

APPENDIX 8: PROCEDURE AND GUIDANCE FOR COMPLETING THE LLBCO NOTICE FORM

General

Applicants will submit an LLBCO Notice Form (see Notice Form in Appendix 9 to the LLBCO) specifying the applicant's contact details, agent and/or joiner/contractor's contact details, the address of the listed building and a description of the nature and scope of the proposed work. The Notice Form also includes a check list for supporting documents, including photographs and drawings.

Advice

Wirral Council and Port Sunlight Village Trust strongly recommend that applicants seek advice from either the Heritage Officer at the Council or the Conservation Adviser at the Trust prior to making a Notice for works covered by the LLBCO. These heritage professionals can assist you in making an appropriate determination regarding eligibility for works covered under the LLBCO, especially with regard to meeting the 'severely deteriorated' threshold for replacing original features (rear windows, rear doors, yard gates and outbuilding doors).

For replacing rear windows, rear doors, yard gates and outbuilding doors:

The LLBCO Notice Form shall be accompanied with an overall photograph of the exterior (rear) of the house and close up photographs from the exterior and interior of the features that are to be replaced.

In addition to the documentation requirements above, for replacing rear windows under the LLBCO, applicants must submit a scaled and dimensioned drawing of the proposed glazing bar profile (scale at 1:1), architrave profile (scale at 1:1) and horizontal and vertical section drawings (1:2) for the proposed windows. A joiner, window manufacturer, architect or surveyor can prepare these drawings for you. Refer to the schematic window drawings in Appendix 4 for guidance on the level of information and detail required.

For all work covered by the Order, **only the approved designs specified for your property may be used.** See:

- Appendix 2 for the schedule of addresses covered by the LLBCO;
- Appendix 3 for schedule of rear window types by address;
- Appendix 4 for schematic drawings and specifications for replacement rear windows;
- Appendix 5 for drawings and specifications for replacement rear doors (any one of the five door types may be used);
- Appendix 6 for drawings and specifications for replacement yard gates (there is only one yard gate design specified in the LLBCO).

- Appendix 7 for drawings and specifications for replacement outbuilding doors (any one of the three outbuilding door types 1, 3 or 4 may be used. If the outside toilet is still in use, only type 2 is allowed).
- Email the photographs, drawings (where required) and the completed LLBCO Notice Form to the Planning Services, Wirral Borough Council.
planningapplications@wirral.gov.uk
- The Council will send written confirmation that your documentation materials have been received.
- The Council will have twenty-eight (28) days after confirmation of receipt to review the application and make a determination regarding the appropriateness of the work proposed in the Notice Form for your property. This is provided your Notice is valid (all relevant information and drawings submitted).
- If the Council finds your proposal acceptable, then they will issue an Authorisation to Proceed letter.
- If the Council does not find your proposal acceptable, then:
 - you will receive a letter requesting additional information;
 - notification that your rear windows, rear door and/or yard gate and/or outbuilding door, does not qualify for the Order; or
 - notification that an application for full Listed Building Consent will be required to complete the works that are proposed.