



Pre-application Listed Building / Conservation Area Advice And Pre-purchase Listed Building Advice

(Applicable to all new enquiries relating to the above from 1st September, 2021)

Background

The Council is keen to encourage prospective applicants to discuss proposals before they are formally submitted. The pre-application service is known to improve the quality of planning submissions and speed up the process from submission to decision. Therefore the authority have decided to introduce a charged service for pre-application Listed Building and Conservation Areas advice, as well as pre-purchase listed building advice for prospective purchasers. It is hoped that the formalisation of these services will improve the quality of Listed Building Consent applications enabling the application process to be speeded up and applicants receiving decisions quicker.

We will provide high quality advice and assistance to you in a structured, timely manner. To partly cover the costs of this service we now charge a fee which relates to the level and range of officer support provided. This advice note provides information on what you will get through using this pre-application / pre-purchase service and the charges applicable.

Pre-application advice

The **pre-application** Listed Building and Conservation Area advice service aims to offer you:

- An understanding of how national/regional/local guidance and policies will be applied to the proposal
- An indication of the acceptability of proposals, including clarifying those proposals that are likely to be completely unacceptable e.g. use of UPVC windows, so saving the cost of pursuing a formal listed building consent / conservation area application
- An opportunity to identify the main issues, concerns, consultations and the need for specialist conservation input at an early stage
- Written confirmation of the advice given on site at the pre-application stage that can then be submitted in support of any subsequent application (subject to appropriate fee)

Pre-purchase advice

The **pre-purchase** Listed Building advice service is for prospective purchasers of listed buildings and aims to offer you:

- An understanding of an historic building's development over time
- An indication of any outstanding enforcement matters relating to the building
- An indication of the acceptability of any proposals, including those proposals that are likely to be completely unacceptable e.g. renewal of historic glass with double glazing, so saving the cost of pursuing a formal listed building consent / conservation area application

- Written confirmation of the advice given on site at the pre-purchase stage that can then be submitted in support of any subsequent application (subject to appropriate fee)
- An indication of which proposals will require the submission of a listed building consent application before any works can be undertaken
- An indication of the proposed works that can be undertaken without needing consent, and those requiring a method statement to be submitted to the conservation officer for approvals

Service Fees

Service	Charge	Description of Service/Deliverables
General Advice	Free of Charge	General verbal advice only e.g. clarification of listed status of a building, via telephone enquiry
1 Pre-application / Pre-purchase advice office meeting	£55	<ul style="list-style-type: none"> • An office based review of enquiry form and accompanying information/documentation • A meeting of up to one hour in duration at Flintshire County Council offices • Verbal advice and guidance
2 Pre-application / Pre-purchase detailed advice site visit	£95	<ul style="list-style-type: none"> • Office based review of submitted enquiry form and accompanying information/documentation • A site visit by a Built Heritage Conservation Officer of up to one hour in duration on site • Verbal advice and guidance
Additional Services		
Service	Charge	Description of Service/Deliverables
3 Written Report	£50 Small/Medium site	<ul style="list-style-type: none"> • A written report providing detailed advice and guidance <p>Please note this service is only available as an add-on to the detailed advice site visit service above.</p>
	£65 Large site	
4 Technical Advice	£40 Per hour	<p>This service can be tailored to the needs of the client for any additional work required, including:</p> <ul style="list-style-type: none"> • Technical and in-depth advice • Additional time on site visit

The above fees will be subject to regular review. Fees will only be refunded if the applicant does not provide the additional information requested and contacts us to say the service is no longer required and requests a refund. Any fees refunded will have £25 deducted from the amount received to cover admin charges. Please note any fees paid are not deductible from any subsequent planning application fees. Currently there is no fee payable for submission of a listed building consent application. Payment will be required before any of the above services are provided. (see the 'How to Apply' section below for details on how to pay).

