

Application for Full Planning Permission and Listed Building Consent 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

Application Form <ul style="list-style-type: none"> • Application for Full Planning Permission and Listed Building Consent 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"/>
Application Fee <ul style="list-style-type: none"> • You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
Location Plan All applications must include a location plan which should: <ul style="list-style-type: none"> • Be at a scale of 1:1250 or 1:2500; • 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 • Show the application site outlined in red, which includes all land necessary to carry out the proposed development 	<input type="checkbox"/>

<p>Application Form</p> <ul style="list-style-type: none"> Application for Full Planning Permission and Listed Building Consent alterations, extension or demolition of a Listed Building form 	<input type="checkbox"/>
<ul style="list-style-type: none"> Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. 	
<p>Site Plan (Only required if operational development is taking place) All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> Be at a scale of 1:500 or 1:200; and 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. The site plan should also include the following, unless these would not influence or be affected by the proposed development: All buildings, roads and footpaths on land adjoining the site including access arrangements; All public rights of way crossing or adjoining the site; The position of all trees on the site and those on adjacent land; The extent and type of any hard surfacing; and The type and height of any boundary treatment including walls or fencing where proposed. 	<input type="checkbox"/>
<p>Design and Access Statement</p> <ul style="list-style-type: none"> 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) Applications for one or more dwellinghouses in a Conservation Area 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 All Listed Building Consent applications <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 - See Design and Access Guidance Note</p>	<input type="checkbox"/>
<p>Environmental Statement</p> <p>Some applications for major development may require an Environmental Statement. You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application.</p> <p>If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain.</p> <p>Further Advice Planning Practice Guidance on Environmental Impact Assessment: https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects.</p>	

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<p>This is a specialised area of planning and you may need to seek your own professional advice.</p>	

Local Application Requirements

<p>Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application</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"> Elevations if required - Preferably 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. Full elevations showing all sides of the development even if they do not contain windows/door openings Internal Layouts - Preferably 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. Plans showing the proposed internal layout of each unit type Landscaping if required - Plans showing details of the proposed landscaping scheme Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development 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 Cross-section – for advertisement applications clearly showing method of illumination <p>All applications for major development</p> <ul style="list-style-type: none"> Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats: <ul style="list-style-type: none"> .max (3D Studio Max) .FBX (Exported from AutoCad, Revit) .Skp (Sketchup) 	<input type="checkbox"/>
<p>Aerodrome Safeguarding Assessment</p> <p>Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p>	<input type="checkbox"/>

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<p>Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.</p>	
<p>Affordable Housing Statement When 15 or more dwellings are proposed.</p>	<input type="checkbox"/>
<p>Air Quality Assessment</p> <ul style="list-style-type: none"> • For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK). • Where the development requires a Transport Assessment. • Where any development falls within the Birmingham Clean Air Zone or within a 60m buffer of the Birmingham Clean Air Zone (See Appendix 1) • Where development requires an EIA. <p>Any schemes which include industrial processes that require an environmental permit for releases to air under the Pollution Prevention and Control Act 1999 or include discharge stacks that may result in adverse impacts on local air quality.</p>	<input type="checkbox"/>

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<p>Archaeological Assessment</p> <p>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).</p>	<input type="checkbox"/>
<p>Biodiversity and Geological Survey and Report</p> <p>Applications in or adjacent to designated sites of national or local importance (Site of Special Scientific Interest [SSSI], National Nature Reserve [NNR], Local Nature Reserve [LNR], Site of Importance for Nature Conservation [SINC] or Site of Local Importance for Nature Conservation [SLINC]), or Potential Sites of Importance (PSI) or other sites which support important habitats or important geological features.</p> <p>Further information is provided in Part 1 of the Council's Local Requirements for biodiversity and geological conservation.</p>	<input type="checkbox"/>

