

Step by Step Guide for completing the LLBCO Notice Form

Questions 1 and 2: Contact Details

A contact telephone number and / or email address must be provided for the applicant and contractor/joiner/agent.

Question 3: Site Details

Enter here the full postal address of the property for which the LLBCO Notice is being made.

Question 4: Advice

Wirral Council recommends applicants seek advice from the Council's Conservation Officer or the Port Sunlight Village Trust's Conservation Adviser before submitting a Notice for works under the LLBCO. These professionals can help determine eligibility, particularly for meeting the 'severely deteriorated' threshold for replacing original features (rear windows, rear doors, yard gates, outbuilding doors). If you sought advice, please provide the name of the person you spoke to.

Question 5: Works Started Prior to Notice

Please indicate here if work has started and/or been completed prior to making Notice. If so, please provide the dates for commencement or completion of works as required.

Proposed Works

Question 6 Replace a Yard Gate

- A) Tick this box if you are replacing a severely deteriorated yard gate (one that beyond repair).
- B) Tick this box if you are replacing an inappropriate yard gate. If, so, please describe the existing one. (e.g. Existing gate is made of plywood.)

Question 8: Replace a Rear Door

- A) Tick this box if you are replacing a severely deteriorated rear door (one that beyond repair).
- B) Tick this box if you are replacing an inappropriate rear door and then briefly describe the existing door. (e.g. Existing rear door is made of aluminium and has no heritage character.)

Question 9: Replace a Rear Outbuilding Door

- A) Tick this box if you are replacing a severely deteriorated outbuilding door (one that beyond repair).
- B) Tick this box if you are replacing an inappropriate outbuilding door. If, so, please describe the existing one. (e.g. Existing outbuilding door is made of plywood.)

Question 10: Replace a Rear Window(s)

Fill in the number of severely deteriorated (beyond repair) and/inappropriate (i.e. wood frame picture windows or uPVC windows) rear windows you are replacing by floor level.

Refer to "Appendix 3: Rear Window Schedule" to find the appropriate codes for

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replacement windows for your property (by floor level) and enter the codes in the appropriate box. Include codes for the replacement rear window material, type, panes of glass and grouping.

Question 11: Photographs Check List

To certify your Notice Form as complete, you must provide all of the following photographs:

Overall views:

- Rear façade of your property (for rear windows and doors).
- Outbuilding showing the doors (if applicable).
- Yard gate within the boundary wall (for yard gates only).

Detailed photographs:

- Interior and exterior views showing the extent of deterioration (for windows being replaced due to severe deterioration).
- Existing profiles of original windows (to be reproduced).

Photo requirements:

- Taken within four weeks of submitting the LLBCO Notice.
- In colour, clear, and in focus.
- Minimum size: 1 MB and 6" x 4" dimensions.

Question 12: Drawings Check List (Rear Windows Only)

To certify your Notice Form as complete, you must submit all drawings listed in the checklist for the proposed windows. These must include:

- Horizontal and vertical sections of the full window assembly (scale 1:2).
- Glazing bar and architrave profiles (scale 1:1).
- Interior or exterior elevation (scale 1:20).

Examples of these drawings can be found in Appendix 4: Schematic Rear Window Drawings and Specifications.

Submission drawings do not need to be formal or computer-generated; accurate, scaled sketches with dimensions are acceptable. These drawings are essential for manufacturing your windows.

Question 13: Declaration

Both the Applicant and the Agent/Contractor/Joiner should read, agree, sign and date the Declaration.