

# Frequently Asked Questions about Listed buildings

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# Frequently asked questions about Listed Buildings

Carmarthenshire's Built Heritage Team provides expert advice on looking after all of the historic buildings in the County, including the 1,800 listed structures. It is our responsibility, together with Cadw, and the owners and custodians of listed buildings, to help to protect these valuable assets, and preserve the wonderful built heritage of West Wales for present and future generations.

We hope that the following FAQs will give answers to all of your questions about Listed Buildings, including the

consent process, maintenance, repairs and where to go to get more information.

If you would like advice on any ideas, or to check whether Listed Building Consent is required before any work commences, you can use our free pre-application advice service. Provide as much detail of your proposal(s) as you know including any drawings if you have them.

The Built Heritage Team at the Tywi Centre can support you with further information about:

- What constitutes appropriate repair, maintenance, materials for a historic building
- Finding the right people and information to support you in carrying out a project on a historic building.
- How to make an application for Listed Building Consent
- Undertaking a Heritage Impact Assessment – an essential component of an application

## Contact:

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# 1 Understanding listing



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The prime purpose of 'Listing' is to protect buildings and structures of special historic or architectural interest and their surroundings from changes which would materially alter the character of these buildings and their settings. There is a requirement to obtain 'Listed Building Consent' when proposals to carry out alteration, extension or demolition works are being considered, and this is a safeguard to ensure that the special character of a building is fully taken into account.

Further information can be found in the Cadw document Understanding Listing in Wales.

## What is listing?

Buildings are 'listed' when they are considered to be of special architectural or historic interest. This means that not only is your listed

building important to you, but it is also important to your local community and contributes to the cultural heritage of Wales. The Welsh Government is required by law to compile lists of buildings of special architectural or historic interest and these lists are used to help planning authorities make their decisions in the interests of the built heritage.

Listed buildings are valuable assets that cannot be replaced. Many have probably already changed over time and many may need further changes in the future. Conservation is the careful management of change; this means finding the best option to protect and enhance the special qualities of listed buildings so that present and future generations can appreciate and enjoy it. Caring for listed buildings appropriately, and retaining them in sustainable use

helps ensure that they continue to contribute to the cultural heritage and value of Carmarthenshire and Wales.

## What are the differences between Grade I, II\* and II?

In Carmarthenshire there are 1,848 listed buildings ranging from castles, country houses, cottages, public buildings, farm buildings, historic walls and bridges and even phone boxes.

There are three categories of Listed Buildings:

- Grade I buildings are of exceptional interest. Only about 2% of Listed Buildings are in this category in Wales. In Carmarthenshire there are 24 Grade I listed buildings.

- Grade II\* buildings are of particular importance. 4% of Listed Buildings are Grade II\* in Wales, and in Carmarthenshire there are 120 Grade II\*
- Grade II buildings are of special interest. 94% of all listed buildings are in this class and there are 1,704 in Carmarthenshire. This is the most likely grade of listing for a home owner

## How are buildings listed?

Buildings are listed by the Welsh Government for their special architectural or historic interest, for close historical association (with nationally important people or events) or group value. Age and rarity are also considerations. All buildings erected prior to 1700, remaining substantially intact are listed, as are most buildings constructed between 1700 and 1840, although some selection is necessary to identify the best examples. Much greater selection is required for buildings dating from 1840 as so many more still remain. Buildings less than 30 years old are normally only listed if they are of outstanding quality or potentially under threat.

In considering whether to list a building, the Welsh Government is advised by Cadw: Welsh Historic Monuments. Anyone can recommend a building to be listed. New provisions under the Historic Environment (Wales) Act 2016 ensures that owners will be formally consulted when a building or structure is being considered for listing, making the designation process more open and easily understood. Buildings and structures

being considered for listing will receive interim protection intended to safeguard historic assets from damage or destruction during the consultation period. An owner or occupier will now also be able to request a review of a new designation decision in line with the provisions set out in the Historic Environment (Wales) Act 2016

## What does listing mean in practice?

As well as providing a ready reference of buildings of importance to the nation's heritage, listing provides an added level of protection. This is in the form of a special planning procedure known as Listed Building Consent.

This protection is afforded to the building in its entirety and both the interior (including fixtures) and exterior of the building are protected, regardless of the grade. Any object or structure fixed to a listed building is also protected and this can include extensions (including modern additions), walls, porches and outbuildings.

Additionally structures or objects within the curtilage of a listed building which have been present on the land since before 1st July 1948 are also given protection. Such buildings and structures are known as 'curtilage' listed and can include outbuildings, walls, gates and gate piers, ice houses and pig sties etc.

Any works of alteration (including partial demolition), extension and repair to a listed building, which would affect its character as a building of special architectural or historic interest, require Listed

Building Consent. If you are considering undertaking works to a listed building you are advised to contact the Built Heritage Team for further advice.

It is a criminal offence to carry out any works (either to the exterior or interior) which would affect the character of a building once it is listed, unless listed building consent has been obtained from the appropriate planning authority. This is enshrined in the Planning (Listed Building and Conservation Areas) Act 1990.

Works of routine maintenance or like-for-like repair are normally exempt from listed building controls, but please contact the Built Heritage Team if you need any guidance in any particular case before any work starts.

## What is a list description?

Every heritage asset on the 'Cof Cymru- National Historic Assets of Wales' list gives a brief description of the assets most notable features. These descriptions can be found online by searching for the properties list entry on Cof Cymru section on the Cadw website.

These descriptions are a useful starting point to understand the heritage asset but are not intended to be comprehensive. They were originally only designed to identify the listed property, not to highlight all the important heritage credentials. In some cases they name specific architectural and historic characteristics of special interest, but rarely do they include all the elements which make that

building important from a historic point of view.

## Is it possible to appeal against a new listing?

Under the Historic Environment Act 2016 an owner is formally consulted when a building or structure is being considered for listing making the decision process more open and easily understood. An owner or occupier is able to request a review of a new designation decision in line with the act. If you are considering this please contact the Built Heritage Team to discuss it.

Any appeal would have to be based on information relating to the building's architectural or historic interest and not to the effects of statutory protection upon development proposals.

## Responsibilities of an owner or custodian of a listed building

Owning or looking after a listed building is a great responsibility. The building may be your home or your means for earning your income; it may be a new purchase or have been in your family for years; you may be undertaking repairs on it as a contractor or considering it as part of a regeneration project. Whatever your involvement with that building it is important to remember that it is listed to ensure that it's special character is protected – that you are looking after it for future generations. Many of the reasons that you may love that building are because of its special character and it is your duty to protect it.

It is your responsibility to ensure that the property is maintained in a

reasonable state of repair. There is no statutory duty to effect improvements, but you must not cause the building to fall into any worse state than it was in when you became its' owner. This may necessitate some works, even if they are just to keep the building wind and watertight. However, you may need listed building consent in order to carry these works out.

If we believe that you are deliberately neglecting the property, or have carried out works without consent, enforcement action may be instigated. This might include us serving 'Repairs Notices', specifying works which need to be done in order to preserve the building and prevent further deterioration, or to reverse unauthorised works. Prosecution, leading to fines or imprisonment can follow and extensive deliberate neglect can result in a Compulsory Purchase Order.