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<p>Developments which have the potential to affect protected species and other important species. Further information is provided in Part 2 of the Council's Local Requirements for biodiversity and geological conservation.</p>	
<p>CIL Additional Information Requirement Form All planning applications for a new dwelling, or creating over 100sqm of new floorspace, or 100sqm of change of use floorspace</p>	<input type="checkbox"/>
<p>Coal Mining Risk Assessment Full applications (excluding change of use), outline applications and applications for the winning or working of minerals will require a Coal Mining Risk Assessment if they fall within a Coal Mining Referral Area</p>	<input type="checkbox"/>
<p>Daylight/ Sunlight Assessment 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)</p>	<input type="checkbox"/>

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<p>Energy Statement</p> <p>All planning applications for major development.</p>	<input type="checkbox"/>
<p>Financial Viability Assessment</p> <p>Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues.</p>	<input type="checkbox"/>
<p>Fire Assessment</p> <p>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.</p> <p>Fire safety and high-rise residential buildings</p>	<input type="checkbox"/>
<p>Flood Risk Assessment</p> <p>A site specific flood risk assessment will be required for all new development (including minor development and change of use) in:</p> <ul style="list-style-type: none"> • flood zones 2 and 3; or 	<input type="checkbox"/>

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<ul style="list-style-type: none"> • flood zone 1 that are: <ul style="list-style-type: none"> 1 hectare or greater or in areas of critical drainage (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment Agency The Birmingham Level 1 Strategic Food Risk Assessment defines these critical areas as <ul style="list-style-type: none"> ○ Any development proposals at risk of surface water flooding (as defined by the 'locally agreed surface water information') ○ Any development proposals within 250m of an historic flooding location ○ Any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan 	<input type="checkbox"/>
<p>Flues & Ventilation extraction details</p> <p>All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.</p>	<input type="checkbox"/>
<p>Health Impact Statement</p> <p>All planning applications requiring an EIA.</p>	<input type="checkbox"/>

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<p>Heritage Statement</p> <p>All Planning Applications where the development affects a designated heritage asset (listed building, registered park or conservation area). Also applied to non-designated heritage assets (other than a heritage assets of archaeological interest) or their settings (regardless of the need for a Design and Access Statement)</p>	<input type="checkbox"/>
<p>Land Contamination Assessment</p> <p>All developments vulnerable to the effects of contamination (residential housing, schools and preschool nurseries) or where the site is known, or suspected to, have been contaminated.</p>	<input type="checkbox"/>
<p>Landscaping Scheme</p> <p>All, major applications, including outline proposals, that include any external space must be accompanied by a landscape strategy plan and a written landscape statement detailing the design approach proposed".</p>	<input type="checkbox"/>
<p>Lawful Development Certificate</p>	<input type="checkbox"/>

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<p>Lawful Development Certificates provide for the grant of a certificate only for lawfulness of development carried out, or proposed, in accordance with the planning legislation.</p>	
<p>Lighting Assessment Proposals for external lighting including floodlighting and lighting in connection with a publicly accessible development or proposals in the vicinity of a residential property, listed building, conservation area, a site of nature conservation value (SSSI, LNR, SINC, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.</p>	<input type="checkbox"/>
<p>Loss Of Industrial Land statement All planning applications, which include employment uses and developments which would result in the loss of employment floor space.</p>	<input type="checkbox"/>
<p>Mineral Deposits Investigation Planning applications for sites over 5ha.</p>	<input type="checkbox"/>
<p>Noise Impact Assessment and Sound Insulation Details</p>	<input type="checkbox"/>

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<p>Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments.</p> <p>The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:</p> <ol style="list-style-type: none"> (i) change of use to A3, A4, A5 (ii) conversion of buildings to residential use (iii) new residential development sited on classified roads (iv) new residential development nearby to licensed premises (v) new commercial development within Use Classes B2 or B8 adjacent to existing residential development (vi) any application for an entertainment and licensed premise <p>Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.</p>	
<p>Open Space / Playing Fields / Sports and Physical Facilities Assessment</p>	<input type="checkbox"/>

