



Department for

**Communities**

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# Consultation Guide

Guide to consulting HED on development management applications

Issue 3: May 2026

This consultation guide aims to assist planning authorities and applicants achieve a consistent approach when considering development management impacts on the historic environment. Its correct application should help planning authorities identify and satisfy legislative requirements under the Planning (General Development Procedure) Order (Northern Ireland) 2015 and the Planning (Listed Buildings) Regulations (Northern Ireland) 2015. It is not intended to replace the need for judgement by planning officers when consulting HED. Reference should always be made to the relevant legislation and if any discrepancy or conflict exists between the contents of this guide and the relevant legislation, the provisions of the legislation will prevail.

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# Introduction

Historic Environment Division (HED) in the Department for Communities is a statutory consultee for development proposals which have potential impacts on built heritage assets which we designate, maintain or record. The circumstances in which we are consulted upon applications affecting the historic environment, are set out in legislation.

This good practice guide gives standing advice to planning authorities on when to consult HED under:

- The Planning (General Development Procedure) Order 2015<sup>1</sup>
- The Planning (Listed Buildings) Regulations (Northern Ireland) 2015<sup>2</sup>

- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015<sup>3</sup>

It also sets out the information we require to provide a substantive consultation response to planning authorities.

It complements the requirements for consultation outlined in our [Services and Standards Framework](#). The Framework, and further information on HED's engagement in the planning system, is available on our dedicated web pages at [Historic Environment Advice and Guidance in the Planning Process | Department for Communities](#).

## How has this document been structured?

This guidance document has been structure in three parts:

- **Part 1** When to consult HED
- **Part 2** What information is required for planning applications
- **Part 3** Making a Listed Building Consent application

This publication supersedes version 1 of this document from May 2016 and the advice relating to the historic environment in DOE Archive guidance documents 'Statutory Consultations' 2015 and 'Required Environmental Information' 2015.

<sup>1</sup> As amended by 'The Planning (General Permitted Development) (Amendment) Order (Northern Ireland) 2016

<sup>2</sup> As amended by 'The Planning (Listed Buildings) (Amendment) Regulations (Northern Ireland) 2016

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# Who is this document for and when should it be used?

**Part 1** is a reference guide for planning authorities when deciding if HED should be consulted on an application for planning permission or listed building consent. It provides a checklist to assist planning authorities to screen planning applications prior to issuing a consultation to HED.

**Part 2 and 3**, is a checklist for applicants and agents when preparing a planning

submission or listed building consent application. It also provides a reference guide for planning authorities, prior to issuing a consultation to the HED Planning Team.

Complete applications will assist decision making by providing a more streamlined consultation process for planning authorities and statutory consultees.



# Part 1: When to consult HED

**1.1** Statutory Consultations

**1.2** Non-Statutory Consultations

**1.3** Consultation Process

# 1.1 Statutory Consultations

Table 1.1a below sets out when HED are statutorily required to be consulted by planning authorities on a Listed Building Consent (LBC) or planning application:

Legislation	Description	When to Consult
<p>The Planning (Listed Buildings) Regulations (Northern Ireland) 2015 Reg. 6 (1)</p> <p>The Planning (General Development Procedure) Order (Northern Ireland) 2015 - Schedule 3 (1)a</p>	<p>Applications involving the demolition, in whole or part, or the material alteration of a listed building.</p>	<p>All Listed Building Consent applications and related planning applications.</p>
<p>The Planning (General Development Procedure) Order (Northern Ireland) 2015 - Schedule 3 1(b)</p>	<p>Applications likely to affect the setting of a <b>listed building</b>.</p> <p>(Note: Setting impacts may be far-reaching for large-scale developments - such as wind farms or city centre developments - where the effect of development on key views towards historic assets may be obstructed or compete with historic skylines.)</p> <p><b>Note - Guidance on Setting and the Historic Environment</b></p>	<p>Including applications for development:</p> <ul style="list-style-type: none"> <li>• within the pink wash of the listed building (as indicated on the Listed Buildings map)</li> <li>• within sight of a listed building and it is considered that the proposed development may affect the setting of the listed building.</li> <li>• within the curtilage of the listed building, even if out of sight of the principal listed building.</li> </ul>

