

## Listed Building Pre-application advice

### Guidance for users & schedule of charges (Basildon District Council)

#### Introduction

Place Services at Essex County Council provides partnership support to Basildon District Council in relation to the historic environment, including for archaeology and listed buildings. Specialist pre-application and follow-on historic environment advice for a range of developments is available in partnership with the Planning Team at Basildon District Council. Specialist advice prior to formal submission improves the quality and value of development, increases certainty on what applications will be considered acceptable, and can avoid unnecessary costs and delay resulting from refused applications.

#### Place Services at Essex County Council

Place Services is a multidisciplinary traded service of Essex County Council, offering a central and flexible resource within Essex and surrounding regions, providing expertise in design, conservation, historic environment, ecology, planning, sustainability and arboriculture. For further information on Place Services please see [www.placeservices.co.uk](http://www.placeservices.co.uk)

#### Applying for specialist Listed Building pre-application advice

You can apply for specialist Listed Building pre-application advice using the request form which follows this guidance and by submitting the appropriate payment for the level of service you require. It is recommended seeking advice as early in the process as possible to maximise benefits, or at least contacting us to discuss what form of advice, if any, would be appropriate and when advice might be most beneficial.

Completed forms should preferably be emailed to [place.services@essex.gov.uk](mailto:place.services@essex.gov.uk) or alternatively sent to the postal address: *Place Services, Essex County Council, County Hall, Chelmsford, Essex CM1 1QH.*

If submitting your request form electronically via email, you will be contacted by a member of Essex County Council staff who will take a credit or debit card payment. Alternatively, if returning this form by post, you can pay by cheque (made payable to *Essex County Council*).

Place Services will acknowledge receipt of your enquiry by email and notify Basildon District Council within 5 working days. This acknowledgement will give you the name and contact details for the Consultant/s at Place Services who will be handling your enquiry, and if required, the Planning Case Officer at Basildon District Council who will be consulted over the advice offered and invited to any meetings. Please note you will need to separately contact Basildon District Council if you want to obtain pre-application advice on other planning matters.

To arrange a Listed Building pre-application meeting, you should contact the relevant specialist Consultant who will offer you a date. Consultants can normally be available for meetings within 10 working days of receiving your request. Meetings are normally scheduled for 1-2 hours and can take place at either of the following offices, or on site:

- Place Services at Essex County Council, County Hall, Chelmsford Essex CM1 1QH
- Basildon District Council, The Basildon Centre, St Martin's Square, Basildon, Essex, SS14 1DL

A full written response will normally be provided within 20 working days from receipt of proposals. Advice will be provided as soon as possible within these periods, and you will be kept informed on any possible delays and the reasons for these.

## **Charges**

Charges are based on (average) estimated staff time, considering service expectations and previous experience, and including travel time, preparatory work and administration. These charges have been approved by Basildon District Council and are comparable with pre-application charges being charged by local authorities in surrounding areas.

## **Disclaimer**

This service is provided by Place Services in partnership with Basildon District Council (the Partnership). People considering using the service should note that:

- Whilst Place Service will carry out these services with reasonable care and skill, any advice given is not the definitive view of the Local Planning Authority or its advisors. Accordingly the Partnership gives no warranty or representation that acceptance of pre-application advice will result in your application being considered acceptable by Basildon District Council or that it will result in a recommendation from Place Services that any application will be granted and the Partnership do not accept any liability for any loss caused by following advice provided under this service.
- Place Services gives impartial advice to Basildon District Council on all applications regardless of whether the applicant has used this pre-application advice service.

- As this service is provided in partnership with Basildon District Council any information provided as part of the process may be communicated to Basildon District Council
- Once an application is submitted, no further pre-application advice can be provided.
- Any information supplied will be subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 – see Request Form (Section 8).

### **Contact details**

Address:

Place Services  
Essex County Council  
County Hall,  
Chelmsford,  
Essex  
CM1 1QH

Tel: 03330130733 (Listed Buildings)

[place.services@essex.gov.uk](mailto:place.services@essex.gov.uk)  
[www.placeservices.co.uk](http://www.placeservices.co.uk)

## Listed buildings: Pre-application Advice

Pre-application advice on listed buildings is provided by qualified and experienced historic buildings consultants, in consultation with Basildon District Council's planning team. Advice can be provided at any stage of the pre-application process.

Preliminary advice will be provided to owners and their advisors on proposals affecting listed buildings and their setting, following submission of the enquiry form together with relevant drawings and photographs.

Preliminary advice will be provided to developers and others not in ownership of the property/land, subject to the submission of the enquiry form and any fee required.

Specialist advice is available to potential purchasers or owners of listed buildings, both for when a programme of works require Listed Building Consent, as well as specific advice regarding the type and nature of repair required to a building.