A photographic record of the property when it came into your possession may be a useful asset, although if you have inherited incomplete or unimplemented works from your predecessor, you will also become liable for these.

## I'm thinking of buying a listed building – what do I need to know?

When buying a listed building it is important to note that the 'listing' refers to the whole of the building.

When deciding whether to buy a listed building you should consider whether the building is able to accommodate your needs as it currently stands. Any changes to the building, including changes to

internal layout and adding extensions are likely be subject to LBC and will not automatically be granted.

It is important to establish early on whether proposals will be acceptable.

Please send full details of your proposals to the Built Heritage team for their consideration. Whilst a quick phone call may be of some value in helping you make decisions on whether or not to purchase a property, the Built Heritage Officer will not be able to offer you clear guidance unless written details are provided. Please include the address of the property, details of the existing building and all your proposed changes, additions and alterations.

Alternatively you may wish to employ the services of a Conservation Architect or Heritage/Planning Consultant who can advise you further at this early stage. A full structural survey will provide information on the building's materials, its general condition and any causes for concern. This information will be invaluable when maintaining or working on your building. We recommend using a professional familiar with historic buildings, preferably accredited by a professional body such as the Royal Institution of Chartered Surveyors or the Institute of Historic Building Conservation. Some professionals with recognised accreditation are listed on the directory on the Welsh Traditional Buildings Forum website.

If you decide to buy a listed building you might want to get advice from a specialist insurance broker or let



your insurer know if your property is listed, as this may require specialist insurance. The cost of rebuilding a listed building is likely to be higher than for a standard property. A detailed specialist valuation from an

accredited surveyor or architect can help you to decide on the most suitable insurance policy. It is important to understand that responsibility for unauthorised works to a Listed Building is linked to

ownership. Therefore your solicitor should establish, prior to exchange of contracts, whether works which have been carried out have been authorised.



## 2 When is listed building consent required?



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Listed Building Consent is required if any changes that you need, or would like to undertake to your listed building, affect the special historic interest or character of that building or its setting. Even changes which might seem inconsequential to you, to an expert might be quite significant. If in doubt please do not hesitate to get in touch with the Built Heritage Team before work commences and we would be happy to check whether consent is required.

### How can I find out if my building is listed?

For properties in Carmarthenshire you can use the interactive map provided on the Carmarthenshire website:

1. Scroll down to the section 'My nearest- Planning information'.
2. Click on the drop-down box 'Choose an option'.
3. Click 'Listed Buildings' and enter the postcode of the property that you are enquiring about.

Please note that sometimes a building is listed under a different name, or is in the process of being listed, or part of a property is listed which isn't linked to the postcode, so you would be advised to contact the Built Heritage Team to do a full search.

For details of all listed Assets in Wales and to access a Listing Report for the property you are enquiring about, visit the 'Cof Cymru- National Historic Assets of Wales' section on the Cadw website:

1. To access information Click 'show filters'.
2. On the drop down box 'Asset Type' select 'Listed Building' and you can enter as much detail as possible then press 'search'.
3. You are given the option of Map view or List View.
4. If you click 'List View' you can click on 'Report' and this will open a 'Full Report for Listed Buildings' for your property of interest.

Those without internet access can find out if something is listed by contacting the Carmarthenshire Built Heritage team.

### Is the whole of the building listed – what does the 'listing' cover?

Listing gives protection to the whole building: both the interior (including fixtures) and exterior of the building are protected, regardless of the grade.

Any object or structure fixed to a listed building is also protected and this can include extensions (including modern additions), walls, porches and outbuildings.

Additionally structures or objects within the curtilage of a listed building which have been present on the land since before 1st July 1948 are also given protection. Such buildings and structures are known as 'curtilage' listed and can include outbuildings, walls, gates and gate



piers, ice houses and pig sties etc

## If something is not mentioned in a list description is it listed?

List descriptions are not definitive. Omission from the description does not mean something is not listed or is not significant. Unless the List Description explicitly states that a part of the listed building is excluded, the entirety of the structure and objects/structures within its curtilage are listed.

## What is a buildings' curtilage – do I need consent for works to buildings near or adjacent to a listed building?

The curtilage of a listed building is the area of land around a listed building and the structures on that land. These structures in the curtilage then themselves become subject to the same listed regulations in their own right and fall under the jurisdiction of the Planning (Listed Buildings and Conservation Areas) Act 1990. Buildings, structures and objects which are physically linked to the listed structure are not usually considered as part of the curtilage, but are listed as part of the listed building itself.

Curtilage is important because alterations to it, or buildings on it, can affect the setting and possibly the character of the primary listed structure.

Structures and objects which are likely to be considered as being

listed within the curtilage are buildings, structures and objects which were built before 1st July 1948, as well as buildings which relate or are linked to the listed structure by virtue of their:

- group value, such as a barn in a farmstead
- ownership past and present
- use or function past and present, specifically whether the building was linked to the purposes of the listed building at the date of listing or the date of building

This list is not exclusive.

Not all buildings will have a curtilage. With those that do there will be cases where the extent of the curtilage will be clear (such as a garden boundary) but in others it may not be as clear.

If you have any queries about whether or not a building or structure is subject to listing regulations within a curtilage, please do contact the Built Heritage Team.

## Do I need Listed building Consent for repair and maintenance?

It is important to remember that Listed Building Consent is required for all alterations which impact upon the character and special interest of the heritage asset. Basic maintenance and minor like-for-like repairs do not require consent. For example, localised repair to replace a missing slate would not require consent.

## What is 'like for like' repair

The term 'like-for-like' is often used when describing works to a listed building. Put simply it means that any repair is **exactly** the same as the previous/existing in all respects including material, colour, texture and detailing. The work will therefore not alter the character of the heritage asset.

You do not normally need listed building consent for like-for-like repairs, but it is worth getting advice first because the criteria for like-for-like repair is very exacting. For example, stone or slate may have come from a quarry that no longer exists; finding the nearest match may not be like-for-like. Typically old sliding sash windows would have been made with a slow grown Baltic pine, and this material is no longer available, so any repairs are very unlikely to be 'like-for-like'.

You will normally need listed building consent for repairs that do not match the existing historic fabric exactly, or which require the extensive removal of historic material. If in doubt, please do contact the Built Heritage Team.

## 3 Alterations to Listed Buildings

Listed buildings are constantly evolving, each decade and century adding another chapter to the heritage asset's history. The Listed Building Consent process is not intended to halt progress but instead ensure that it is undertaken in a sensitive and appropriate manner which preserves and enhances what makes that heritage asset historically important. Listed building consent is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest.

### Can I replace/alter my windows and doors?

Historic windows and doors are usually very important to the character of a listed building and contribute to significance through design, materials and workmanship. The retention of historic carpentry and glass that contributes to this significance is therefore encouraged.

Doors and windows on the front elevation in particular tend to be of most significance and replacement should be a last resort. To the untrained eye, seemingly rotten woodwork may actually be salvageable. Doors, in particular, are often rarely beyond repair, and usually windows retain large portions of sound timber which a skilled craftsman or woman can repair, reusing historic glass.