	<p>Applications likely to affect the site or setting of any historic monument as defined under Article 2 of the HMAO Order 1995 or an area which contains archaeological remains</p> <p>(Note: larger consultation zones may be necessary for large-scale developments) with far-reaching impacts such as wind farms)</p>	<p>Including applications for development within:</p> <ul style="list-style-type: none"> <li>• 200m of the boundary of a historic monument in State Care.</li> <li>• 200m of the boundary of a Scheduled Historic Monument.</li> <li>• 100m of a scheduled canal.</li> <li>• 200m of an archaeological site or monument of local importance recorded on the NISMR <sup>4</sup>.</li> <li>• 400m of an archaeological field system recorded on the NISMR.</li> <li>• 400m of an ecclesiastical site recorded on the NISMR.</li> <li>• 50m of a site recorded on the Industrial Heritage Record.</li> <li>• 50m of a site recorded on the Defence Heritage Record.</li> <li>• An Area of Significant Archaeological Interest.</li> <li>• An Area of Archaeological Potential.</li> </ul> <p>Note- certain LBC applications may require consultation with HED (Historic Monuments) section should they involve archaeological impacts.</p>
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<sup>4</sup> Consultations will not normally be necessary in instances where the following three criteria are all met:

1. The application site is over 100m from the nearest NISMR site, and
2. The application site is less than 0.5 hectares (5000 sqm) in total area, and
3. The proposed development is a maximum of 10m above original ground level at its highest point.

This footnote applies only to point 4 of the guidance on when to consult under Schedule 3, Part 1 (b) requirements, concerning archaeological sites of local importance.

	Applications likely to affect the site or setting of historic park, garden or demesne	Applications for development within or immediately adjacent to: A site contained in the Department’s Register of Historic Parks, Gardens and Demesnes of Special Historic Interest (including sites of all grades).
The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015	A development proposal accompanied by an Environmental Statement	Applications accompanied by an Environmental Statement which addresses impacts on the historic environment

Table 1.1a - Planning applications requiring statutory consultation with HED

(Note: All of the above consultations should be classified as ‘Statutory’ on the [NI Planning Portal](#))

For details of our statutory consultation response times please refer to our [Services and Standards Framework](#).

Planning Authorities should refer to up to date HED Historic Environment Record GIS datasets to identify historic environment constraints and define appropriate consultation zones to satisfy the requirements set out in the table above.

HED regularly provides GIS layer updates to the Planning Register constraints layers, and Planning Authorities may obtain up to date GIS layers with consultation zones from [Open Data NI](#). The Listed Buildings point dataset may be found on the [Historic Environment Digital Datasets](#) page. Only the historic environment constraints noted above should be used by Planning Authorities to generate consultations.

## 1.2 Non-Statutory Consultations

As the authority responsible for protecting, regulating and providing advice on the historic environment, HED has an interest in other non-statutory applications which have direct impacts on heritage assets. The table below sets out the non-statutory consultations we would like to be consulted on:

Application Type	When to Consult	Guidance
Pre-Application Discussions (PAD's)	<ul style="list-style-type: none"> <li>Major applications which have potential impacts on the historic environment.</li> <li>Demolition, or significant material alteration of a listed building.</li> <li>Development proposals likely to affect the site or setting of any historic monument, or Historic Park, Garden or Demesne, or an area which contains archaeological remains (refer to Table 1.1a above)</li> </ul>	<p>Development Management Practice Note 10</p> <p>Pre-Application Community Consultation (and Pre-Application Discussions)</p> <p><b>Development Management Practice Notes   Department for Infrastructure</b></p> <p>HED Planning <b>'Services and Standards Framework'</b></p>
EIA Determination/ Scoping	Major applications which have potentially significant Historic Environment impacts, including upon archaeological remains.	

