HOW DOES THIS AFFECT ME?
If you are considering altering a historic building, it is strongly recommended that you make early contact with the Department of Planning and Transport. You can do this by telephone initially, or through a meeting with the appropriate Development Control Officer, who will then advise you how to proceed. Making early contact is strongly recommended if you are considering buying a historic building and are unfamiliar with the legislation. Above all, always obtain confirmation in writing of the acceptability of your proposals, the need for formal applications and so on, from the Department of Planning and Transport.

LISTED BUILDINGS
The legislation that safeguards listed buildings is understandably tighter than for unlisted buildings and it is best to check before undertaking any works. Most alterations, internal and external, may require listed building consent even if the alterations do not require planning permission. A particularly important point to note is that the construction of any new building or structure of any type, within the curtilage, or grounds, of a listed building will require planning permission. This includes the formation of hardstandings and the installation of oil storage containers.

UNLISTED BUILDINGS IN CONSERVATION AREAS
For unlisted buildings in a conservation area, the following examples illustrate the type of work that will usually require planning permission regardless of the elevation involved:
- Stone cleaning, painting and cladding or rendering the external walls, including boundary walls and outbuildings;
- Any alteration to the roof including changing the covering to another material, the installation or removal of rooflights, raising/reducing the height of a chimney or rebuilding it in another material;
- Most demolition, including partial demolition;
- Most extensions and any extension which extends beyond the existing building line on any side of the building which faces a road or footpath;
- The formation of hardstandings for vehicles or any other purpose;
- Installation of oil storage containers;
- Installation of satellite dishes on any elevation which faces onto a road or footpath.

If there is an Article 4 Direction in place, planning permission will be required for other, minor works as follows:
- Replacement of windows and doors;
- Small extensions of less than 16 square metres or 10% of the building's floor area;
- All alterations to boundary walls, gates, fences or other means of enclosure, including formation of openings and demolition;
- The formation, laying out and construction of a means of access to a road. Planning permission will always be required where the access is to a trunk road or a classified road.

The Department of Planning and Transport can advise you on which conservation areas are covered by Article 4 Directions. The above mentioned works is not a complete list of work that will require planning permission. It is strongly recommended that you consult with the Department of Planning and Transport even if the work you are considering does not feature in the list of works above.

FLATTED AND NON-DOMESTIC PROPERTIES
Special provisions apply to flatted and non-domestic properties, in which case planning permission will usually be required for any external alterations, including replacement windows and doors. If you are unsure whether your property is defined as a flat under the planning legislation, the Department of Planning & Transport will be pleased to offer advice. If the building is listed then an application will be required for most external or internal alterations.

TREES
It is an offence to lop, fell or prune trees in a conservation area without giving Angus Council six weeks advance notice of the work in writing. Further advice on trees can be obtained from the the Department of Planning and Transport.

ADVERTISEMENTS
Special provisions apply to the installation of advertisements or alterations to replacement of, existing advertisements. For more information please obtain Advice Note 2, "Shopfronts and Signs in Conservation Areas".

REPAIRS
In the majority of cases, straightforward repairs which repeat the original details and use the same materials are unlikely to require Listed Building Consent. The repairs should be sympathetically carried out by experienced tradesmen and using the correct materials. Poor workmanship and inappropriate materials will damage an old building. More detailed advice on repairs will be available in forthcoming Advice Notes.

It is strongly recommended that you engage a suitably - experienced professional if you are contemplating alterations or major repairs. He or she will be sympathetic with the legislation and procedures and will have a feel for the qualities of historic buildings.

GRANTS
Angus Council can offer Conservation Grant towards works which will preserve or reinstate the character or appearance of buildings of architectural or historic interest. The aim is to offset some of the additional costs involved in utilising traditional or specialist materials/methods and to maintain the architectural and historic character of Angus. Buildings eligible for consideration are mainly those listed as being of special architectural or historic interest, regardless of category. Unlisted buildings within conservation areas may also be considered for grant assistance at the Council's discretion.