Carrying out regular maintenance and repairs to historic windows and doors can mean that major repairs or replacement can be avoided. This

is particularly important when considering the availability of good quality materials used for the repair of windows and doors. Historically timber was slow grown and tends to therefore be more durable than modern timber – so retaining as much historic fabric as possible and protecting that from the weather can be your cheapest option in the long run.

Consent will not generally be required for basic maintenance, such as redecorating and repair, but works other than general maintenance are likely to require Listed Building Consent.

Changes to door furniture will also require consent if historic fabric is being removed, for example, if a new opening is being created to insert a letterbox. The replacement of existing door furniture on a like-for-like basis will not generally require consent unless that being removed is a significant historic feature.

### Do I need permission to redecorate my house internally and externally?

The redecoration of internal walls would not usually require permission; however, any redecoration that will involve altering the visual appearance of historic fabric or features, such as timber beams, plaster cornicing or historic flooring, would generally require consent. It would be worth ensuring that any lime plastered walls were painted with limewash or

a breathable paint to ensure that the walls remained 'breathable' and condensation and mould growth didn't occur.

Redecorating a house externally will usually require Listed Building Consent where it affects the character of a listed building. For example, changing the colour of the exterior of a house will alter the building's character. If, however, any external redecoration is done on a like-for-like basis, then this will generally not require permission. As with internal decoration it is important that the paint or external finish used is appropriate to historic buildings. Plastic based paints will impede the breathability of a historic building and could cause damp problems.

### Do I need permission to repoint a listed building?

Pointing contributes to the visual appearance of a building in both colour and profile. Localised repointing that is like-for-like in material and profile does not require Listed Building Consent, however, repointing large areas of a building will require consent.

Pointing is intended as a sacrificial element of a building, which allows moisture and salts to come out of a wall, rather than forcing moisture out through the brick or stone. It is therefore important that the mortar mix is weaker than the construction material. In a historic building cement based mortars are rarely appropriate and when repointing is



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undertaken these should be replaced with a lime mortar.

If you are undertaking any repointing a mortar analysis of remaining historic mortars will need to be undertaken to guide you in the composition of the new mortar. This will ensure you will have a good colour and particle size match for your new mortar.

## Do I need permission to rewire my house?

Rewiring within a Listed Building can be undertaken without permission, provided that no new runs or openings are required to accommodate the wiring. If rewiring

will involve the removal or alteration of any historic fabric and/or the installation of new runs, then Listed Building Consent will be needed, as it has the potential to cause harm to the fabric and character of the listed building.

## Do I need permission to replace my roof?

Re-roofing will almost certainly require Listed Building Consent, even when re-using existing slates or tiles. This is because new tiles are likely to be required to replace those broken during removal – typically 25%.

## Do I need permission for a new kitchen/bathroom?

If you wish to update an existing kitchen through the replacement of modern units, or replace existing fittings within a bathroom, this will not usually require Listed Building Consent. If a new kitchen or bathroom will involve the removal of any historic features/fabric, addition of new pipework, any structural work, or if a kitchen or bathroom is being relocated within a house, then this is likely to need Listed Building Consent.

Any important historic features that remain, such as bread ovens, cast



iron ranges, stone flags or historic timber beams, should be retained where possible and any new pipework or equipment should be carefully sited to minimise damage to important historic fabric.

## Can I extend a listed building?

Adding an extension to a listed building needs to be carefully considered. In the first instance, it is important that there is an understanding of the particular character of the building, how it has evolved over time and how it sits within its surroundings.

Any new extension should not dominate the listed building and therefore should be smaller in scale and height. A rear extension will generally have less impact on a historic building as it cannot be seen from the front of the building, although a side extension may also work well. Extensions that project to the front of a Listed Building are rarely given permission, as the front

elevation is generally the most important and most visible part of the building.

The design, style and materiality of a new extension also need to be carefully considered so that they are sympathetic and complementary to the character of the listed building.

## Can I make my listed building more energy efficient?

There is a growing recognition of the need to improve the thermal efficiency of buildings, but whilst the energy efficiency of older buildings can be improved it is unlikely they will ever match the performance of modern buildings.

Where energy efficiency measures are undertaken correctly, there is a real opportunity to have a positive effect on the building, provided that two key principles are observed:

- that the materials used are appropriate to the building, and in

most cases water-vapour permeable:

- that adequate ventilation is maintained.

It is critical, however, to ensure that the historic character of the listed building is not compromised and any energy efficiency measures proposed which detract from significance of the building are unlikely to receive Listed Building Consent.

Measures such as installing loft insulation, upgrading the heating system and draft proofing measures are likely to be acceptable, whereas removal of historic windows and replacement with double glazed units would not get consent.

Improving energy efficiency in a historic building is a complex area of study and practice. You would be advised to contact the Built Heritage Team with your proposals and questions and they will be able to direct you towards more specific information and support.



## 4 Applying for listed building consent



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The Listed Building Consent process is managed through Carmarthenshire's planning department. The Development Management Officer for the area in which the listed structure is sited will be the case officer for the Listed Building application, but will consult the Built Heritage Officer as part of the review of the application.

The Built Heritage Officer will review the application material and possibly visit the site, and ultimately make a decision on whether or not to recommend the application for approval. This recommendation will be based upon a variety of factors which will include the appropriateness of the proposal and the national and local policy frameworks. Relevant policies

include Planning Policy Wales 10th Edition, Technical Advice Note (TAN)24 and Local Development Strategies (LDS 13).

### What is listed building consent?

As well as providing a ready reference of buildings of importance, listing provides an added level of protection. This is in a form of a special planning procedure, known as listed building consent. Before a listed building can be altered, extended or demolished, it is likely to be necessary to obtain listed building consent. It is a criminal offence to alter, extend or demolish a listed building in any manner that would affect its character as a

building of special architectural or historic interest without listed building consent.

The need for consent applies to works to all parts of the building, interior or exterior, regardless of grade and whether or not the feature is mentioned in the official list description. It may also apply to associated buildings that are within the curtilage of the principal building.

Consent is not usually required for routine repairs or maintenance, however, it is advised to contact the Built Heritage Team to discuss your proposals.



## Is listed building consent different to planning permission?

Listed Building Consent relates solely to making alterations to a listed building. You may also need planning permission and building regulations approval for some works, for example where works will have an impact on the external appearance of the building; the use of the building is to be changed; or new structures in the near vicinity of the building, and should be applied for at the same time.

Listed building consent is additional to and separate from planning permission and building regulations approval. The granting of planning permission will not mean that listed building consent will necessarily be granted. If other permissions are required, you should make the applications at the same time. To find out if planning permission is required for your project please contact the Development Management Officer in your area.

## Who gives listed building consent?

Applications are made to the appropriate local planning authority in whose area the building is situated. The application form is found through the Planning Portal. The authority will examine the case against guidelines issued by the Welsh Government (the relevant policies can be seen on the Cadw website) and in the light of its local policies for the protection of the historic environment. In all cases, there will be a presumption in favour of preservation of as much of the historic fabric of a building as possible. The application will be

publicised locally by the local authority, and, in the case of demolition (which may include partial demolition), national amenity bodies will be notified.