<p>Advertisement Consents</p>	<p>Consultation with HED not required unless the applications relates to:</p> <ul style="list-style-type: none"> <li>• signage affixed to or within the curtilage of a listed building</li> <li>• signage affixed to or within the protected area of a scheduled monument</li> <li>• Large scale signage or bill boards or within 50m of the setting of a listed building or site of a scheduled monument or monument in State Care</li> </ul>	<p>Development Management Practice Note 07 Control of Advertisements</p> <p><b>Development Management Practice Notes   Department for Infrastructure</b></p> <p><b>Technical Note 350: signs and signwriting   Department for Communities</b></p>
<p>Discharge of Conditions</p>	<ul style="list-style-type: none"> <li>• All applications where conditions relate directly to heritage assets and/or undertaking archaeological works</li> </ul>	<p>Refer to HED’s guidance on <b>Development &amp; Archaeology: Guidance on Archaeological Works in the Planning Proces</b></p>

Table 1.2 - Planning applications where it is advisable to consult HED as non-statutory consultee

HED do not require formal consultations on a Proposal of Application Notice (PAN). HED would refer to planning authorities and applicants to **Planning Advice Notes (PANs) Department for Infrastructure**. Pre-application discussion is however encouraged for development proposals outlined in Table 1.2 above

Consultations which do not either meet the statutory or non-statutory consultation guidelines as set out above,

may be returned to the respective planning authority within five working days, stating HED has no comment to make.

For applications which involve:

- Demolition in a conservation area
- Demolition/conversion of a vernacular building<sup>5</sup>
- Development proposals with impacts on buildings of local importance<sup>6</sup>

<sup>5</sup> Vernacular buildings reflect the local ‘folk tradition’ and are typical of a common type of building in a particular locality, generally pre 1925. For more details refer to ‘A sense of Loss – The Survival of Rural Traditional Buildings in Northern Ireland’, published by DOE March 1998.

<sup>6</sup> A historic building of local importance, is a building, structure or feature, whilst not statutorily listed, has been identified by the council as an important part of their heritage, due to its local architectural or historic significance.

The impacts of the development on the heritage assets above will be assessed by the local council planning authority and should be taken into account in determining the application.<sup>7</sup>

In certain circumstances HED may request consultation where, on the basis of current information, it is considered that a development proposal may impact upon archaeological remains or other historic environment assets.

## Consultation Process

To enable an effective consultation process and facilitate timely decision making, HED request that planning authorities consider the following:

### 1.3.1 Issuing a consultation:

a. [Provide clear and specific reasons for consultations on the consultation letter](#)

(Note: Consultation reasons should be clearly defined and classified as either statutory or non-statutory in accordance with the legislation and tables 1.1 & 1.2. Where the consultation reason relates to representations made by others, a consultation should specify the advice required and be classified as non-statutory)

b. [Withhold issuing a consultation until all information has been received](#)

(Note: The statutory consultation response time period commences on the day the last piece of information has been received.)

c. [Identify documentation clearly on the NI Public Register / Consultee Hub](#)

(Note: Drawings should be labelled correctly for consultees)

d. [Provide contact details for the planning case officer](#)

(Note: Direct contact details for a planning case enables allows any consultation issues to be promptly dealt with by the HED Planning Team)

### 1.3.2 Submission of additional Information during consultation period:

a. [Contact HED Planning Team](#)

Planning authorities should contact the HED Planning Team to make them aware that new information has been received

b. [Agree extension](#)

If the additional information is uploaded within 10 days of receipt of the consultation, a new response target date should be entered on the [NI Planning Portal](#), calculated as 21 days from date information was uploaded.

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<sup>7</sup> Para. 6.24, Strategic Planning Policy Statement for Northern Ireland 2015

**c. Accepting consultation and issuing a re-consultation**

If HED advise that the response is nearing completion or has already been uploaded onto the portal when new information is received, planning authorities should accept and close the consultation response and issue a re-consultation.

the heritage asset or staff pressures arising from office closures over holiday periods i.e. Christmas, Easter etc.

**c. IT issues**

Two or more consecutive days failure of the Planning Register or in house IT systems or services.