### Development Types and Charges (all charges are inclusive of VAT)

Development Type	Initial			Follow-on		
	Written advice only	Meeting in ECC office	Meeting on site/Basildon offices with written advice	Written advice	Meeting in ECC office	Meeting on site/Basildon offices with written advice
<b>Extensions and Alterations</b>	£144.0	£216.0	£360.0	£72.0	£144.0	£216.0
<b>Minor Developments:</b> <ul style="list-style-type: none"> <li>• 1-9 dwellings</li> <li>• Up to 999m<sup>2</sup> floor space</li> </ul>	£216.0	£252.0	£432.0	£144.0	£216.0	£252.0
<b>Major Developments:</b> <ul style="list-style-type: none"> <li>• 10-49 dwellings</li> <li>• 1,000-2,499m<sup>2</sup> floor space</li> </ul>	£360.0*	£360.0 *	£504.0	£216.0	£288.0	£432.0
<b>Large Major Developments:</b> <ul style="list-style-type: none"> <li>• 50-99 dwellings</li> <li>• 2,500-4,999m<sup>2</sup> floor space</li> </ul>	£432.0*	£504.0*	£648.0*	£288.0	£432.0	£504.0
<b>Strategic Developments:</b> <ul style="list-style-type: none"> <li>• 100+ dwellings</li> <li>• 5,000m<sup>2</sup> + floor space</li> </ul>	£504.0*	£648.0*	£744.0*	£360.0	£504.0	£576.0

\*Notes: This figure is the minimum cost, however, a cost will be provided by the Place Services team, depending on the number of listed buildings/floor space impacted



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[www.placeservices.co.uk](http://www.placeservices.co.uk)

Place Services at Essex County Council working in partnership with Basildon District Council

## Request Form for Specialist Pre-application Advice

Please complete the below form as clearly as possible.

### 1. Applicant Details

Name ..... Address .....  
Tel ..... Email .....

### 2. Agent Details

Name ..... Address .....  
Tel ..... Email .....

### 3. The Site

Full address (including postcode) or location of site .....

### 4. Proposal

Full description of proposed development .....

Number of residential dwellings .....Other uses floor space (gross internal) .....

## 5. Background to Enquiry

### How did you find this service?

Recommendation from Basildon District’s Planning Team ....Yes/No...

Via Basildon District Council’s website ...Yes/No...

Via Place Services website....Yes/No...

Other (describe) .....

### If you have had previous discussions regarding the site/proposal please provide details as follows:

Planning Officer (Basildon District Council) ..... Date .....

Consultant/s (Place Services at Essex County Council) ..... Date .....

## 6. Plans and Supporting Information

Please provide as much information as possible with your request for advice. Providing more information will enable more detailed advice to be offered.

	Included?	Comments
Location Plan (e.g. 1:1250) with site edged red		
Existing Site Plan		
Photographs of Site and Context		
Initial Identification of Issues and Opportunities		
Preliminary sketch proposals		
Site Layout Plan		
Elevations		
Design & Access Statement (if applicable)		
Heritage Statement (if applicable)		
Consultation to date (e.g. Highway Authority)		
Any other drawings, images or information		

## 7. Initial Pre-application Advice Requested

### Listed buildings

Development Type			Initial meeting			
	Written advice only	✓	Meeting in ECC office	✓	Meeting on site with written advice	✓
<b>Extensions and Alterations</b>	£144.0		£216.0		£360.0	
<b>Minor Developments:</b> <ul style="list-style-type: none"> <li>• 1-9 dwellings</li> <li>• Up to 999m<sup>2</sup> floor space</li> </ul>	£216.0		£252.0		£432.0	
<b>Major Developments:</b> <ul style="list-style-type: none"> <li>• 10-49 dwellings</li> <li>• 1,000-2,499m<sup>2</sup> floor space</li> </ul>	£360.0*		£360.0 *		£504.0	
<b>Large Major Developments:</b> <ul style="list-style-type: none"> <li>• 50-99 dwellings</li> <li>• 2,500-4,999m<sup>2</sup> floor space</li> </ul>	£432.0*		£504.0*		£648.0*	
<b>Strategic Developments:</b> <ul style="list-style-type: none"> <li>• 100+ dwellings</li> <li>• 5,000m<sup>2</sup> + floor space</li> </ul>	£504.0*		£648.0*		£744.0*	

### Total Payable

Specialism	Cost (£) inclusive of VAT
Listed Buildings	
<b>TOTAL (£) Inclusive of VAT</b>	

If submitting your request form electronically, you will be contacted by a member of Essex County Council staff who will take a credit or debit card payment. Alternatively you can pay by cheque (made payable to *Essex County Council*) to be enclosed when returning this form by post.

Payment by ... cheque (enclosed) / card.....

Contact and telephone number (if paying by card) .....

### Extras and Follow-on Work

- Charges for extras are by negotiation.
- Follow-on written advice and meetings can be agreed as required and in accordance with charges listed in the Guidance.

## 8. Freedom of Information Request & Environmental Information Regulations

It is possible that the enquiry you make now, together with any response by Place Services, could be subject to a request for information to Basildon District Council and/or Essex County Council under the Freedom of Information Act 2000 and or Environmental Information Regulations 2004.

Although there are various exceptions within the legislations that might prevent disclosure of an enquiry/application, all these have to be seen against the 'public interest' test. This means that in every case, Basildon District Council and Essex County Council may refuse to disclose information only if in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information.

I therefore request you to confirm that you agree to the above statement.

I the applicant (or agent on behalf of the applicant) agree to the above statement:

Name .....Signature .....

Date .....

Please tick the box below if there are reasons why you consider that information should not be made public in accordance with the exceptions set out in the Freedom of Information Act and Environmental Information Regulations e.g. where there are issues of commercial sensitivity or information provided in confidence. If the box is ticked, you will be consulted before any information is released. However, please be aware that Basildon District Council and Essex County Council reserves the right to release information in accordance with the requirements of the legislation.

## 9. Signature

Name .....

Signature .....

Date .....