In Carmarthenshire applications for buildings for Grade II will be determined by the Local Planning Authority. The decision to recommend approval on Grade II does not need to be sent to the Welsh Government for their review.

Grade II\* and Grade I buildings in Carmarthenshire will be assessed by the Local Planning Authority, but every application of these grades recommended for approval will be forwarded to the Welsh Government for their review. If they are not happy with the decision they have the opportunity to 'call in' the application for further scrutiny.

If consent is refused it is possible to make an appeal.

## How much does listed building consent cost?

Listed Building Consent is free to apply for; however, if you also require additional permissions (such as Planning Permission), then this part of the application will incur a fee.

Details of different planning application costs can be found on our website.

## What is the Listed Building Consent Application process?

The process of making changes to a listed building starts before an application is submitted and continues beyond the granting of

any consent. The flowchart on page 14 outlines the steps that need to be taken, starting with conception of an idea and ending with work commencing on the structure.

## How long does it take to get listed building consent?

Listed Building Consent for a Grade II listed building usually takes up to eight weeks to determine from when the application is registered as a complete application, to final determination. Listed Building Consent for Grade II\* and Grade I structures and buildings usually takes longer as Cadw are involved in the approval process.

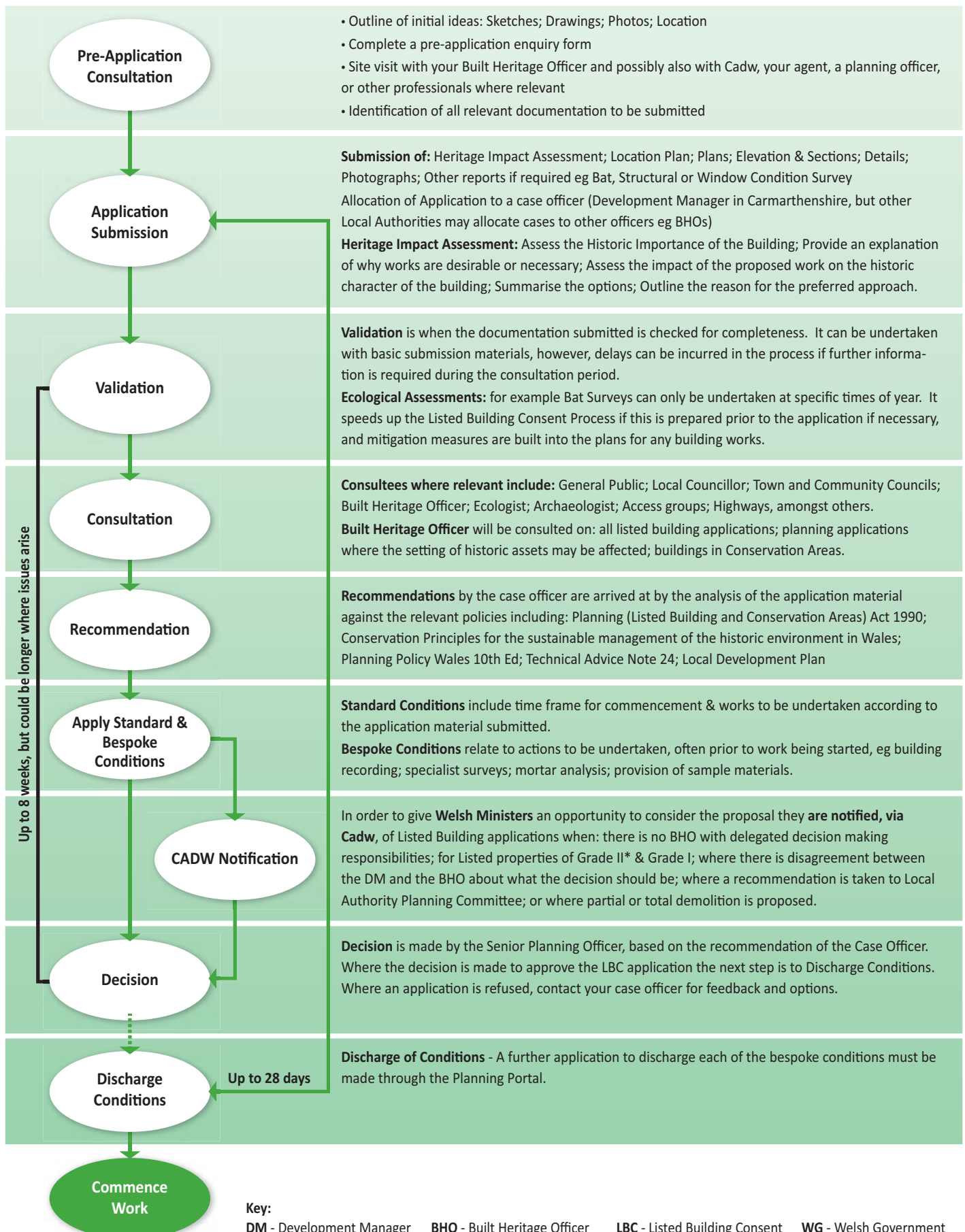
However, applications can take longer as additional information may well need to be supplied by the applicant during the review period to enable the Local Planning Authority to make the best informed decision.

Proceeding with works that require consent before the application has been determined is a criminal offence.

Sometimes the Local Planning Authority may grant Listed Building Consent, but impose conditions where they require extra information or more detail before work starts on the property. A list of these conditions will be included in the decision notice. You will need to discharge each of these conditions prior to works commencing, which will require an additional application.



## Listed Building Consent Application Process



## How do I apply for listed building consent?

Where there is uncertainty about the need for consent, it would be advisable to contact the Built Heritage Team before preparing detailed plans to avoid incurring unnecessary costs. In addition, it may be appropriate to consult or employ an architect, surveyor or planning agent with conservation experience.

Further information on how to apply online and download application forms can be viewed on the Local Authority 'submit a planning application' webpage.

## What do I need to include in a listed building consent application?

Your application must be complete and well documented so that it can be considered in an effective and timely way by the local planning authority. You should provide the local planning authority with relevant and sufficient information to allow the assessment of the likely impact of the proposals on the special architectural and/or historic interest of the listed building and on its setting.

Cadw has produced a series of publications to help you understand and care for historic buildings and these are available on their website.

More specifically the document entitled *Managing Change to Listed Buildings* provides information to assist you in making an application. In the Annex of *Managing Change to*

Listed Buildings there is a checklist of supporting documents you will need to include as part of a listed building consent application. This checklist has been reproduced below. Not all documents will be needed in every case; conversely, additional supporting documents may sometimes be required, such as an archaeological assessment; structural surveys; schedule of works; or window condition reports.

Documents submitted with the application should be relevant to the proposed works; for example, it is unlikely that you would need to submit floor plans for alterations to windows.

Always check with your local planning authority to establish whether it requires additional information.