**1.3.3 Extension Requests**

HED may for certain statutory consultations, request an extension to the statutory consultation response time. All requests for an extension will be made from the HED planning general mailbox and will clearly state one of the following reasons:

**d. Additional Information**

Refer to para. 1.3.2 above.

To enable an effective consultation process, HED will:

- request an extension to a consultation within 5 working days of receipt

**a. Complex Case:**

A large complex planning application which may affect multiple/regionally important heritage assets.

It is recommended that planning authorities will:

- either agree or decline extension request within 2 working days of request
- notify HED planning team through the dedicated HED Planning mailbox of decision
- where extensions have been agreed, amend the consultation response date on the planning portal

**b. Resources:**

Inputs required from Statutory Advisory Councils (Historic Buildings Council and Historic Monuments Council) where the proposal may have direct impact on the statutory protection of

# Our Consultation Responses

HED provide one single consultation response for all planning consultations, addressing archaeological and listed building considerations. Our responses are structured to assist planning authorities understand the potential impacts of a development proposal upon the significance of heritage assets, to facilitate a planning determination according to planning policy and statutory requirements.

In preparing our responses we refer to records held within the Historic Environment Record of Northern Ireland<sup>8</sup> (HERoNI) and other sources of information such as:

- Statutory Designations and related GIS digital mapping
- Relevant planning casework history
- Published sources and historical maps relating to the asset
- Pre-Application Discussion advice (where previously provided)
- Planning Policy (SPPS, PPS6)
- Other best practice conservation guidance
  - British Standards
  - International Charters
  - Other heritage organisations

To inform our assessment of a proposal on the site and setting of heritage assets directly impacted by a planning application,

our professional team of architects and archaeologists will undertake a site visit, where required. A photographic record of the site and setting of the heritage asset/assets is taken for file records, and further assessment by the case officer and/or consideration of the HED professional team. Where internal access to a property is required, particularly for listed building consent applications, we will contact the agent directly to co-ordinate this.

All our consultation responses are publicly available to view on the Northern Ireland Public Register (with the exception of Pre-Application Consultation responses) [NI Planning Portal](#).

For general queries in relation to a planning application, applicants should first contact their local planning authority. For queries specific to our consultation advice, please contact:

## **HED Planning Team**

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Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG

Tel: 028 90823100

Email: [hedplanning.general@communities-ni.gov.uk](mailto:hedplanning.general@communities-ni.gov.uk)

<sup>8</sup> Historic Environment Record of Northern Ireland (HERoNI) | Department for Communities

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A landscape photograph showing a stone circle in a grassy field. The stones are arranged in a circular pattern, with some larger stones standing upright and others lying flat. The field is green and grassy. In the background, there are rolling hills and a line of trees under a cloudy sky. The text is overlaid on the bottom left of the image.

## **Part 2: Information we require for planning applications**

**2.1 Information we require**

**2.2 Pre-Applications Discussions**

**2.3 All development planning applications**

**2.4 Specific information by development type**

## 2.1 Information we require

The type and amount of information we require will vary depending on the scale and complexity of the application. HED apply a proportionate approach to the information we expect.


This guidance is not a checklist of information required by planning authorities. It does however aim to provide further clarity to planning authorities and applicants, on the information we need to provide a substantive response and can avoid delays incurred for requests for additional information during the consultation process.

## 2.2 Pre – Application Discussions

Formal pre-application discussions are co-ordinated through your local council planning authority. For **major** and **regionally significant**<sup>9</sup> planning applications which have potential impacts on the historic environment, HED welcome pre-application discussions with applicants and agents.

Pre- application engagement is also encouraged for works of major alteration or extension to a listed building.

