

## Support Services in Manchester

### Submission of Projects for a Listed Building or a Building in a Conservation Area

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#### The Function of the Listed Buildings Advisory Committee

Works of alteration to listed church buildings and to structures attached to or within the curtilage<sup>\*1</sup> of such buildings, and to the external appearance of buildings in conservation areas, require approval. This approval is given by the Head of Support Services on behalf of the Methodist Council (not the local planning authority) under "ecclesiastical exemption", although external alterations or extensions will also require planning permission from the local planning authority. In cases of total demolition, Ecclesiastical Exemption does not apply and an application must be submitted to the Local Planning Authority.

Where the works may affect the architectural or historic character of the exterior or interior of a listed building it is the duty of the Listed Buildings Advisory Committee (LBAC) to consider the application and to advise the Head of Support Services whether, in their opinion, the proposed works are acceptable. The opinions of the various statutory consultees are sought before a decision is made on whether to approve the works. These include the Local Planning Authority, Victorian Society, Ancient Monuments Society, Georgian Group, and English Heritage or Cadw.

In view of the above, the application details should be clear and adequate. In all cases managing trustees will be expected to justify their proposals and to show why works which would affect the special character of the listed building are desirable or necessary.

#### Statements of Significance and Need

Managing Trustees intending to submit an application for significant changes to a listed chapel should prepare Statements of Significance and Need to accompany the application. These should be two separate documents, one balancing the other. The purpose of this is twofold:

1. To help the church to assess in their own words the things which comprise the special significance of their building, be they architectural features, fine furnishings, an attractive setting or a high quality organ, and to contrast and compare this with the perceived needs which are to be fulfilled through the proposal.
2. To enable those charged with considering the application, the LBAC, secular authorities and interest groups, to form their opinions quickly and fairly, equipped with the basic facts, secure in the knowledge that the church has a clear idea of its chosen direction and the consequences of this.

Please refer to the separate **Guidance Notes** issued on these subjects.

#### The Drawings

Clear and accurate drawings will be required in support of each application. It is the usual practice for the drawings to be photocopied for circulation to members of the LBAC in advance of their meeting. The drawings also have to be copied and circulated to the statutory consultees. To assist photocopying it would be helpful if the drawings supplied are A3 size (in which case overall context drawings are necessary) or are reduced to A3 size in which case a

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<sup>1</sup> \*Curtilage is not capable of precise legal definition. It is generally understood to be an area of land around a building

linear scale must be shown. All drawings, including reduced drawings, need to be fully legible when photocopied.

It is only necessary to submit one set of drawings at their original size, but these should not be larger than A1. It is important for "as existing" drawings to be supplied as well as "as proposed" drawings. All drawings should be fully annotated to indicate materials, method of construction, and surface finishes. The "as proposed" drawings need to be sufficient for the LBAC to be able to appreciate the full nature, extent and context of the proposed work.

The following drawings are normally required:

- existing floor plans, sections and elevations, preferably at 1:50, but no smaller than 1:100
- proposed floor plans, sections and elevations, preferably at 1:50, but no smaller than 1:100
- detailed drawings may be required of doors, windows, mouldings etc. to a minimum scale of 1:20
- a site plan showing the building in its context and identifying the site boundaries
- an Ordnance Survey extract, at a scale not less than 1:2500, showing the location of the building in relation to its surroundings

## Photographs

Digital photographs are preferred. Prints should not be smaller than "enprint" size. The set of photographs should include:

- External photographs to show the building in its setting, in the street scene, and in relation to neighbouring buildings. General views of the exterior of the building concerned are required.
- Detailed views and close ups of any parts of the building to be altered.
- General views of the interior, including detailed views and close ups of any parts which will be subject to alteration. However, it is not necessary to supply photographs of other rooms and spaces which will be totally unaffected by the proposed works.
- Where items are proposed for removal or alteration (e.g. pews, pulpits), they should be fully photographed, so that their detailing is clear. If the application is approved, archival quality photographs and/or drawings are likely to be needed subsequently for record purposes.

Photographs are photocopied for circulation to the LBAC and consultees. It is essential, therefore, that they are of good quality.

## General

The provision of this material in full, at an early stage, assists in the understanding of what is proposed and in the speedier consideration of the proposals. Early consultation with the connexional Conservation Officer is also encouraged.

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