

Port Sunlight Village Local Listed Building Consent Order Notice Form

Wirral Borough Council has adopted the Port Sunlight Village Local Listed Building Consent Order (LLBCO) which permits certain works to be done to Listed houses within the Port Sunlight Village Conservation Area. The LLBCO and its Appendices set out the details and conditions for the permitted works.

This Notice Form is to be completed by applicants and **agreed by Wirral Council prior to undertaking works covered by the Order**. The Notice is to be completed using BLOCK CAPITALS and returned to:

planningapplications@wirral.gov.uk or the postal address listed above.

Please ensure that the accompanying guidance notes have been read prior to completing this form to avoid delay in the processing of your notice to undertake works under the LLBCO.

This form is also available to download on the Council website .

1. APPLICANT		2. CONTRACTOR/JOINER/AGENT	
Title:	First Name	Title:	First Name:
Surname:		Surname:	
House No.		House No.	
Address:		Address:	
Town:		Town:	
Postcode:		Postcode:	
Email:		Email:	
Telephone:		Telephone:	
3. SITE DETAILS (Required if Applicant does not own and occupy the property where work is proposed.)			
House No.		Address:	
Post Code:		Telephone:	
4. ADVICE (Has advice been sought from Wirral Council/Port Sunlight Village Trust prior to making this notice?)			
Yes	No	If yes, please give their name(s):	
5. WORKS STARTED PRIOR TO NOTICE			
Has work described in this notice form already started?	Yes	Date work began (DD/MM/YYYY):	
	No		
Is work described in this notice form already complete?	Yes	Date work finished: (DD/MM/YYYY):	
	No		

PROPOSED WORKS - (Tick all that apply and describe where indicated.)

6. SATELLITE DISH

<input type="checkbox"/>	A) Install a satellite dish	<input type="checkbox"/>	B) Relocate a satellite dish
C) Diameter of proposed satellite dish: _____ cm			
D) Describe location of proposed satellite dish:			

7. REPLACE A YARD GATE

<input type="checkbox"/>	A) Severely deteriorated	<input type="checkbox"/>	B) Inappropriate (Describe):
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8. REPLACE A REAR DOOR

<input type="checkbox"/>	A) Severely deteriorated	<input type="checkbox"/>	B) Inappropriate (Describe):
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9. REPLACE REAR WINDOWS

	Ground Floor	First Floor	Second Floor
Number of severely deteriorated windows to be replaced			
Number of inappropriate windows to be replaced			
Describe <u>proposed</u> windows. Use codes from Rear Window Schedule, Appendix 3. (Include codes for: Material, Type, Panes of Glass and Grouping)			

PHOTOGRAPHS CHECK LIST - (Tick to confirm included with Notice form.)

10. Attach colour photographs showing existing conditions (Yard gates, rear doors and rear windows.)

<input type="checkbox"/>	A) Overall view	<input type="checkbox"/>	B) Detail view (exterior)	<input type="checkbox"/>	C) Detail view (interior)
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11. Attach colour photographs identifying proposed SATELLITE DISH location (marked with an "X")

<input type="checkbox"/>	A) Overall view of proposed location	<input type="checkbox"/>	B) Detail view of proposed location	<input type="checkbox"/>	C) View of proposed location for satellite dish, taken from access roads and other rights of way.
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DRAWINGS CHECK LIST (REAR WINDOWS ONLY) - (Tick to confirm included with Notice form.)

12. Attach scaled and dimensioned drawings of proposed windows

<input type="checkbox"/>	A) Sections of full window assembly (horizontal and vertical)	<input type="checkbox"/>	B) Architrave & glazing bar profiles	<input type="checkbox"/>	C) Interior elevation of full window assembly
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DECLARATION

13. I/we hereby make an LLBCO Notice as described in this form and the accompanying photographs/ drawings. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed (Applicant):	Signed (Agent):	Date (DD/MM/YYYY):