The Information we need from you to support your application for:

Pre- application advice

- A site location plan (1:1250 scale) with the site area and the site outlined in red
- A planning statement setting out the proposals and the main issues to be discussed
- Photographs of the site and its surrounding area
- Details of the existing uses, layout and size of development
- Existing floor plans, elevations
- A brief summary of the proposed development, including details of scale, height and extent of proposed buildings, uses and associated works
- Sketch drawings of proposed floor plans, elevations and sections (to scale)
- A statement justifying the proposal/s to a listed building or within a conservation area
- The appropriate fee

Pre- purchase advice

- A site location plan or sketch (1:1250 scale)
- Estate agent brochure or web link to sale details
- The appropriate fee

What you will get from us

We will confirm receipt of your request within 3 working days of receipt and check whether you have provided sufficient details of the proposal (see above) and paid the correct fee. On the basis that sufficient information is provided we will seek to arrange an office/site meeting within 21 days of the receipt of your enquiry. Subsequently if written advice is also requested, it will be provided within 14 working days of an office/site meeting having been undertaken. If for some reason it is not possible to respond within these timescale due to the complexity of the case or the need to seek comments from specialist officers/others stakeholders, we will contact you to agree a longer response time.

Our written advice will contain:

- Details of the planning history of the site;
- Identification of conservation constraints and the relevant national, regional and local planning policies that apply and other material planning;
- Main considerations which are likely to be taken into account;
- Observations from a site visit;
- Identification of external organisations who may be consulted at the application stage; Informal and “without prejudice” written comments and guidance on the content and presentation of the proposal;
- Advice on whether the proposal is likely to satisfy the Council’s planning policies and guidance on procedures;
- Advice on the documents and information that will need to be submitted with an application (for planning permission and listed building consent) to, as far as possible, ensure it is valid on submission;

- A copy of the Listed Building description/s;
- Copies of any relevant guidance documents.

On receipt of the advice you are welcome to contact the conservation officer to clarify any points raised without further charge. If you submit a formal listed building consent application written advice can be used to support the application.

Exemptions

Advice sought in the following categories is free:

- General advice e.g. clarifying if a building is listed
- Advice on how to submit an application
- Advice relating to ongoing enforcement investigations, prior to the instigation of any formal proceedings
- Where the enquiry is made by a parish council or town council.

Disclaimer

Any advice or guidance given at pre-application stage is in good faith but cannot bind the Council in its determination of a formal listed building consent and/or planning application. The final decision will take account of representations made and the formal response to consultations as well as the matters covered in the pre-application advice. The same applies to any pre-purchase advice or guidance given.

How to Apply

Download a **Pre-application listed building and conservation area** or **Pre-purchase** advice form from the council's website (see links below). Complete and return with the information requested by e-mail or post to address below.

<https://www.flintshire.gov.uk/en/Resident/Planning/Listed-buildings.aspx>

<https://www.flintshire.gov.uk/en/Resident/Planning/Conservation-areas.aspx>

Link to planning pre-application information below.

<https://www.flintshire.gov.uk/en/Resident/Planning/Pre-application-Planning-Advice.aspx>

Email: planningadmin@flintshire.gov.uk

Post: Development Management, Planning, Environment and Economy, Flintshire County Council, County Hall, Mold, Flintshire CH7 6NF

The forms are designed to ensure that you provide us with enough information to allow us to offer relevant advice about your proposal. Once we have received your request we will write or email to acknowledge receipt within 3 working days. Before we can process your request, the full payment must be made in accordance with the scale of fees shown above. To make your payment please follow the link below.

Please note we can no longer process telephone payments due to remote working however payment can be made via the online payment service. Follow the link below and choose **planning application payment**.

https://www.civicaepay.co.uk/Flintshire/Webpay_Public/Webpay/default.aspx

Please quote the site address and include LB

Further Information

If you have any questions about the pre-application listed building and conservation area/pre-purchase advice service, please contact us using any of the following:

Email: conservation@flintshire.gov.uk

Telephone: 01352 703218 / 01352 703295