

# Guidance Notes

These notes have been written to help you fill in the application form.

## Introduction

This form is for applicants for Listed Building Consent and Conservation Area Consent to Aberdeenshire Council. Before completing the form please read all the notes which are numbered to correspond with the questions on the form. It is important to answer all the questions on the form and return it to the Planning Service along with FOUR copies of your plans and drawings and ONE copy of the appropriate certificates. The number of copies required is necessary for the various consultations that have to be carried out on your application. One set of plans is returned to you stamped with the Council's decision.

If you are in doubt whether you need Listed Building Consent or Conservation Area Consent it may be advisable to make an appointment to discuss your proposals informally with our staff. When you submit your application please advise if the Council has already commented informally on the proposal.

## 1 Your name and address

Please give your full name and address including your postcode and a daytime phone number.

## 2 Your agent's name and address

You may decide to employ an agent such as an architect, surveyor or technician to draw your plans for you. They can also fill in these forms for you. If this is the case, we will send any mail about the application to the agent.

## 3 Address or location of the proposed development

If the application site is different from your home address given in section 1, you should give clearly the full address of the application site, including the postcode.

## 4 Current Uses

This question should be answered for all applications and should describe the existing uses e.g. "vacant ground floor shop with self-contained flat above". If the building is vacant or a disused part of a larger building give the existing overall use of the whole of the building and give details of the previous use and the date this use ceased.

## 5 Listed Building Category

Listed Buildings in Scotland are graded: A, B or C(s)  
The Planning Service can advise which category the listed building is within. If you are applying to vary or discharge a condition on an existing consent your reasons for applying should be clearly stated in a covering letter submitted with the application.

## 6 Proposed Work

This should clearly state the nature of the works proposed  
If works have already been carried out and you are attempting to put the matter right, make it clear that you are applying retrospectively to retain works already carried out.

## 7 Demolition

It would be helpful for demolition applications to be accompanied by photographs of the parts affected (including the interior) as well as survey drawings of the building. Applications for consent to demolish should be supported by evidence of the building's structural state of repair and wherever possible, by evidence of attempted sale on the open market. The Council will wish to be satisfied that every possible attempt has been made to find a suitable alternative use for the building before considering a consent for demolition. Full details must be provided in respect of the restoration of the site and the proposed treatment for the parts of the building to be retained.

## 8 Interior work

Listing applies to the whole building and includes all interior work. Internal alterations can materially affect the character of the building and can therefore require Listed Building Consent. Any unavoidable internal alterations must be kept to an absolute minimum and carried out in a manner which is readily reversible. Unless they are clearly of no great age, quality or interest all fixtures and fittings should be retained. It would be helpful for applications to be accompanied by photographs of the interior features affected.

## 9 Exterior work

The submitted drawings should show both the existing building, in the form of survey plans, and the proposal. The drawings showing the proposed alterations should be coloured to show what is old work and what is new work. Existing architectural detail should be clearly shown and marked "no change". The drawings should accurately show the elevations, floor plans and sections through the proposed works to scale of 1:50 or 1:100. Larger or even full scale drawings will be required for intricate architectural details such as astragals, door features and railings. Details of the method of construction, the type of materials to be used and their final treatment must be fully annotated on the drawings.

## 10 Footpaths, Roads and Driveways

Please show details of all hardened surfaces proposed within the site. Each different surface should be clearly shown on your plans, e.g. bitmac driveway, gravel path, stone slab patio etc.

## 11 External Materials

Full details should be given of all the external materials to be used in the proposed works. This should include the make, name, colour, profile and texture of roof tiles, wall finishes, doors and windows (including frames, sills and lintels). This information must be clearly shown on your plans as well as on the forms.

## 12 Certificate of Site Ownership

By law, you must fill in the ownership section as part of your planning application. If you own all the land the application relates to, tick box 1. If you are not the owner of the land the application relates to, by law, you must tell us and the owner about the proposals. Please ask for copies of the 'notice to owners' and 'Certificate B' forms at your local council office.

### Plans

You must send us the following plans with your application:

<i>Location plan</i>	Four copies at a streetmap scale (1:1250 or 1:2500) with the site boundaries outlined in red. This plan must show all the adjoining properties. You can buy these at your local council office.
<i>Site layout plan</i>	Four copies at a scale of 1:200 with the boundaries of the site outlined in red, and showing access, buildings, trees and walls.
<i>Elevations</i>	Four copies drawn to scale of 1:50 or 1:100 showing all the affected sides of the building.
<i>Ordnance Survey map</i>	If you live in the countryside, we will also need four copies of an Ordnance Survey map at a scale of 1:10,000 for identification purposes.

We may need to ask you for more information.

## CHECK LIST

When you submit your application make sure that you:

- complete and sign the application form
- send 4 copies of all your plans and drawings
- complete the ownership section of the application (12) and notify all owners if applicable.