

# Request advice about a listed building



LB Enq No. \_\_\_\_\_ (office use only)

## About the property

### 1. Site address

### 2. Postcode:

### 3. Current use of property

4. Is the property in a conservation area?  Yes  no  don't know

5. What is the listing grade?  I  II  II\*  don't know

### 6. Description of proposal

Give an accurate and detailed description of your proposal (e.g. extension, change of use, display a sign)

### 7. What is the floor space (in sq m)?

Give as much relevant information as possible and specify plans/details that you are submitting with your request. The minimum information you submit should be:

- a plan identifying your property
- a description of the proposed works and how these may affect the historic fabric and design of the building
- initial plans/sketches of your proposals with dimensions indicated
- photographs of the property, in particular covering the aspect of the property which you wish to change.

**8. Have you already contacted the Council about this (or a similar) proposal?**

Yes       no       don't know

**9. If yes, please give more details (e.g. dates, reference numbers and the names of the officers involved)**

**10. Are you requesting:**

written advice       site visit

**11. Your details**

Name

Company (if applicable)

Address

Postcode:

Phone number\*

Email address

What is your interest in the building? (e.g. owner, prospective purchaser, tenant)

**Advice fees**

\*We cannot deal with your request until we get your payment. We only take payments for this service by phone, so please include a number we can contact you on to take a secure payment.

**Disclaimer**

Any planning advice given by officers, either orally or in writing, in the course of their duties, is offered in good faith and is based on the information/evidence provided. Advice is offered without the benefit of a site visit or the involvement of other consultees (both internal and external), neighbours or other interested parties. Such advice is therefore the personal opinion of that officer and is not a formal decision of, nor are they binding on, the local planning authority. The local planning authority will only be bound where a formal application is submitted and a formal decision is issued in writing.