![lancaster-logo[1]]()

**Specialist Heritage Advice Request Form**

**APPLICANT DETAILS**

Name:

Address and Postcode:

Contact Telephone/Email:

**AGENT DETAILS (if any)**

Name:

Address and Postcode:

Contact Telephone/Email:

**DESCRIPTION OF SITE LOCATION**

**DESCRIPTION OF PROPOSED WORKS OR DEVELOPMENT**

**WHAT LEVEL OF ADVICE ARE YOU APPLYING FOR? (See Guidance Note for details)**

Specialist Listed Building Consent Advice (for stand-alone Listed Building Consent applications only)

Specialist ‘Relevant Demolition in a Conservation Area’ Advice (for separate, stand-alone Relevant Demolition applications only)

**CURRENT USE(S) OF THE SITE/BUILDINGS**

 **DEVELOPMENT TYPE**

Please tick which category your proposal falls into:

|  |  |  |
| --- | --- | --- |
|  | **HERITAGE CATEGORY** | **FEE** |
|  | **Listed Building Consent**(i.e. proposals that will require a separate, stand-alone submission for Listed Building Consent for any of the following: demolition, alterations to the interior, alterations to the exterior, replacement/reinstatement of historic features) | £50 |
|  | **Relevant Demolition in a Conservation Area:** (i.e. proposals that involve demolition of an unlisted building or structure within a Conservation Area, not to be preceded by a development proposal) | £50 |

**DECLARATION**

I *(the undersigned)* confirm that I am seeking pre-application advice on the site identified, and I enclose a fee for **£**  as payment for this service.

**SIGNED: PRINT NAME:**

**DATE:**

**FREEDOM OF INFORMATION ACT**

Disclosure of the information you provide may be requested by a third party under the Freedom of Information Act 2000. As such the Council is obliged to determine whether it would be appropriate to release it, or whether it should be withheld under one of the exemptions under the Act. To assist with this determination you are obliged to answer the following question: ***Would disclosure of any of the information harm someone’s commercial interest and if so which information, and what harm would entail?***

**DISCLAIMER**

It is anticipated that the advice that is provided will allow you to determine whether to submit a Listed Building Consent application or an application for Relevant Demolition in a Conservation Area. Please note that in accordance with the provisions of the Pre-Application Planning Advice Guidance Note, there is an opportunity for a follow-up Specialist Heritage Advice meeting, but this will incur an additional fee of £25.

The advice provided does not constitute a formal decision of the Council. Therefore it cannot be held to bind the Council in either its validation or formal determination of any subsequent application. The Specialist Heritage Advice provided relates solely to the relevant policies contained within the Council’s Development Plan. For further information regarding other (i.e. non-heritage) planning considerations, please refer to the Council’s Planning webpages at [www.lancaster.gov.uk/planning](http://www.lancaster.gov.uk/planning)

If an application is later submitted which fails to take on-board the Specialist Heritage Advice provided, then the Council retains the right to refuse the application without further discussion with the applicant or their agent. The weight that can be attributed to the advice will usually diminish over time due to any future changes to national planning legislation or changes to national or local planning policy. Additionally the advice provided is based upon the information that you submit. If it transpires that this information was inaccurate, then the advice ceases to carry any weight. Similarly if new information is revealed during the formal application process, then this can affect the eventual outcome of the planning application.

**CHECKLIST - ENCLOSED DETAILS**

**In addition to this application form, the following information is required to be submitted at the same time:**

 Site Location Plan

 The Relevant Fee

 Any other information you choose to submit (Please list below any additional documents you are including to assist with your submission)