

## Application for Listed Building Consent for alterations, extension or demolition of a Listed Building

### VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

#### National Application Requirements – Mandatory Information

<b>Application Form</b> <ul style="list-style-type: none"> <li>• Application for Listed Building Consent for alterations, extension or demolition of a Listed Building Form</li> </ul>	<input type="checkbox"/>
<b>Certificates</b> <ul style="list-style-type: none"> <li>• The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate)             <ul style="list-style-type: none"> <li>○ If ownership certificate B is completed, Notice 1 is required</li> <li>○ If ownership certificate C is completed, Notices 1 and 2 are required</li> <li>○ If ownership certificate D is completed, Notice 2 is required</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Location Plan</b> (Not required for Adverts) All applications must include a location plan which should: <ul style="list-style-type: none"> <li>• Be at a scale of 1:1250 or 1:2500;</li> <li>• Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear</li> <li>• Show the application site outlined in red, which includes all land necessary to carry out the proposed development</li> <li>• Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.</li> </ul>	<input type="checkbox"/>
<b>Site Plan</b> (Only required if operational development is taking place) All applications must be submitted with a site plan (sometimes called a block plan) which should: <ul style="list-style-type: none"> <li>• Be at a scale of 1:500 or 1:200; and</li> </ul>	<input type="checkbox"/>

<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Application for Listed Building Consent for alterations, extension or demolition of a Listed Building Form</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries.</li> <li>The site plan should also include the following, unless these would not influence or be affected by the proposed development:</li> <li>All buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>All public rights of way crossing or adjoining the site;</li> <li>The position of all trees on the site and those on adjacent land;</li> <li>The extent and type of any hard surfacing; and</li> <li>The type and height of any boundary treatment including walls or fencing where proposed.</li> </ul>	
<p><b>Design and Access Statement</b></p> <ul style="list-style-type: none"> <li>All applications for major development (defined as 10 or more dwellings or provision of a building(s) where the floor space to be created is over 1,000 square metres or where the site is 1 hectare or more)</li> <li>Applications for one or more dwellinghouses in a Conservation Area</li> <li>Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</li> <li>All Listed Building Consent applications</li> </ul> <p>This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining operations, for a material change of use, or for waste development.</p> <p>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	<input type="checkbox"/>

**Local Application Requirements**

<p><b>Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application</b></p> <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format)</p> <ul style="list-style-type: none"> <li>• Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings</li> <li>• Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type</li> <li>• Landscaping if required - Plans showing details of the proposed landscaping scheme</li> <li>• Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development</li> <li>• Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level</li> <li>• Cross-section – for advertisement applications clearly showing method of illumination</li> </ul>	<input type="checkbox"/>
<p><b>Archaeological Assessment</b></p> <ul style="list-style-type: none"> <li>• When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement)</li> </ul>	<input type="checkbox"/>
<p><b>CIL Additional Information Requirement Form</b></p> <ul style="list-style-type: none"> <li>• All planning applications creating over 100sqm of new floorspace, 100sqm of change of use floorspace or a new dwelling, including prior approvals under permitted development.</li> </ul>	<input type="checkbox"/>
<p><b>Daylight/ Sunlight Assessment</b></p> <ul style="list-style-type: none"> <li>• Any application where there is potential adverse impact upon the current levels of sunlight/daylight within the habitable rooms of adjacent residential buildings and those of the proposed building(s)</li> </ul>	<input type="checkbox"/>
<p><b>Fire Assessment</b></p> <ul style="list-style-type: none"> <li>• Applications involving the provision of one or more relevant buildings, or; The development of an existing relevant building or; Development within the curtilage of a relevant building. Includes change of use applications. Exemptions apply.  <a href="#">Fire safety and high-rise residential buildings</a></li> </ul>	<input type="checkbox"/>
<p><b>Heritage Statement</b></p> <ul style="list-style-type: none"> <li>• All Listed Building Consents and Planning Applications where the development affects a designated heritage asset (listed building, registered park or conservation area), or non-designated heritage asset (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement).</li> </ul>	<input type="checkbox"/>

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<p><b>Photographs and Photomontages</b></p> <ul style="list-style-type: none"> <li>• Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of existing landmarks and/ or focal points.</li> </ul>	<input type="checkbox"/>
<p><b>Places of Worship and faith related community uses</b></p> <ul style="list-style-type: none"> <li>• For applications for the above, specific information is required as set out in the latest local validation criteria.</li> </ul>	<input type="checkbox"/>
<p><b>Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity)</b></p> <ul style="list-style-type: none"> <li>• All developments creating new dwellings including changes of use and conversions.</li> </ul>	<input type="checkbox"/>
<p><b>Structural Survey</b></p> <ul style="list-style-type: none"> <li>• A structural survey will be required, but not limited to the following :             <ol style="list-style-type: none"> <li>i) The demolition of a listed building(s),</li> <li>ii) The conversion of a listed building(s)</li> <li>iii) conversion of rural buildings</li> </ol> </li> </ul>	<input type="checkbox"/>

**Equalities Monitoring Form**

- It would help us if you could complete our [Equalities Monitoring form](#) so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion.

