

This advice on Listed Buildings explains what a Listed Building is, and what the procedures and regulations are regarding works to Listed Buildings. It also offers guidance on repairs, grants and specialist advice.

Buildings are 'listed' because they are considered to be important to the national heritage. In addition, they often have a more local importance, either historically or aesthetically, which is of value to the community as a whole.

Hart District has over a thousand Listed Buildings which are of historic or architectural importance. They cover a wide range of architectural styles and types of construction.

What is a Listed Building?

A Listed Building is a structure which is recognised for its special architectural or historic interest and is consequently included on the Statutory List of Buildings of Special Architectural or Historic Interest. Listing provides a system of control to prevent indiscriminate demolition and to avoid irreparable damage to historic buildings caused by poorly executed alterations and extensions.

This protection covers the interior as well as the exterior and includes any object or structure which has been in the curtilage or formed part of the land associated with the Listed Building since before 1948 (such as walls, outbuildings and some surface treatments such as setts or cobbles for example).

Listed Buildings are a fundamental part of the character of our towns and villages

Which buildings are listed?

The Department of Culture, Media and Sport holds overall responsibility for the Listing of Buildings. The designation of Listed Buildings is carried out by English Heritage. The principles of selection for the Lists cover five main groups:  
contact: [www.culture.gov.uk/](http://www.culture.gov.uk/)

- \* All buildings prior to 1700 which survive in anything like their original condition.
- \* Most buildings dating between 1700 and 1840.
- \* Buildings of definite quality and character dating between 1840 and 1914. Selection includes principal works by principal architects, or examples of building innovation.
- \* Selected buildings of high quality between 1914 and 1939.
- \* A few outstanding buildings post-1939.

How are Listed Buildings graded?

There are three grades of Listed Building:

- Grade I - Buildings of exceptional interest such as very fine country houses, important or old churches.
- Grade II\* - Particularly important buildings of more than special interest such as most country houses, important churches or very old secular buildings.
- Grade II – These are buildings of special interest, which warrant every effort being made to preserve them. 96% of listed buildings are Grade II.

Can additional buildings be Listed?

Yes. Sometimes the special character of a building has been overlooked and it is not included on the List. If this is the case anyone can request that a building be considered for Spot Listing.

Contact English Heritage, Heritage Protection Operations Department, 1 Waterhouse Square, 138 – 142 Holburn, London, EC1N 2ST Te: 0870 3331181  
E-mail: [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

How do I find out if a building is Listed?

When a building was originally included on the List, the owner would have been notified by the Council. If you have purchased a building after it was Listed, then your solicitors' land search should have identified the Listing.

In any case, whether you own a Listed Building or whether you are merely interested in its status, the Statutory List of Buildings can be inspected at the Civic Offices.

When is Listed Building Consent needed?

You will need to apply for Listed Building Consent prior to any of the following works being undertaken:

\*Alterations, both internally and externally, which affect the character of a Listed Building.

\*Extensions.

\*Demolitions.

\* Partial Demolitions

To summarise, all works other than minor 'like for like' repairs would require Listed Building Consent.

In all cases you should seek advice from the Planning Services Section.

#### Control of Works to Listed Buildings

Can Listed Buildings be extended or altered?

Yes. Inclusion on the Statutory List does not necessarily prevent alteration or extension, although Listed Building Consent will also be required, in addition to normal planning permission.

It is generally possible to find satisfactory ways to make additions or alterations, with specialist and/or professional advice and guidance. This work requires great skill and care in order to conserve the historic features, character and setting of the building. If you wish to carry out such works you are strongly recommended to contact one of the professional bodies listed later in this leaflet, to find a consultant specialising in historic building work.

Is consent required for painting?

Yes, usually. Painting the facade of a Listed Building can be a material alteration which affects its character if it obliterates features of interest or alters the proportions or balance of the building. Examples include painting over face brickwork, timbering, lettering or other details of architectural or historic importance. In such cases, Listed Building Consent is required.

Where facades are already painted, consent may still be required where that painting changes the character of the building by using a different type of paint or colour scheme, e.g. heavy textured paint would require listed building consent. In such cases it is advisable to check with the Planning Services Section to confirm if consent is required.

Does Listing affect the grounds of a building?

Yes. Any object or structure within the curtilage of the Listed Building is also affected by the Listing. Examples include features such as walls, outbuildings and means of enclosure. This also relates to objects or structures which, although not fixed to the building, form part of the land and have done so since before 1 July 1948.

Boundary walls are protected by the Listed Building.

Does Listing affect the inside of a building?

Yes. Listing also affects the interior of buildings. Any object or structure fixed to the building such as panelling, chimney-pieces and wrought iron balconies are all examples included within the protection of Listing. It may even include such items as light fittings where these are fixed to the building and form part of its historic fabric.