- **Application Form.** Completed Listed Building Consent application form
- **Certificate of Ownership.** Your application must be accompanied by a certificate identifying you as owner, or as having served notice on the owner
- **Heritage Impact Statement.** Your heritage impact statement should summarise the proposed works and explain what they are intended to achieve, the significance of the asset and the aspects of its value most directly affected. It should assess the impact of the proposal, including potential benefits as well as harm. The statement should be based on a thorough assessment of heritage importance, and should be proportionate to the proposals and their likely impact.
- **Location Map.** At scale 1:1,250 or 1:2,500. Buildings to be affected should be outlined in red and neighbouring land in the same ownership in blue.
- **Plans.** At each floor level, scale 1:50 (1:100 for large buildings). Separate drawings to showing existing and proposed situations. Digital plans should make reference to the paper size.
- **Elevations and Sections.** External alterations must be shown on existing and proposed elevations, and internal alterations on similar sections, both at the same scale as the plans.
- **Details.** For works affecting larger



scale features; for example, doors, windows, railings and staircases, drawings at 1:10 and 1:20. For fine and more decorative details; for example, stone mouldings, wooden glazing bars, plaster details, and intricate metalwork, drawings at scale 1:2 or 1:1.

- **Photographs.** Dated photographs showing the existing appearance of those parts of the building and its setting to be affected must be included. Photomontages showing the visual effects of proposed changes can be used for minor works; for example, addition of lights, aerials, alarms, or changes to shopfronts and signage. The wider setting of the listed building should be shown on more distant photographs.
- **Ecology.** Where appropriate, a statement must be included on what ecological constraints were considered. Ecological survey results and recommendations should be attached to the application.
- **Specialist Reports.** As requested by the local planning authority.

## What is a Heritage Impact Statement?

Under new regulations that came into force on 1 September 2017, a heritage impact statement is required to support listed building and conservation area consent applications.

A Heritage Impact Statement (HIS) is a summary of all the changes that you are intending to make as part of your application. It must illustrate: each of your actions; how they impact upon any historically significant elements of the listed structure; and proposals to reduce any negative impacts of any

proposed works. An example HIS can be found in the Annex of the Cadw Guidance Document on Heritage Impact Assessments in Wales.

An order to produce an HIS it is likely that you will need to undertake a full assessment of the heritage assess you are proposing to alter. This is called a Heritage Impact Assessment.

## What is a Heritage Impact Assessment?

A Heritage Impact Assessment (HIA) is a report which demonstrates the full impact of the changes that are being proposed to the listed structure. A summary of this Assessment is shown in a Heritage Impact Statement. Whilst a Heritage Impact Statement is named as a requirement of a Listed Building Consent Application, submission of a full Heritage Impact Assessment report is encouraged as it provides greater confidence to the Built Heritage Officer that all elements impacting on the listed building have been considered and addressed.

The Cadw Guidance Document on Heritage Impact Assessments in Wales provides clear information on how to write an HIA and is free to download from the Cadw Website. Training on HIAs is delivered by the Tywi Centre. See the Tywi Centre website for details.

Your Heritage Impact Assessment should include:

- Describe the significance of the affected part of your listed building
- Explain the proposed work, with reference to any accompanying photographs, plans and drawings,

what you intend to achieve and why the works are desirable or necessary.

- Assess the impact of the proposed work.
- Show how and why the preferred design for the alterations or extensions was chosen, including any measures to reduce harm.
- Be proportionate to the proposals and their likely impact; for example, a major restoration scheme will need more detailed consideration than an application to paint a previously unpainted building.

## How can I assess the historic significance of a listed building?

Understanding the significance of a building is about understanding the elements of that building which are historically important and are worthy of attention and protection.

The following tables show the range of elements which can contribute to building up a picture of the historic significance of a listed structure. An assessment of significance is the first part of a Heritage Impact Assessment (HIA): without knowing what parts of a building and its setting are the most historically important, it is very hard to know the implications of making changes to a building.

Not all structures or buildings will demonstrate all the values and characteristics itemised in the following tables, but each should be considered and the HIA should document the results.



## KEY SIGNIFICANT ELEMENTS

These elements provide an overview of the type of structure you are reviewing. They should all be included in any HIA.

<b>Nature</b>	<p><i>Type of structure and sensitivities of material and makeup. Important for understanding the best means of repair.</i></p> <p><i>Eg: If it is a bridge you are repairing state that it is a bridge, and give a general description of it, including its size, material, form. Aim here to give the reader of the HIA an initial brief idea of the structure that is the focus of the HIA.</i></p>
<b>Extent</b>	<p><i>Spheres of influence of a building or historic structure: how it links to the local environment and its relationship to other historic structures. Consider its proximity to Historic Parks and Gardens, Scheduled Ancient Monuments, Conservation Areas, other historic structures both Listed and non-listed.</i></p> <p><i>Eg: compare the extent of influence of Newton House in Dinefwr Park - a National Trust estate to a listed phone box.</i></p>
<b>Level</b>	<p><i>Grading – Grade I, Grade II* or Grade II - Consider what the listing details are. Are there other statutory protection measures relating to the structure. Eg, Castles are often Scheduled Ancient Monuments as well as being Grade I listed; And listed buildings in an urban area may well be in a Conservation Area</i></p>

## CONSERVATION VALUES

Conservation Values are defined by Cadw in their document Conservation Principles. A listed structure may have one, two or all of these values. Each should be considered in an HIA and the importance of each documented. Much of this information is available through libraries, archives and local history groups.

<b>Historical - Associative</b>	<p><i>Links to a person or a movement</i></p> <p><i>Eg: Shakespeare in Stratford, or Picton in Carmarthen</i></p> <p><i>Eg: A toll house with links to the Rebecca Riots</i></p>
<b>Historical - Illustrative</b>	<p><i>Illustrates a style, an industry or an architectural period</i></p> <p><i>E: A good example of a style of building from the Georgian period</i></p> <p><i>Eg: A building designed for a specific industrial process, such as Buckley's Maltings in Llanelli</i></p>
<b>Aesthetic - Designed</b>	<p><i>Formal 'polite' of purposefully designed architecture. This can related to a building or structures in a Landscape</i></p> <p><i>Eg : Llanelly House</i></p> <p><i>Eg: Regency Landscape at the National Botanic Gardens of Wales</i></p>

### CONSERVATION VALUES *(continued)*

<b>Aesthetic</b> - Fortuitous	<i>Formed by chance Eg: the historic field boundaries and barns of Swaledale in North Yorkshire</i>
<b>Communal</b> - Commemorative	<i>Represents historic memories Eg: includes graveyards and war memorials</i>
<b>Communal</b> - Social	<i>Memories for a specific group Eg: Pontypridd Lido, or Speakers Corner London</i>
<b>Communal</b> - Spiritual	<i>Somewhere which inspires and uplifts those who visit Eg: Stonehenge or Garn Goch</i>

### CHARACTER

Exploring the character of a building helps to bring alive the stories, the heart and the soul of a building in relation to its fabric, its locality and the community. By exploring and documenting a building's character it helps inform the changes to the fabric and the end use that are best suited to that building. Involving experts and past users of the building to fully understand the character of a building may be important. Cadw has produced some useful guidance on Managing Historic Character.

