

APPENDIX 7: PROCEDURE

General

Applicants will submit an LLBCO Notice Form (see LLBCO Notice Form) 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 required supporting documents, including photographs and drawings.

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).

For replacing rear windows, rear doors and yard gates:

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.

For relocating or installing satellites dish:

The LLBCO Notice Form shall be accompanied with an overall photograph of the exterior of the house, detail photographs of the proposed location and sight line photographs of the proposed location from the access roads and other viewpoints. The photographs shall have an 'X' marking the proposed location of the dish. The photographs will be accompanied with supplier's details for the dish or a simple drawing of the satellite dish showing colour, dimensions and installation details.

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; Schematic drawings are included to describe approved materials and construction. All details, features, profiles and dimensions of the specific window to be installed must be drawn and submitted as part of your LLBCO Notice Form;

- Appendix 5 for drawings and specifications for replacement rear doors (any one of the five door types may be used); No other rear doors or rear door types may be used under the Order;
- Appendix 6 for drawings and specifications for replacement yard gates (there is only one yard gate design specified in the LLBCO). No other yard gates may be used under the Order.

Email or post the photographs, drawings (where required), product details (where required) and the completed LLBCO Notice Form to:

Wirral Council
Development Management
Wallasey Town Hall, Brighton Street
Wallasey
Wirral
CH44 8ED

The Council will send written confirmation that your documentation materials have been received.

You are advised to submit all required supporting documents and complete the checklist included on the LLBCO Notice Form to avoid delays in the determination of your proposal. All the necessary information should be submitted together (completed Notice form and supporting documents). Failure to do so may delay registering and confirmation of your Notice.

The Council will have twenty-eight (28) days after confirmation of receipt to review the Notice and make a determination regarding the appropriateness of the work proposed for your property.

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 or satellite dish 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.