The table below is a guide to the information we will require for a PAD consultation:

Application Type	Information we require
<p>Pre- Application Discussions (major and regionally significant applications)</p> 	<ul style="list-style-type: none"> <li>• <b>A detailed description</b> of the proposal.</li> <li>• <b>A site location map</b> including up to date Ordnance survey map (typically 1:1,250 or 1:2,500) showing the application site clearly outlined in red and any other land owned by the applicant close to or adjoining the application site outlined in blue.</li> <li>• <b>Site layout plans</b> of the existing and proposed site (typically 1:500) which show:             <ul style="list-style-type: none"> <li>– the direction of North</li> <li>– a block plan of the proposed development in relation to surrounding heritage assets</li> </ul> </li> </ul>

<sup>9</sup> Thresholds for local, major and regionally significant applications are set out in the Planning (Development Management) Regulations (NI) 2015

	<ul style="list-style-type: none"> <li>• <b>Initial sketch drawings</b> of the proposed development showing the nature and scale of the development;</li> <li>• Other <b>supporting information</b> such as draft environmental statement, design and access statement (as appropriate).</li> <li>• <b>Site photographs</b> dated, numbered and cross-referenced to a plan, showing the site and its setting in general.</li> <li>• Other <b>plans and drawings</b> as necessary to fully describe the development to which it relates. (The details of the other plans &amp; drawings required have been described in the tables overleaf.)</li> </ul>
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Table 2.1 - Information required for PAD consultations

For local applications, applicants and agents should refer to their local council planning authority and the advice pages on the NI Planning Portal.

[Development Management Practice Note 10 Pre-Application Community Consultation \(and Pre-Application Discussions\) \(Version 3 July 2025\).pdf](#)

Further guidance on the pre-application discussion procedure is provided within the Development Planning Practice Note 10 Pre-Application Community Consultation (and Pre-Application Discussions)

For more detail on our pre-application services, refer to our Planning Services and Standards Framework ([Services and Standards Framework | Department for Communities](#)).

## 2.3 All development planning applications

To provide a substantive response to a planning consultation, HED require adequate detail to assess the impact of the proposals on heritage assets

impacted by the development. In addition to the information required for a PAD consultation, we require the following:




Application Type	Information we require
<p>All development planning applications</p> 	<p><b>All information as required for pre-applications with the addition of:</b></p> <ul style="list-style-type: none"> <li>Existing &amp; proposed <b>elevations, sections and floor plans</b></li> <li>Existing &amp; proposed <b>contextual elevations</b> (at appropriate scale)</li> <li>Existing and proposed <b>topographical cross sections</b></li> <li>Proposed <b>material finishes</b>.</li> <li><b>An Archaeological Impact assessment</b> (for large-scale or complex developments where sites are likely to contain or are located adjacent to archaeological sites and monuments)</li> <li><b>Other material</b> necessary to provide a full understanding of the impact of the works on the significance of the heritage asset and its setting. This may require <b>perspectives or photomontages</b>, models or computer visualizations to show impacts on heritage assets</li> </ul>


Table 2.2 – General information required for development with potential impacts on heritage assets


## 2.4 Specific information by development type

For certain development types, further information will be required, as set out in the table below:

Development Type	Information we require
<p>Housing / Residential Developments</p> 	<ul style="list-style-type: none"> <li>• Concept Statement to include a Concept Plan at an appropriate scale</li> <li>• Design &amp; Access Statement for housing development <math>\geq 50</math> units or an area <math>&gt; 2</math> hectares.</li> <li>• Landscape proposals (1:500) including hard &amp; soft landscaping proposals, material specifications, boundary treatments, details of railings, gates, walls.</li> <li>• Applicants for large scale housing developments [<math>&gt;2\text{Ha}</math>] should consider commissioning an Archaeological Impact Assessment detailing an appropriate archaeological mitigation strategy.</li> </ul> <p>Related guidance:</p> <p><a href="#">Creating Places: Achieving Quality in Residential Environments   Department for Infrastructure</a></p> <p><a href="#">Living Places - An Urban Stewardship and Design Guide for Northern Ireland   Department for Infrastructure</a> Building on Tradition - A sustainable Design Guide for the Northern Ireland Countryside</p>
<p>Single Wind Turbine</p>	<ul style="list-style-type: none"> <li>• Wind turbine specifications inc. details of hub height and height to blade tip and details of all ancillary works including earthing cables. In certain cases further Archaeological Impact Assessment and/or Visual Impact Assessment information may be required.</li> </ul>

