

Application for a Lawful Development Certificate for a proposed works to 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.

Download a copy of the application form here - [Planning Portal](#)

National Application Requirements – Mandatory Information

<p>Application Form</p> <ul style="list-style-type: none"> Application for a Lawful Development Certificate for proposed works to a Listed Building <p>An application for a Certificate of Lawfulness of Proposed Works form should be used to establish whether proposed works to a listed building would be lawful i.e. they would not affect the character of the listed building as a building of special architectural or historic interest and therefore, would not require listed building consent.</p> <p>NB: Applications for Certificates of Lawfulness of Proposed Works cannot be submitted in respect of works which have already been carried out.</p>	<input type="checkbox"/>
<p>Location Plan</p> <ul style="list-style-type: none"> A plan at a scale of 1:1250 – 1:2500 or equivalent identifying the listed building(s) to which the application refers 	<input type="checkbox"/>

Local Application Requirements

<ul style="list-style-type: none"> Detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected The reasons the applicant thinks they are entitled to a Certificate of Lawfulness of Proposed Works i.e. why they think the proposed works do not affect the special architectural or historic interest of the listed building Any other relevant information A statement as to the applicant's interest (ownership, tenancy etc) in the listed building(s) and any interest of any other person Details of listed building grading – if not known, this information can be found in the National Heritage List for England, which is available on English Heritage's website at: (http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/) 	<input type="checkbox"/>
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<p>What you need to prove</p> <p>It is up to you to provide the proper evidence to show that the proposed works do not require listed building consent.</p> <p>If we the local planning authority has evidence, or reasonable grounds to believe, that the applicant's claim is not correct, it may refuse to grant a Certificate of Lawfulness of Proposed Works.</p>	
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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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