To apply for a grant, contact the Conservation Section of the Planning & Transport Department and arrange a site meeting so that the eligibility of the works can be confirmed - retrospective applications are not normally acceptable, so work must not be started before your application is approved.

BUILDING CONTROL
The proper construction of new buildings and alterations to existing buildings is supervised by the Building Control Section of the Department of Planning and Transport. This is separate from, and additional to, any requirements under the planning legislation. Please contact the Building Control Officer for your area for advice on whether your proposed alterations require a Building Warrant.

MAKING CONTACT
If you wish to check whether your building is in a conservation area or is listed, you can either telephone the Department of Planning and Transport, or submit your request in writing. Work is progressing on individual maps which show the conservation area boundaries and list all the unlisted and listed buildings in each. You will be advised whether one is available when you telephone or submit a written request.

For further information on the designation of conservation areas, the listing of buildings (including potential candidates for listing that you feel should be considered), architectural and historical advice on the built heritage, technical advice and Conservation Grants please contact the Conservation Section.

If you need any other information please do not hesitate to ask - officers of the Department are always pleased to explain legislative, historical, technical, or indeed any matter relevant to the built heritage in more detail.

For further information and advice contact:
Planning & Transport
Angus Council
County Buildings
Market Street
Forfar
DD8 3LG
Telephone 01307 461460
INTRODUCTION

The information contained in this Advice Note is intended as a brief guide to conservation areas and listed buildings. It is not intended to be a complete checklist of do's and don'ts for individual buildings; for more detailed information you are advised to contact the Department of Planning and Transport as described below.

WHY IS THE HISTORIC ENVIRONMENT IMPORTANT?

Conservation is recognised as an important central and local government activity which attracts widespread public support. But why is it important?

- Simply put, we derive pleasure from the visual qualities of historic buildings and townscapes. The historic environment provides the backdrop to our daily lives. It is the familiar place where we live, work, socialise, and educate our children. We take the continued existence of the historic environment for granted - it is only when a building is radically demolished or altered that we notice.

- The historic environment is a living laboratory that can tell children, and indeed adults, a great deal about our past.

- The skills of stonemasons, slate-carvers, carpenters, joiners and other craftsmen are contained in the fabric of historic buildings; in many cases the workmanship is over two hundred years old. Virtually every part of a traditional building has been altered or enhanced; from the sawing of individual timbers, through the dressing and fixings of slates, to the careful assembly of sliding sash and case windows.

- Economically, historic areas have the potential to act as the focus of regeneration programmes. Carefully restored historic buildings can establish the image of an area and provide centrally located, living and working accommodation.

- Traditional materials are usually environmentally friendly and relatively little energy is required for their manufacture. Historic buildings are designed to keep to the character of a mind. Conservation of historic buildings is ecologically sound.

Conserving the historic environment is, therefore, important for a number of different reasons, ranging from preservation for its own sake to economic and environmental considerations.

The needs of society today have, of course, to be met - changes have to be made where they are necessary. Today, the scope for changing our environment is much wider than it has ever been and change can happen very quickly, sometimes overnight. That is why the management of the historic environment recognises the need for change, but seeks to ensure that changes are appropriate and do not damage our heritage without good cause.

As long ago as 1877, the artist, social reformer and champion of historic buildings, William Morris, wrote "we are only trustees for those who come after us". We are the custodians of a valuable, cultural and economic asset; damage to the historic environment affects not only the present, it impacts upon future generations.

HOW IS OUR HERITAGE PROTECTED?

Protection of the built heritage takes two main forms; the designation of conservation areas, which is undertaken by Angus Council, as the local planning authority, and the listing of buildings, which is undertaken by central government agency, Historic Scotland. The first point of contact for enquiries about listed buildings and conservation areas is Angus Council.

WHAT IS A CONSERVATION AREA?

Conservation areas are the mainstay of Angus Council’s approach to protecting the historic environment. The legislative power to designate conservation areas was introduced on 19 July 1967 - the current legislation is the Planning (Listed Buildings & Conservation Areas) (Scotland) Act 1997.