You must, therefore, apply for consent to make any alteration, other than a minor 'like for like' repair. By discussing works with the Planning Services section in advance it is often possible to agree how works may proceed without affecting the buildings character. For example, the position of services when installing a bathroom, kitchen or central heating system may be agreed to avoid important features such as beams, panelling or mouldings.

#### Listed Building Consent

How do I apply for Listing Building Consent?

Application Forms are available from the Civic Offices, Tel 01252 622122. In addition to the completed form you must also submit various additional documents. Please contact the Planning Services Department for advice.

There is no fee for Listed Building Applications.

How long does it take to obtain Listed Building Consent?

Allow at least eight weeks when applying for Listed Building Consent. If works are urgent, you should discuss this with the Planning Services Department.

If the building is Grade I or Grade II\*, a longer period should be allowed in order for the local planning authority to undertake the additional consultations required for these special buildings.

Can I appeal against the Council's decision?

If you receive a refusal of Listed Building Consent or consider the conditions imposed are unnecessary or unreasonable, you may appeal to the Secretary of State. Most appeals are determined by a Planning Inspector on behalf of the Secretary of State. Details of how to appeal are provided with the decision notice. (It may take six months for an appeal to be determined).

What are the penalties for work carried out without Consent?

If you carry out unauthorised work or do not follow the details of approved plans, you will be in contravention of the Planning (Listed Buildings and Conservation Areas) Act 1990. This may result in enforcement proceedings or you may be required to submit a retrospective application. You will be required to make good any damage or to reinstate any works which are not approved at your own expense. You may also be liable to prosecution as carrying out unauthorised works to a Listed Building is a criminal offence.

Examples of unauthorised works where reinstatement has been required include:

- \*Installation of new windows, particularly uPVC or stained finished windows which are rarely appropriate in Listed Buildings.
- \*Poor re-pointing of brickwork.
- \*External re-painting.
- \*Installation of roof windows.
- \*Installation of leaded lights where these are not an original feature.
- \*Internal alterations (eg: new openings)
- \*Removal of internal doors.
- \*Alterations to staircases.

Reinstatement is expensive and inconvenient. You are strongly advised to seek the advice of the Planning Services section before carrying out any works to the building.

When a property is sold, a solicitors' search/ Homebuyers Pack will highlight all Listed Building Applications made. Failure to follow correct procedures can delay or jeopardise the sale of the property.

Are any other permissions required?

You may also need Planning Permission and/or Building Regulation Approval.

For information on Planning Permission contact the Planning Services section who will be pleased to advise on your particular circumstances.

For information on Building Regulations, contact the Building Control Section. The Council has discretionary powers to relax Building Regulations where strict application would be detrimental to the character of a Listed Building.

### Repairs & Maintenance of Listed Buildings

Owners of Listed Buildings are responsible for keeping them in good repair. Hart's Environmental Services would encourage owners to regularly maintain their buildings as, in the long term, it should be the most cost-effective solution.

Maintenance and repairs do not require consent if they are carried out on a straightforward replacement or repair basis. Repairs should be carried out using materials and techniques which conserve the historic fabric. For example, damaged timber frame members should be repaired where possible, by piecing in, bracing or strapping rather than wholesale replacement of members. Timber frames should never be cleaned by a mechanical method, e.g. sand blasting.

If an owner fails to keep a building in a reasonable state of repair the Council may, as a last resort, serve a Repairs Notice specifying the work to be carried out. This will ensure the proper preservation of the building.

If repair works are not carried out the Council also has powers to carry out repairs and charge the costs to the owners. In extreme cases the Council may compulsorily purchase the building, with minimal compensation, and carry out the necessary work.

Many problems with buildings relate to lack of maintenance. Keeping your building in good repair will involve small amounts of expenditure over time rather than large expenditure when things go wrong.

The following list outlines some common problems and how to overcome them:

Maintain external decorations regularly.

It is particularly important to maintain window cills and joints in joinery.

South and west elevations weather faster than other sides so extra attention is needed.

Repairs should use materials which match the existing.

It is important that materials should match as closely as possible, not just in terms of colour and texture but also strength. When re-pointing for example, use proper lime mortars matching the original formulation.

Be aware of any original features.

Preserve original features which will enhance the building. Even the glass in old windows can have an antiquary value (modern glass can be too flat and precise in certain situations).

Protect your building from damp.

Useful leaflets regarding many aspects of repairs and maintenance are produced by Landscape, Planning & Heritage Group, Environment Dept., Hampshire County Council Society for the Protection of Ancient Buildings

The Georgian Group  
The Victorian Society.

Protect your building from damp:

Check that gutters do not overflow or leak; clean leaves out regularly .