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<p>Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.</p>	
<p>Parking Management Plan / Strategy All applications where parking is proposed</p>	<input type="checkbox"/>
<p>Photographs & Photomontages Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of major landmarks.</p>	<input type="checkbox"/>
<p>Places of Worship and faith related community uses For applications for the above, specific information is required as set out in the latest local validation criteria.</p>	<input type="checkbox"/>
<p>Planning Obligations / Draft Heads Of Terms Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.</p>	<input type="checkbox"/>

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<p>Planning Statement including Statement of Community Involvement</p> <p>All major applications, major change of use applications or listed building applications.</p>	<input type="checkbox"/>
<p>Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity)</p> <p>All developments creating new dwellings including changes of use and conversions.</p>	<input type="checkbox"/>
<p>Retail Impact Assessment – Sequential Test</p> <p>An impact assessment is required for retail, leisure and office development proposals greater than 2,500sqm which are outside of the hierarchy of centres identified in the BDP and not in accordance with the Local Plan.</p> <p>A sequential test is required where main town centre uses are proposed not in an existing centre and not in accordance with an up to date Local Plan.</p>	<input type="checkbox"/>
<p>Site Waste Strategy</p> <p>Applications for sites over 5ha.</p>	<input type="checkbox"/>

<p>Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application</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"> • Elevations if required - Preferably 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. Full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts - Preferably 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. Plans showing the proposed internal layout of each unit type • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development • 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 • Cross-section – for advertisement applications clearly showing method of illumination <p>All applications for major development</p> <ul style="list-style-type: none"> • Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats: <ul style="list-style-type: none"> ○ .max (3D Studio Max) ○ .FBX (Exported from AutoCad, Revit) ○ .Skp (Sketchup) 	<input type="checkbox"/>
<p>Structural Survey</p> <p>A structural survey will be required, but not limited to the following:</p> <ol style="list-style-type: none"> i) The demolition of a listed building(s), ii) The conversion of a listed building(s) iii) Conversion of rural buildings 	<input type="checkbox"/>
<p>Student Accommodation Statement</p> <p>All planning applications for off campus student accommodation and any conversions and changes of use of former institutional uses or other large properties in excess of 1,000sqm to student accommodation.</p>	<input type="checkbox"/>
<p>Sustainable Construction Statement</p> <p>All planning applications for major development.</p>	<input type="checkbox"/>
<p>Sustainable Drainage Assessment / Sustainable Drainage Operation and Maintenance Plan</p> <p>All planning applications for major development.</p>	<input type="checkbox"/>
<p>Tall Buildings Report</p>	<input type="checkbox"/>

<p>Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application</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"> • Elevations if required - Preferably 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. Full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts - Preferably 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. Plans showing the proposed internal layout of each unit type • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development • 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 • Cross-section – for advertisement applications clearly showing method of illumination <p>All applications for major development</p> <ul style="list-style-type: none"> • Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats: <ul style="list-style-type: none"> ○ .max (3D Studio Max) ○ .FBX (Exported from AutoCad, Revit) ○ .Skp (Sketchup) 	<input type="checkbox"/>
<p>Any building over 15 storeys high.</p>	
<p>Telecommunications Information For all prior approval and full planning applications for telecommunications and mobile phone masts.</p>	<input type="checkbox"/>
<p>Transport Assessment and Statements (including Travel Plans) All major applications. All development which generates significant amounts of transport movement.</p>	<input type="checkbox"/>
<p>Tree Survey/Arboricultural Statement All planning applications where the application involves works that may affect any trees on or adjacent to the site.</p>	<input type="checkbox"/>
<p>Works to Trees – Specification of Works and Photographic Evidence Where works are required to a protected tree (Tree Preservation Order or tree in Conservation Area) and are not included in a planning application.</p>	

Monitoring

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.