<p>Wind Farms</p> 	<ul style="list-style-type: none"> <li>• Computer-generated wireline images and colour photomontages for the selected viewpoint locations, including viewpoints to and from affected heritage assets. It is advisable to agree viewpoint locations with HED in advance.</li> <li>• Location map 1:50,000 OS base with individual turbine locations for all operational, consented and application sites for commercial wind energy development (recommended within 30km, or wider area if required by the planning authority) in Northern Ireland and the Republic of Ireland. Include concentric distance bands.</li> <li>• Map showing site location identifying heritage assets within the study area on a 1:50,000 Ordnance Survey base.</li> <li>• Large scale renewable energy projects should normally be accompanied by an Archaeological Impact Assessment or a Cultural Heritage chapter in the case of EIA development.</li> <li>• Note : The positioning of individual turbines should be carefully considered to avoid potential adverse visual impacts upon heritage assets and their settings. Related guidance:</li> </ul>
<p>Solar Farms</p>	<ul style="list-style-type: none"> <li>• A detailed development layout plan, noting the location of recorded heritage assets. Such proposals should normally be accompanied by an Archaeological Impact Assessment, or a dedicated chapter within any ES. Strategies for preservation in-situ of archaeological remains, including the use of ground-surface footings, should be considered.</li> </ul>

Development Type	Information we require
<p>Infrastructure Projects (Roads, Bridges &amp; Railways)</p> 	<ul style="list-style-type: none"> <li>• Contextual Site Layout showing position of road/ bridge, access compounds, and all ancillary elements in the context of the physical landscape fabric, including contours, type and condition of landcover, boundaries, fencing and trees, existing access points, utilities and important environmental features</li> <li>• Map showing site location identifying heritage assets within the study area on a 1:50,000 Ordnance Survey base</li> <li>• Large scale infrastructure applications should normally be accompanied by an Archaeological Impact Assessment/Cultural Heritage chapter in any Environmental Statement. Archaeological mitigation strategies must be considered early in the project development/route selection stage.</li> <li>• HED and DfI operate a Prosperity Agreement and related guidance on the management of archaeological mitigation on major roads infrastructure projects. All major roads projects will be expected to comply with these procedures.</li> </ul>

<p>Advertisement Consent</p> 	<p>HED is not a statutory consultee for Advertising Consent applications. (Refer to Section 1.2 for circumstances when HED wish to be consulted)</p> <ul style="list-style-type: none"><li>• Where HED has been consulted, we require the following information:</li><li>• Cross sections through shop fronts (where appropriate);</li><li>• Details of awning material, positioning, signage (where applicable);</li><li>• Details of any lighting proposals;</li><li>• Detailed signage/ advertisement drawings at scale of 1:20</li><li>• Temporary applications should state required approval timescale in application description</li></ul> <p>Related guidance: Technical Note 350: signs and signwriting   Department for Communities</p>
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## Part 3: Making a Listed Building Consent Application

3.1 Listed Building Consent

3.2 What other consents and licenses are required

3.3 Information Sources

## 3.1 Listed Building Consent

Listing marks and celebrates a buildings special architectural and historic interest, so that it can be protected for future generations. In Northern Ireland, approximately 9,000 buildings are listed which accounts for less than 2% of the total building stock. As a finite resource, great care is required when proposing changes to a listed building.

If you propose to carry out repairs, alterations or demolition or to construct an extension which affects the character of a listed building inside or out, Listed Building Consent (LBC) is required from your District Council.

A listed building is listed in its entirety, inside and out. LBC is also required for any object or structure within the curtilage of the building which is :

- fixed to the building or
- although not fixed to the building, forms part of the land and has done so since before 1st October 1973.

Your local planning office will advise you on whether the proposed works will require LBC and can supply you with the appropriate application forms. In many cases a separate application for planning permission will also be required. The planning office can give you advice about this too. Listed Building Consent is not required before carrying out maintenance and repairs which do not affect your building's character.

