

LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF LISTED BUILDING Applications - Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically)	
N	Certificates	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015	
N	Notices	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article	
N	Agricultural Holdings Certificate	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically)</p> <p>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that about the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 or A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
L		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build <p>Proposed elevations (contextual) to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> • the proposed elevations in context with any immediately adjoining / neighbouring buildings • datum level • ground level • floor levels for the proposed building 	
L		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	



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L		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>Existing (if any) and proposed cross section drawings:</p> <ul style="list-style-type: none"> • (<i>if the proposal will create, alter or add to a building</i>) to a scale of 1:50 or 1:100 showing: <ul style="list-style-type: none"> ○ cross section(s) through the existing (if any) and proposed building and the remainder of the site relating these to the adjoining ground levels • <i>if the proposal is for a track or an outdoor horse-riding arena</i> - to a scale of 1:10 or 1:20 showing: <ul style="list-style-type: none"> ○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials. • <i>if the proposal relates to a listed building:</i> <ul style="list-style-type: none"> ○ <i>where the proposal includes new or replacement joinery or other architectural features, drawings</i> to a scale of 1:2 or 1:5 showing whole vertical and horizontal cross sections showing joinery details, profiles and sections for new or replacement doors and windows and other architectural features. 	
L		<p>Existing and proposed site levels (If the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> • Ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u> • These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint. 	



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N	Other documents	<p>Design and access statement - (DAS) will be required for all Listed Building Consents and should include:</p> <ul style="list-style-type: none">• An explanation of the design principles and concepts that have been applied to the proposed works• Information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works.• Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with.	
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		<p>Heritage Statement – can be combined with the Design and Access Statement to avoid duplication, to demonstrate how the proposed design has responded to the historic environment.</p> <p>As well as offering a consideration of the historic significance of the building and its setting and an impact assessment on the proposal it should also contain a Schedule of Works detailing those works which are to be undertaken including materials to be used and associated methodology.</p> <p>For Planning Applications where proposals are for total or partial demolition of a structure in a Conservation Area, the Statement should include a written analysis of the character and appearance of the building/structure and the contribution it makes to the Conservation Area and its setting. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area and a structural survey justifying demolition where appropriate.</p> <p>For Planning Applications affecting a Listed Building or its setting, a Scheduled Ancient Monument or its setting or a Registered Park & Garden or its setting the Statement should identify the asset and its significance and offer an impact assessment on the effect of the proposals on the asset. Landscape analysis to consider the impact upon an asset’s setting should also be considered.</p> <p>For Planning Applications involving the disturbance of ground on sites that are known to have or are considered to have archaeological interest, an applicant will need to commission an assessment of archaeological significance and impact. The results of this work will need to be included within the Heritage Statement.</p>	
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		<p>It should be noted that Heritage Statements/Heritage Impact Assessments should also be submitted for Planning applications that directly affect a non-designated heritage asset or its setting. Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have been assessed or not statutorily designated but have a heritage value. Carrying out a pre-application meeting with the Planning Department will ensure that heritage assets are identified at the earliest stage.</p> <p>Therefore it is important to understand the significance of a heritage asset when considering any proposals to alter, demolish, extend it or develop within its setting. An early understanding of the significance will inform the direction of any application. The level of information provided should be appropriate and proportionate to the significance of the heritage asset and the potential impact upon that significance of the proposals. For example, for an application that includes substantial demolition of a heritage asset it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset, and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require detailed information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.</p> <p>DEFINITIONS:</p> <p>Heritage Asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).</p> <p>Significance: The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting</p> <p>Archaeological Interest: There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.</p>	
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L		Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development).	
L		<u>Wildlife Trigger Table</u> – required for all applications	
L		Listed building appraisal for complete demolition of a building only.	
L		Justification for works to a listed building & schedule of works .	
N	Fee	<ul style="list-style-type: none"> The appropriate fee - please see the most up to date fees on The Planning Portal 	