

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>Application Fee</p> <p>You must provide the appropriate fee when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid</p> <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
<p>Location Plan</p> <p>All applications must include a location plan which should:</p> <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 Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. 	<input type="checkbox"/>
<p>Site Plan (Only required if operational development is taking place)</p> <p>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: 	<input type="checkbox"/>

<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"/>
<ul style="list-style-type: none"> 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. 	

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/) <p>What you need to prove 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>	<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.