Pay particular attention to old lead work, mortar flashings & other potential weak points where water can get in.

Keep the roof space well ventilated. Replace broken roof tiles

Paving levels should fall away from the building

Keep air bricks clear

Check that downpipes are not cracked or blocked and that rainwater is taken away to proper drains.

Check that materials are not piled up against the walls or damp-course

Are any Grants available towards the cost of repair?

Some Grade I or Grade II Listed Buildings may be eligible for grant aid from English Heritage. Hampshire County Council can advise on other possible sources.

#### Specialist Advice

If you have questions about a Listed Building, particularly those concerning alterations, repair and the availability of grants, you should contact Hart District Council's Planning Services Department for advice and guidance on all these matters. Alternatively, contact one of the specialist team at the Environment Department, Historic Buildings section at Hampshire County Council Tel 01962 846832

It is important to obtain expert advice when considering alterations and repairs to Listed Buildings. You are strongly advised to use the professional services of architects and surveyors who specialise in historic buildings. Surveyors can provide advice on the structural condition of the buildings fabric, and works required for its maintenance and repair. Architects are able to provide similar advice but it is particularly important to obtain their specialist advice where alterations and repairs have an effect on historic detail and design. In both cases you should find a consultant who specialises in your type of historic building.

The following specialist organisations and interest groups will be able to provide you with detailed advice or put you in touch with local specialists:

The following specialist organisations and interest groups will be able to provide you with detailed advice or put you in touch with local specialists:

English Heritage

PO Box 569, Swindon SN2 2YP 0870 333 1181 [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

Royal Institute of British Architects: Clients' Advisory Service

66 Portland Place, London W1B 1AD Tel 020 7580 5533, or [www.riba.org](http://www.riba.org)

Royal Institute of Chartered Surveyors: Information Centre

12 Great George Street, London SW1P 3AD Tel 020 7222 7000 or [www.rics.org.uk](http://www.rics.org.uk)

The Georgian Group: for advice on Georgian buildings. The Group also produces very useful leaflets on Windows, Brickwork, Doors, Render Stucco & Plaster, Mouldings, Ironwork and Fireplaces, and also Wallpapers and Paint Colours.

6 Fitzroy Square, London W1P 6DX Tel 020 7529 8920

[www.georgiangroup.org.uk](http://www.georgiangroup.org.uk)

The Victorian Society: for advice on Victorian buildings. The Society also produces a range of information leaflets on the care of Victorian Houses.

1 Priory Gardens, Bedford Park, London W4 1TT Tel 020 8994 1019 [www.victorian-society.org.uk](http://www.victorian-society.org.uk)

Society for the Protection of Ancient Buildings (SPAB): for a number of specialist advice sheets. The Society also runs courses on repair and maintenance of listed buildings.  
37 Spital Square, London E1 6DY Tel 020 7377 1644 [www.spab.org.uk](http://www.spab.org.uk)

Institute of Historic Building Conservation  
Jubilee House, High Street, Tisbury, Wilts SP3 6HA 01747 871717 [www.ihbc.co.uk](http://www.ihbc.co.uk)

The Building Conservation Directory. Source for finding specialist products and services  
Cathedral Communications Ltd., High Street, Tisbury, Wilts SP3 6HA 01747  
871717 [www.buildingconservation.com](http://www.buildingconservation.com)

The Lime Centre Information on matching and using lime mortars & lime-washes. The Centre also run training courses and will make consultation visits.  
Long Barn, Morestead, Winchester SO21 1LZ Tel 01962 713 636  
[www.thelimecentre.co.uk](http://www.thelimecentre.co.uk)

The Lime Centre: for information on matching and using lime mortars & lime-washes. The Centre also run training courses and will make consultation visits.

For information on the Local List of Buildings and Features of Historic Interest please contact the Heritage/Conservation section of Planning Services.

Planning Services has a Local List of buildings. The local planning authority considers that many unlisted buildings also have architectural or historic merit in the local context.

Locally Listed Buildings are currently not subject to the statutory controls covering Listed Buildings, although policies within the Local Plan seek to protect and conserve such buildings wherever possible.

#### Summary

Seek professional advice if you are uncertain about the regulations applying to your building or the works you intend to carry out.

\* Look after your building; it is cheaper and more prudent to carry out regular maintenance than to allow major repairs to build up.

\* Don't start any work which requires consent until you have authorisation; it is likely to be costly in time, effort and money for you to make good or reinstate work that has been done without authorisation.

Our presentday environment benefits from the wide variety of architectural styles in our surviving historical buildings. Listed Building ownership involves the care and protection of our national and local heritage: Please look after it.

Further advice please contact the Heritage & Conservation section in the Planning Services.

E-mail: [heritage@hart.gov.uk](mailto:heritage@hart.gov.uk)