<b>Form and Layout</b>	<p><i>Form and layout covers both the internal layout of a property and the relationship of that property with its surrounding buildings, structures and surrounding paths. Important features of form and layout may well have survived much longer than individual buildings or their features.</i></p> <p><i>Eg: The internal layout of a Welsh longhouse and its relationship to the adjoining animal barn, often with an internal access from the house to the barn, is significant.</i></p> <p><i>Eg: the layout of a historic farmyard and the association of barns to the house.</i></p> <p><i>Eg, routes and paths between houses in a town may have historic significance, often marked by old names such as Salubrious Place in Swansea or Jail Hill in Carmarthen.</i></p>
<b>Buildings</b>	<p><i>The detailed character traits of a building can be broken down into 4 key areas:</i></p> <p><b>Building Materials</b> - Local materials including stone, mortars, roof tiles and timber windows (amongst many others) tend to define the character of a building most strongly.</p> <p><b>Building Methods</b> - This would cover any specialist skills of the craftsman or woman and unusual or rare practices. For example Makers Marks, painters creating faux marble in a historic chapel, expert decorative plasterwork or stained glass windows. Identifying some of these specialist skills may well require the involvement of an expert.</p> <p><b>Local styles</b> - Consider, for example, a smooth grouted roof of a vernacular cottage in Pembrokeshire, or a specific style of window design associated with an estate.</p> <p><b>Historic integrity</b> - The majority of historic buildings have changed naturally over time due to years of use, care and repair and building movement. This can result in some of the most unique character traits in a building – the patina of a polished floor, the wearing of a stone staircase or the lean of a timber frame are all examples and tend to be the main features that are recognised by owners as 'giving a building its character'.</p>

### CHARACTER *(continued)*

<b>Landscapes</b>	<i>This is about recognizing landscapes in relation to the significance of a building. Consider the setting of a building in its local area; curtilage structures; the history of a building and the role it played in the development of an area; historic transport links and footpaths, and how the landscape and its historic features can contribute to regeneration.</i>
<b>Archaeology</b>	<i>The relationship with a building and its hidden archaeology - consider historical records and maps to get clues.</i>
<b>Stories</b>	<i>Cultural traditions, stories and associations. These add colour and layers to the identity and character of a place. An example might be to consider the role the local court house played in the community. Members of the local community will have been in the jury, a magistrate, in the police or even in the dock, and that building will be significant to all of those community members.</i>





## How will the Local Planning Authority assess my application?

According to Cadw's Conservation Principles, Local Planning Authorities are expected to make decisions about changes by applying expertise, experience and judgement in a consistent and transparent process, guided by law and policy.

In practice, this means that they will take into account the significance of the historic building for which consent is being sought, and judge the impact of those changes to the building. They will make their decisions in light of national and local policies and guidelines. In assessing an application the Local Planning Authority will ensure that they have enough information from you as an applicant in order to make a fully informed decision.

Public engagement will also inform and justify the decisions that they make.

Public authorities are expected to give due importance to the heritage values of a site when considering the suitability of proposals submitted to them.



## 5 What happens after a decision on listed building consent has been made?



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The provision of Listed Building Consent indicates that the Local Planning Authority is happy with the changes that you are proposing for the building or structure. There will, however, be conditions attached to the granting of consent and these will indicate the period within which you have to commence the work and also any conditions that you have to meet in order to meet the consent terms. If you are unclear about the terms of the decision please do get in touch with the Built Heritage Team and they can give you guidance on how to meet these conditions.

### What are listed building consent conditions?

Every Listed Building Consent approval comes with conditions, however the number and content varies between applications.

### Standard Conditions

There are usually two standard conditions: the first relates to the time frame within which the works for which consent has been granted must commence; and the second outlines the framework within which

the works must be undertaken and the wording is along the lines of "The works hereby granted consent shall be carried out strictly in accordance with the following schedule of plans and conditions:". The names of the plans, drawings and reports submitted as part of the application are then listed. These form the key part of the legal agreement for the consent approved.



## Conditions requiring further investigations and reporting

Additional conditions are specific to the individual granting of consent and might be included where it was not possible to provide sufficient information as part of the application, eg, a chimney condition could not be determined until the building had been scaffolded, which would not be prudent to do until Listed Building Consent had been granted. Or, where further investigation of a material was required, such as a mortar analysis, prior to a decision being made on an appropriate material to use in the rendering of a building.

In the cases above it is likely that the additional information sought will need to be submitted to the Local Planning Authority. The individual conditions will indicate whether a formal discharge of the condition needs to be made through the Planning Portal, or whether a report or proposal can be provided to the Built Heritage Officer to be recorded as part of the application.

## Conditions ensuring best practice and appropriate materials

Some conditions will be to include specific requirements of undertaking the work, if those methods and materials were not sufficiently

clearly defined in the application, for example a requirement to utilise lime mortar in the re-rendering of a building.

## Conditions to record the history of a building

Sometimes when work is being undertaken to a listed building or structure, hidden parts of that building are sometimes revealed before being re-covered. This is particularly true with archaeological investigations, but, for example, removal of an external render can reveal historic window and door openings, and changes in layout can reveal hidden fireplaces. This is a good opportunity to record the history of that building before that evidence is covered up, and submission of a photographic record to the Built Heritage Officer may form one of the Listed Building Consent Conditions.

## What do I do if my application for listed building consent isn't approved?

If your application for Listed Building Consent is unsuccessful, the reasons will be included in the 'Decision Letter'. If these are unclear or you do not agree with them then in the first instance please contact the Built Heritage Team to discuss them in further detail. If ultimately you wish to appeal against the decision you will find details of how to do this on the decision letter.





## 6 Works to a listed building without consent



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Making unauthorised alterations to a listed building without Listed Building Consent is a criminal offence. This applies to the owner of a listed property, or anyone working on that property, and can result in prosecution. If you suspect or know unauthorised works have been carried out to a listed building, including your own, you should contact your local authority as soon as possible.

The local planning authority will then advise whether to submit a formal application to regularise these works or if necessary, reverse unauthorised works.

In some circumstances the local authority may serve an enforcement notice to rectify unauthorised works and possibly, as a last resort, prosecute.

### **Can I carry out emergency work to a listed building without listed building consent?**

There is provision within the Planning (LB&C) Act 1990 for emergency works. Please refer to Section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

If you consider it necessary to undertake emergency works please contact the Built Heritage Team prior to commencing so that they can advise and assist. If it is not possible to contact your Local Planning Authority (for example out of hours) you should notify them at the earliest opportunity afterwards.

Commencing unauthorised works to a listed building is a criminal offence and you can be prosecuted. So emergency works without Listed Building Consent requires clear and convincing justification with appropriate evidence that the works are/were necessary.

## Can I apply for retrospective listed building consent?

With seeking consent for unauthorised works on a Listed Building you cannot apply for consent 'retrospectively' as the works are only considered legal from the date that Consent is granted. However, in order to regularise unauthorised works an application for LBC will need to be made. Applications to retain unauthorised works will follow the same procedures as for obtaining listed building consent as if the works haven't been carried out.

