

## **PORT SUNLIGHT VILLAGE LOCAL LISTED BUILDING CONSENT ORDER**

### **GUIDANCE FOR COMPLETING THE LLBCO NOTICE FORM**

#### **Questions 1 and 2**

*NAME, ADDRESS AND CONTACT DETAILS OF APPLICANT AND AGENT/CONTRACTOR/JOINER*

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 strongly recommends that applicants seek advice from either the Conservation Officer at the Council or the Port Sunlight Village Trust's Conservation Adviser 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 and yard gates).

If you sought advice from Wirral Council or the Port Sunlight Village Trust, please give the name of the person who 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.

#### **Question 6**

*Proposed Works - Satellite Dish*

- A) Tick this box if you are installing a new satellite dish
- B) Tick this box if you are relocating an existing satellite dish.
- C) Enter the diameter of the proposed satellite dish in cm. Please note that only satellite dishes smaller than 90 cm will be approved under the LLBCO.
- D) Describe the location of the proposed satellite dish. (i.e. The satellite dish be installed on the rear wall of the property, approximately 1 meter above ground level between the kitchen window and the brick boundary wall.)

#### **Question 7**

*Proposed Works – Replace a Yard Gate*

- A) Tick this box if you are replacing a severely deteriorated yard gate (one that is more than 3/5<sup>th</sup> beyond repair).
- B) Tick this box if you are replacing an inappropriate yard gate. If you are replacing an inappropriate yard gate, please describe the existing one. (I.e. Existing gate is made of plywood.)

### **Question 8**

#### *Proposed Works – Replace a Rear Door*

- A) Tick this box if you are replacing a severely deteriorated rear door (one that is more than 3/5<sup>th</sup> beyond repair).
- B) Tick this box if you are replacing an inappropriate rear door and then briefly describe the existing door. (i.e. Existing rear door is made of aluminium and has no heritage character.)

### **Question 9**

#### *Proposed Works – Replace a Rear Window(s)*

Fill in the number of severely deteriorated (more than 3/5<sup>th</sup> 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 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 10**

#### *Photographs Check List (Yard Gates, Rear Doors, Rear Windows)*

In order for the Council to certify your Notice Form to be complete, you **must** submit all of the photographs in the checklist, including an overall view of the rear façade of your property (for rear windows and doors) or the overall view of your yard gate within the boundary wall (for yard gates only). The purpose of detail interior and exterior photographs is to show the extent of deterioration (for windows to be replaced because of severe deterioration) and the existing profiles (for original windows) to be reproduced.

Photographs should be recent (within four weeks of submission of the LLBCO Notice), in colour, clear and in focus and no smaller than 1 MB (Megabyte) and 6” x 4”.

### **Question 11**

#### *Photographs Check List (Satellite Dishes)*

In order for the Council to certify your Notice Form to be complete, you **must** submit all of the photographs in the checklist, including an overall view of the proposed location for the satellite dish, a detail view of the proposed location (to show that no character-defining features will be lost or damaged through installation of the satellite dish) and sight line photographs to show that the satellite dish will not be visible/will only be minimally visible from the access roads and other public rights of way.

Photographs should be recent (within four weeks of submission of the LLBCO Notice), in colour, clear and in focus and no smaller than 1 MB (Megabyte) and 6" x 4"

### **Question 12**

#### *Drawings Check List (Rear Windows Only)*

In order for the Council to certify your Notice Form to be complete, you **must** submit all of the drawings on the checklist for the proposed windows, including horizontal and vertical sections of the full window assembly (scale at 1:2), glazing bar and architrave profiles (scale at 1:1) and interior elevation (scale at 1:1). Examples of these drawings can be found in Appendix 4: Schematic Rear Window Drawings and Specifications.

Submission drawings need not be formal or computer-drafted. Sketches are fine as long as they are accurate, to scale and show dimensions. These drawings will be necessary to manufacture your windows.

### **Question 13**

#### *Declaration*

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