

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.

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

Application Form <ul style="list-style-type: none"> • Application for Listed Building Consent for alterations, extension or demolition of a Listed Building Form 	<input type="checkbox"/>
Certificates <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate) <ul style="list-style-type: none"> ○ If ownership certificate B is completed, Notice 1 is required ○ If ownership certificate C is completed, Notices 1 and 2 are required ○ If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>
Location Plan (Not required for Adverts) <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North 	<input type="checkbox"/>
Site Plan (Only required if operational development is taking place) <ul style="list-style-type: none"> • At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) • Show the direction of North • Show the development in relation to adjoining properties 	<input type="checkbox"/>

<p>Design and Access Statement</p> <p>Required only for</p> <ul style="list-style-type: none"> • All Listed Buildings Consent Applications • Where the provision of one or more dwelling houses is in a conservation area • Development which is major development (10 or more dwellings) or where the floor space to be built is 1,000 square metres or more or where the site area is 1 hectare or more • The provision of a building or buildings where the floor space created by the development is 100 square metres or more within a conservation area. <p>Further information can be obtained here - See Design and Access Guidance Note</p>	<input type="checkbox"/>
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Local Application Requirements

<p>Plans and Drawings</p> <ul style="list-style-type: none"> • On paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan <p>Advertisement</p> <ul style="list-style-type: none"> • Elevational Plans showing the location, size, position, wording size and style, method of illumination if relevant (e.g. If stated to be spotlights, details of the type and number of spotlights will be required) of the sign(s) – remember for projecting signs we need side elevations showing projection of the sign • Siting - The position of the signs should be shown on the 1:500 - 1:200 site plan • Cross Section plans - showing details of illumination – if relevant <p>Works to a listed building</p> <ul style="list-style-type: none"> • Existing and proposed Elevational plans • Existing and proposed floor plans • Detailed plans showing the extent of the demolition • Detailed plans showing the existing and proposed alterations 	<input type="checkbox"/>
<p>Archaeological Assessment</p> <ul style="list-style-type: none"> • 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) 	<input type="checkbox"/>
<p>CIL Additional Information Requirement Form</p> <ul style="list-style-type: none"> • All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace 	<input type="checkbox"/>

<p>Heritage Statement</p> <ul style="list-style-type: none"> Required for all Listed Building Applications 	
<p>Photographs and Photomontages</p> <ul style="list-style-type: none"> Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building and all telecommunication mast applications. 	<input type="checkbox"/>
<p>Structural Survey</p> <ul style="list-style-type: none"> A structural survey will be required if, i) The demolition of a listed building(s), or ii) The conversion of a listed building (iii) The conversion of rural buildings 	<input type="checkbox"/>

Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
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