

# BERWICK-UPON-TWEED BOROUGH COUNCIL

## GUIDANCE NOTES FOR MAKING LISTED BUILDING CONSENT, CONSERVATION AREA CONSENT, AND ARTICLE 4 APPLICATIONS



All applications must include a minimum of four copies of the appropriate completed application forms, drawings, plans and any other supporting documents. We may ask for additional copies to be sent if they prove necessary for consultation purposes.

All applications must also be accompanied by at least four copies of an up-to-date location plan, to a scale of either 1:2500, or 1:1250 (in urban areas) showing exactly where the site is. The application site should be edged in red, and any other neighbouring land in your ownership should be edged in blue.

Applications for development affecting Listed Buildings will generally be required to contain drawings and plans at the following scales:

- 1:100** To show the proposals relative to their surroundings;
- 1:50** To show full survey plans and elevations (or photographs), including all main features;
- 1:50** To show plans, elevations and sections, including all proposed changes;
- 1:20** To show in detail with sections particular elements of a building or structure;
- 1:5** To show constructional detail.

Applications for development affecting Conservation Areas will generally be required to contain drawings and plans at the following scales:

- 1:200** To show proposals relative to their surroundings
- 1:50** Where required, to show full survey plans and elevations (or photographs), including all main features;
- 1:50** To show plans, elevations and sections, including all proposed changes;
- 1:20** Where required, to show in detail with sections particular elements of a building or structure.

Applications for development on properties covered by an Article 4 Direction, i.e the alteration, improvement or replacement of any existing window, door or other opening in any elevation of the building, or the creation of a new window, door or other opening in any elevation; or the erection or construction of a porch outside any external door of a dwellinghouse in the Berwick-upon-Tweed Conservation Area, will generally be required to contain drawings and plans at the following scales:

1:50 to show existing and proposed drawings of all elevations of the building(s) where changes are proposed. These should show the relationship of the proposed site to adjoining buildings. Photographs may be an acceptable alternative to existing elevational drawings. If windows or doors are to be replaced, we will require precise details of the style of replacement window or door.

In the cases of Listed Building, Conservation Area, and Article 4 applications, more detailed drawings and other information may be required if necessary to determine the application. However, a detailed description, photographic set and site location plan may be acceptable for the simplest works proposed.