Section 61 of the 1997 Act requires all local authorities to: “from time to time determine which parts of their district are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate such areas as conservation areas.”

There is no standard specification for conservation areas. In Angus they range from historic royal burghs to small villages. In each case the aim of designation is to protect those features that are important to the character or appearance of the individual conservation area. The features that are worthy of protection include historic street layouts, good building groups, traditional materials, shopfronts, trees and the all-important, small scale details such as traditional doors and windows.

HOW ARE CONSERVATION AREAS MANAGED?

After a conservation area is designated, section 64 of the 1997 Act requires Angus Council as planning authority to pay: “...special attention to the desirability of preserving or enhancing the character or appearance of that area.”

Viewed individually, small scale changes or the loss of single historic details, may not appear to be damaging to the character or appearance of a conservation area. When such changes are repeated many times the historic character of whole areas can be lost completely. That is why Angus Council has to ensure that even minor changes are carried out sympathetically, and why the law requires proposals to “preserve or enhance” the character or appearance of conservation areas.

This means that Angus Council has to carefully judge the effect of all proposed developments or alterations, irrespective of the scale. Proposals are assessed against the planning legislation, central government advice as provided through the Scottish Office, Historic Scotland, Angus Council’s Local Plan and Advice Notes, and not least, the character statement for each conservation area. Character statements are being prepared for each conservation area, which trace the history and development of the settlement and identify those features which are important to its character or appearance.

The planning legislation allows Angus Council to bring certain minor works that do not normally require planning permission within the scope of planning control, by means of an Article 4 Direction. Most of the Angus conservation areas will eventually be covered by such Directions.

Good conservation area management accommodates change without allowing the character or appearance of our historic areas to be damaged. The emphasis is upon considering the impact of change at a wider level than just the individual building. The impact on the setting of the wider area, the context of precedents for further undesirable changes and the unnecessary loss of historic fabric, (there is a strong presumption against the demolition of buildings in conservation areas), are all taken into account in arriving at a decision on any proposal.

WHAT IS A LISTED BUILDING?

Under section 1 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, the Scottish Ministers are required to compile lists of buildings of special architectural or historic interest. This is done by Inspectors of Historic Buildings from Historic Scotland and the buildings they select are termed “listed buildings.”

A wide range of buildings are protected for listing if they meet the required standard. The term “building” includes walls, fountains, sundials, statues, bridges, bandstands, water pumps and telephone boxes. The aim of listing is to give statutory protection to the full range of architecturally and historically interesting buildings found across Scotland.

All buildings of pre-1840 date are listed as a matter of course, unless they have been altered in a way that has damaged their character. Buildings constructed after 1840 are also listed if they have sufficient merit. Historic Scotland’s Inspectors pay particular attention to:

- planned streets, villages or burghs;
- works of well known architects;
- buildings associated with famous people or events;
- good examples of buildings connected with social and industrial history and the development of communications;
- distinctive regional variations in design and use of materials;
- good examples within individual building types; and
- technological innovation.

Listed buildings are graded into three categories as follows:-

Category A: Buildings of national or international importance, either architectural or historic, or fine little- altered examples of some particular period, style or building type.

Category B: Buildings of regional or more than local importance, or major examples of some particular period, style or building type which may have been altered.

Category C(S): Buildings of local importance, lesser examples of any period, style, or building type, as simply constructed or altered; and simple, traditional buildings which group well with others in categories A and B or are part of a planned group such as an estate or an industrial complex.

The scope of listing extends to boundary walls and any buildings or features such as outbuildings, sundials and garden ornaments, if they are of pre-1948 date, even if the buildings or features are not mentioned in the Listed Description. The List Description, compiled by Historic Scotland, is a brief summary of the main features and history of a listed building - it is not intended to be an inventory of protected features. The absence of a specific mention in the List Description does not mean that a particular item or feature is not protected.

The scope of listing extends to all elevations of the building, its interior, its boundary treatment and any features contained within its boundary.