Changes that require Listed Building Consent include (please note this is not an exhaustive list):

### Exterior

- extensions of any kind
- alterations for example, adding, removing or replacing outbuildings, skylights, window openings etcetera. Installing double glazing, uPVC is not acceptable
- rebuilding all or part of a building for example, chimneys, roofs, walls, gateposts
- stone removal/replacement
- removal or addition of features for example, railings, gates, garden walls, drives
- stone cleaning
- removal or addition of render
- changes to shopfront signs and advertising

### Interior

- alterations to layout, involving floor levels and internal partitions
- alterations to features which may be of interest and add value to the listed building such as stairs, fireplaces, panelling, plasterwork, doors, tilework, light fittings and door and window furniture


Before considering changes to a listed building it is recommended that applicants:

1. Obtain a copy of the **listing map** and survey report
2. Appoint a suitably **qualified consultant** experienced in working with the conservation of listed buildings
3. Carry out **research** on the property to understand its special interest and inform decision making. Note - **Historic Environment Map Viewer | Department for Communities**. This Map Viewer links to HED's buildings database: **Buildings Database | Department for Communities** (refer to information sources 2.5)

4. Check **planning history**

5. Refer to relevant **planning policies** (SPPS, Planning Policy Statement 6 / local development plan)
6. Seek **pre-application advice** from HED and local council Building Control (where major alterations are proposed)

Completing these steps will help inform the decision-making process and explain the rationale for the proposals changes. To communicate the proposed changes and inform assessment of the impacts of the proposed changes on the special interest of the listed building, HED require the following information:

Application Type	Information we require
<p>Listed Building Consent</p> 	<ul style="list-style-type: none"> <li>• Existing &amp; proposed <b>elevations, floor plans and section drawings</b> (at a sufficient scale – usually 1:50) including levels, clearly indicating areas proposed for alteration or demolition, <b>accompanied by a coloured key</b> indicating the:             <ol style="list-style-type: none"> <li>a. historic fabric to be retained,</li> <li>b. historic fabric to be removed,</li> <li>c. new interventions and construction;</li> </ol> </li> <li>• Schedule of <b>proposed works</b></li> <li>• Schedule of <b>materials and finishes</b></li> <li>• <b>Door and window schedules</b> (where works involve repairs or alterations)</li> <li>• <b>Stone schedule</b> (as appropriate, where works involve repairs or alterations)</li> <li>• <b>Internal &amp; external photographs</b> dated, numbered and cross-referenced to floor plans</li> <li>• <b>Perspectives &amp; photomontages</b>, models or computer visualisations to show the impact of the new works on the listed building and its setting where applicable</li> </ul> <p><b>Landscape proposals 1:500</b></p> <ul style="list-style-type: none"> <li>• Design &amp; Access Statement proportionate to the scale and complexity of the proposal which should include:             <ol style="list-style-type: none"> <li>a. <b>Statement of Justification</b> <ul style="list-style-type: none"> <li>- explaining why the proposed change should be considered desirable or necessary, including a development appraisal where appropriate;</li> </ul> </li> <li>b. <b>Statement of Significance</b> <ul style="list-style-type: none"> <li>- explaining the historical and architectural special interest of the building.</li> </ul> </li> <li>c. <b>Concept</b> <ul style="list-style-type: none"> <li>- explaining how design principles and concepts have been considered to take account of the architectural and historic special interest of the heritage asset</li> <li>- explaining what policies have been considered with regard to access, how alternative means of access have been considered, and what mitigation measures have been taken, to minimise the impact of the proposals on the architectural and historic special interest of the listed building.</li> </ul> </li> <li>d. <b>Impact Assessment</b> <ul style="list-style-type: none"> <li>which describes the impact of the alteration on the buildings architectural and historic special interest.</li> </ul> </li> </ol> </li> </ul>