It is in the interests of the owner to make an application for LBC as soon as unauthorised works are identified in order that enforcement action is not taken by the Local Planning Authority. The Built Heritage Team is happy to discuss any concerns you have on this.

## What if the previous owner made alterations without listed building consent?

Responsibility for unauthorised works to a Listed Building is connected to ownership. It is therefore important that you establish whether works to-date are authorised prior to exchanging contracts.

If you suspect works have been carried out without Listed Building Consent you should contact your Local Planning Authority immediately who will be able to advise you on how to proceed. Often the LPA will invite you to apply for

Listed Building Consent to regularise the unauthorised works, however, in some circumstances they may require you, where possible, to reverse the unauthorised works.

## How can I report unauthorised works to a listed building?

If you suspect unauthorised works have been carried out to a Listed Building you should report it to the Planning Enforcement Team who will then consult the Built Heritage Team.

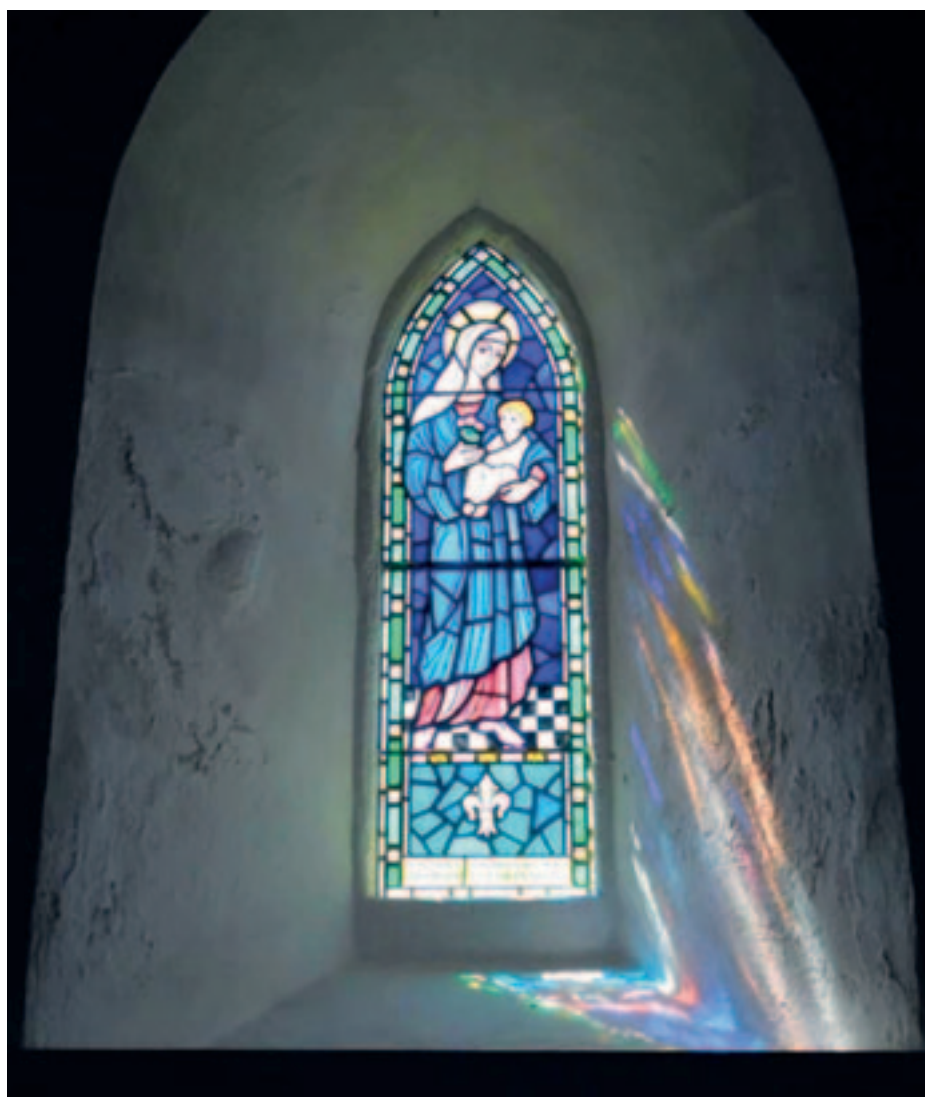
You will be required to formally report the alleged unauthorised works in writing by either email or

letter. Anonymous reports cannot be investigated, but all reports will be treated as confidential.

## What can I do if there is a listed building in a state of disrepair?

If you are concerned about a listed building which appears to be vulnerable or in a state of disrepair, you can report it to the Planning Enforcement Team who will then consult the Built Heritage Team.

You will be required to formally report your concerns in writing by either email or letter. Anonymous reports cannot be investigated, but all reports will be treated as





## 7 Maintenance and Repair



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Maintenance and ongoing repairs to any old property are essential to ensure that the building remains fit for purpose and costly future repairs are avoided. There is a wealth of information available on how to look after your old building on the Tywi Centre website, but please do not hesitate to contact the Built Heritage Team if you have any specific issues or concerns.

### How should I carry out basic maintenance and repair of my property?

Regular maintenance is the most cost-efficient way to look after a historic building and will help to prevent costly repairs in the long run. The importance of clearing gutters, fixing slipped tiles, removing vegetation and repainting timber windows and doors cannot be overstated.

### Repairs

- Repairs should be the minimum necessary to stabilise and conserve the building both for its long-term survival and to meet the needs of continuing use.
- Before you contemplate any repairs, it is important to establish the source of the problem so that you do not simply treat the symptom.
- There may be more than one contributing factor that is not obvious at first sight, such as water ingress or structural failure.
- The use of materials or techniques that closely match those being repaired will generally be appropriate.
- It is important to match both the materials and methods of the original work so that they react and perform in the same way over time.

Contact the Built Heritage Team if you aren't sure if you need listed building consent for repairs.

### Additional Advice

Seeking advice from a qualified and competent expert is highly recommended. This not only helps to avoid traps for the unwary, but also removes the risk of repeating an earlier mistake which may be inappropriate, cause harm to the building and possibly result in you incurring additional expense. Carrying out repair works may affect protected species, such as bats, and an appropriate survey by a qualified and competent ecological consultant should be undertaken.

### Where can I find advice on looking after a listed building?

There is a wealth of resources online aimed at educating owners and custodians of old buildings on how to maintain and repair their heritage assets.

The Tywi Centre have created links to websites, videos and guidance that are available to view.

In addition, The Tywi Centre offers a wide range of Traditional Building Skills Courses which enables homeowners to learn how to repair and maintain their own buildings.

### Are there any grants available to help me maintain/repair my building?

We are unable to offer grants to owners of Listed Buildings to help maintain or repair your property. It is therefore advisable to budget for



costly future repairs and undertake regular maintenance.

For certain work on particularly important historic buildings there may be some level of grant funding available from Cadw.

