planning application the information, including plans, maps and drawings, will appear on the Planning Register which is publicly available and, along with other associated documentation (with the exception of personal telephone numbers, email addresses or sensitive personal data), will also be published on the internet on the Public Access site (www.planningni.gov.uk/public-access-info). The Department for Infrastructure and the 11 Councils will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available at www.infrastructure-ni.gov.uk/dfi-privacy. To request a hard copy, please contact the relevant Data Protection Officer as listed in the statement.

1 a. Applicant's name and address

1 b. Agent's name and address (if any)

Name:		Name:	
Address:		Address:	
Town:		Town:	
Postcode:		Postcode:	
Tel:		Tel:	
		Ref. No.:	

About the Application Site

2. Give the full postal address of the building (*outline in red on site location map and give name of townland if known*)

3. Please give details of the proposed works (e.g. demolition, alteration, extension)

Checklist

Please indicate the number of enclosures (*there should be 4 copies of each set*)

- | | |
|---|-------|
| Set of location maps – number of maps in 1 set | _____ |
| Set of floor plans – number of plans in 1 set | _____ |
| Set of elevations – number of elevations in 1 set | _____ |
| P2 form | _____ |

4. Council Employee / Elected Member Interest

Are you / the applicant / applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

Or are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered yes, please provide details (name, relationship and role):

Declaration

I / We apply for listed building consent to carry out the works described in this application and the accompanying plans

Signed _____ Date _____

On behalf of _____

Notes for Applicants

1. Any person who carries out or causes to be carried out works such as those in Paragraph 4 below without Listed Building Consent required under the Planning Act (Northern Ireland) 2011 is guilty of an offence.
2. Please refer to the publication:
“Explanatory Notes on applying for Planning Permission, Approval of Reserved Matters & other Planning Consents”
Although Listed Building Consent is not a planning approval, the information contained in the above publication generally applies.
3. It is particularly important in the case of work to listed buildings to clearly define on the drawings full details of the type of materials, finishes and colours to be used.
4. Listed Building Consent is required before the carrying out any work for demolition, alteration or extension of a listed building (including internal works or objects attached to the structure), which would affect its character as a building of special architectural or historical interest. The drawings submitted with your application must adequately describe all the proposed works for which consent is needed.
5. It may also be necessary to apply for Planning Permission for external and substantial works. If you are in any doubt about whether or not Planning Permission should also be sought, please discuss your proposal with your local Planning Office.
6. If you wish to discuss your proposals with the Department for Communities' Historic Environment Division they can be contacted by telephone on (028) 9082 3177 or (028) 9082 3126 or by e-mail to historicenvironmentenquiries@communities-ni.gov.uk.

Send your completed application to the relevant Council.