	<p>e. <b>Consultation Summary</b> to provide an overview where applicable, of pre-application consultation (i.e. with Building Control, HED (Historic Buildings) and explain how that advice has been considered as part of the works.</p> <p>f. <b>Management Strategy</b> where universal access has not been provided, i.e. because of constraints, explain the measures taken to minimise the impact and manage alternative access arrangements.</p> <p>Where applications involve significant partial demolition or structural alterations, LBC applications should also be accompanied by a:</p> <ul style="list-style-type: none"><li>• <b>Structural survey and / or condition report</b> undertaken by a conservation accredited structural or building engineer, experienced in working with listed buildings, which should identify:<ul style="list-style-type: none"><li>a. structural defects</li><li>b. proposed conservation led remedial works,</li><li>c. a method statement demonstrating how the proposed structural works will be undertaken, also outlining how the listed building will be protected, during construction work.</li></ul></li></ul> <p><b>Related guidance:</b></p> <p>BS 7913: 2013 Guide to the conservation of historic buildings <a href="#">Development Management Practice Note 12 Design and Access Statements</a></p> <p>PPS6 Planning Archaeology and the Built Heritage <a href="#">Planning Policy Statement 6 (PPS 6): Planning, Archaeology and the Built Heritage</a></p> <p>The Planning (Listed Buildings) Regulations (Northern Ireland) 2015 <a href="#">The Planning (Listed Buildings) Regulations (Northern Ireland) 2015</a></p> <p>HED Guide – Conservation Principles (part 1 and part 2) <a href="https://www.communities-ni.gov.uk/publications/conservation-principles-guidance">https://www.communities-ni.gov.uk/publications/conservation-principles-guidance</a></p> <p>HED Technical Notes - <a href="https://www.communities-ni.gov.uk/articles/repair-and-maintenance-guidance">https://www.communities-ni.gov.uk/articles/repair-and-maintenance-guidance</a></p> <p>HED Guide - Guidance on making changes to Listed Buildings: <a href="https://www.communities-ni.gov.uk/publications/guidance-making-changes-listed-buildings-making-better-application-listed-building-consent">https://www.communities-ni.gov.uk/publications/guidance-making-changes-listed-buildings-making-better-application-listed-building-consent</a></p> <p>HED Guide – Guidance on Setting and the Historic Environment <a href="https://www.communities-ni.gov.uk/publications/guidance-setting-and-historic-environment">https://www.communities-ni.gov.uk/publications/guidance-setting-and-historic-environment</a></p> <p>Link to various HED advice and guidance in the planning process: <a href="https://www.communities-ni.gov.uk/articles/historic-environment-advice-and-guidance-planning-process">https://www.communities-ni.gov.uk/articles/historic-environment-advice-and-guidance-planning-process</a></p>
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## 3.2 What other consents and licenses are required?

In addition to planning permission, further environmental permits, licenses and consents may be required for certain development proposals.

Where a development proposal proposes works within the protected area of a Scheduled Monument, **Scheduled Monument Consent** (SMC) is required. Where both SMC and planning permission is required, SMC must be obtained first. It should be noted that there is no presumption in favour of the grant of SMC, and any such proposed works must also comply with relevant planning policy requirements. For more information on

the requirements of Scheduled Monument Consent, please refer to the links below:

[Historic Environment Division Scheduled Monument Consent | Department for Communities](#)

Where planning permission and/ or SMC include conditions requiring an archaeological excavation, an **archaeological excavation license** must first be obtained from HED by the developer's archaeological consultant before the commencement of site works. Please refer to HED'S [Development & Archaeology guidance](#) for further details.

## 3.3 Information Sources

Planning authorities, applicants, and their agents may find the following links helpful when preparing or considering planning applications which have impacts on the Historic Environment:

[Historic Environment Record of Northern Ireland \(HERoNI\)](#)

[Historic Environment Map Viewer](#)

[NI Buildings Database](#)

[Development and Archaeology - Guidance on Archaeological Works in the Planning Process](#)

[HED - Guidance on Setting and the Historic Environment](#)

[HED Guide - Conservation Principles](#)

[HED Guide - Guidance on making changes to Listed Buildings](#)



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Supporting and sustaining vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.