## I've heard cement render is bad for my building, should I remove it?

Cement based renders and mortars are unsuitable for use on historic properties as they inhibit the movement of moisture which can lead to damp, rot and decay. Where there is evidence that cement mortar or render is failing, or evidence of damage to the historic structure, the cementitious render or fabric should be carefully removed and replaced with lime render or mortar. It is advisable to remove a limited sample area to assess whether any damage will be caused during the removal and how this can be minimised or mitigated against.

In some situations where cementitious material has been used the building fabric might appear in good condition, with no obvious evidence of damp, rot or decay, however, the damage may be occurring inside the solid walls to beam ends and window and door lintels. Investigations of sample areas should include looking at timber structures in the walls.

Re-rendering or plastering is likely to require Listed Building Consent.

## How can I manage damp and moisture in my old building?

The causes of damp can be complex and often misunderstood. Wrong diagnosis can result in ineffective measures. Before doing anything, it's important to correctly diagnose the problem and this is best done by an architect or surveyor who specialises in historic buildings.

If the diagnosis is wrong you can waste a lot of money on unnecessary work, as well as causing potential damage to the property.

Finding the cause of the problem can sometimes be difficult as the damp itself can be far removed from its source.

## Different types of damp

There are three main types of damp:

### 1. Rising damp

Low level damp up to one metre from the floor indicates moisture is being drawn up from the ground. There can be a number of reasons for this, but the most common one is usually the level of the ground outside being too high. In older properties this can increase over the years to the point where it starts to cause damp.

Poor drainage around or under the building can also cause damp problems and lead to the movement of the building foundations.

### 2. Penetrating damp

Driving rain can find its way in through poorly maintained buildings, through gaps at the sides of windows or through the tiny cracks

in cement renders.

Many damp problems are the result of poorly maintained gutters and downpipes.

In fact this can almost be worse than having none at all, as the water tends to be concentrated at one point where the gutter or hopper is leaking.

Often such problems can go unnoticed for years and gradually the damage escalates. Regular checks can avoid such problems, particularly for vulnerable areas such as downpipes and hidden gutters.

### 3. Condensation

Damp problems can also be due to lack of ventilation and the existence of non-breathable plasters and paints inside an old building. Often low level condensation mould is mistaken for rising damp.

## Timber decay and insect attack

When timber becomes very damp it can attract insects such as beetles and lead to rot.

Where the problem is left undetected for a long period, it can cause serious damage.

Contact the Tywi Centre for more information or have a look at the List of Contractors/surveyors on the website of the Welsh Traditional Buildings forum to find a professional to help investigate the problem.

## 8 Further information

These Frequently Asked Questions are also available on the Carmarthenshire County Council Planning pages of their website in the section entitled Listed Buildings. There are additional links to information on the website which relates to each of the sections in this FAQ document.

The Tywi Centre, which is part of Carmarthenshire County Council Planning Services, delivers training and provides information to support anyone who owns, cares for or works on listed buildings. Courses such as 'Listed Building Consent: a step by step guide to making changes to your historic home', 'Repair and Maintenance of traditional buildings' and 'Understanding Heritage Impact Assessments' are just some of the courses delivered.

Details of events, courses and information can be found on the Tywi Centre website at [www.tywicentre.org.uk](http://www.tywicentre.org.uk).

Stay in touch with all activities and news relating to historic buildings in the region by following us on facebook or signing up to receive Tywi Centre information. Contact [canolfantwywicentre@carmarthenshire.gov.uk](mailto:canolfantwywicentre@carmarthenshire.gov.uk) / 01558 824271 for more information.

### Where can I get further advice?

If your proposal is likely to affect a Grade I (one) or II\* (two-star) listed building, the character and appearance of a Conservation Area (site over 1000sqm), a Scheduled

Monument, a Registered Battlefield or a Grade I (one) or II\* (two-star) Registered Park and Garden we strongly advise you approach Cadw for Pre-Application Advice.

Cadw has a series of guidance documents and links to their database of Listed Buildings on their website. Visit

<https://cadw.gov.wales/advice-support> to view these.

Alternatively you may wish to employ the services of a Conservation Architect or Heritage/Planning Consultant who can advise you further at this early stage. Specialist Conservation architects and surveyors will have had to demonstrate to their professional membership organisation (eg Royal Institute of British Architects - RIBA, Royal Institute of Chartered Surveyors - RICS, Chartered Institute of Building - CIOB) that they have recognised conservation experience. They will then be able to call themselves a 'Conservation Architect' or a 'Conservation Accredited member'.

Membership of the Institute of Historic Building Conservation - IHBC is also a sign that a professional is aware of issues relating to the conservation of historic buildings.

### Does the council have a list of approved contractors or suppliers?

We do not endorse or approve consultants, contractors or suppliers, but here are a few simple tips to

help you choose the right professional advisor, builder or craftsman

#### Architect or building surveyor

Not all architects and surveyors are used to working with historic buildings and traditional building techniques, so choose someone who:

- Has the necessary skills, knowledge and experience.
- Ideally, has had specialist training in building conservation.
- Belongs to an appropriate professional body, such as the Institute of Historic Building Conservation (IHBC), or is a Conservation Specialist with the Royal Institute of British Architects (RIBA), Royal Institution of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB).
- Ideally, has been recommended to you as having previously undertaken good work on a historic property.
- Can provide you with details of past projects that they have worked on which are similar to yours and arrange to visit the properties and speak to the owners.

As well as carrying out maintenance inspections on your behalf, an architect or building surveyor will be able to advise you on what needs to be done and how. If necessary, he or she can prepare a specification, make an application for Listed Building Consent, seek competitive quotes from suitable builders, and oversee the project to ensure that it is carried out to an appropriate

standard.

Although you will be charged a fee for this work, appointing a professional advisor for anything more than minor repairs may save you money in the long run by ensuring that only necessary work is carried out, that it is properly completed and that you are charged a fair price.

### Structural engineer

If you have identified a problem that may affect the structural integrity of your building, such as movement in a wall or roof structure, you may need to seek advice from a structural engineer. In most cases, your architect or surveyor will be able to recommend someone with suitable conservation experience.

Alternatively, contact The Institution

of Structural Engineers (IStructE) for contact details of suitable engineers.

### Builders and craftspeople

It is essential that you choose a builder or craftsperson with the appropriate conservation skills and knowledge for the job in hand. You need to have confidence that they will only do what is necessary. Windows, for example, should be repaired whenever possible, rather than replaced.

Not all builders are used to using traditional building techniques and, so choose someone who:

- Has the necessary skills, knowledge and experience. Ideally, the builder or craftsperson should be able to provide evidence of his or her ability to carry out the work required, which may include

possession of a Heritage Skills Card.

- Ideally, has had specialist training in building conservation.
- Ideally, has been recommended to you as having previously undertaken good work on a historic property.
- Can provide you with details of past projects that they have worked on which are similar to yours and arrange to visit the properties and speak to the owners.

A list of Heritage contractors and conservation specialists can be found on the Welsh Traditional Buildings Forum website. These are not recommended by Carmarthenshire County Council, but do all work on historic buildings.

This information was prepared on 14 January 2021

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