

**Listed Building Consent Validation Checklist**

All plans should include a scale bar, the scale and the paper size.

We would recommend a maximum print size of any document or drawing not to exceed A1 size.

**Application Form**

When required?	All applications – guidance is available to download on our website
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**Ownership Certificate**

When required?	All applications – completed certificate stating the ownership of the application site
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**Location Plan** – Scale 1:1250 or 1:2500

When required?	All applications
What information is required?	<ul style="list-style-type: none"> <li>• Up to date map with site edged clearly with a red line</li> <li>• The direction of north should be shown</li> <li>• Where practicable at least two road names should be shown</li> <li>• The plan must cover a large enough area to enable the location to be easily found</li> </ul>

**Site Plan** – Scale 1:500 or 1:200

When required?	All applications
What information is required?	The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown together with any boundary walls or fencing proposed as part of the development

**Existing Elevations** – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed.
What information is required?	Drawings that clearly show the existing appearance of the building, with all elevations clearly labelled.

**Proposed Elevations** – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed, when new buildings, such as garages/outbuildings are proposed.
What information is required?	Drawings that clearly show any elevations that would be created or altered by the development; these should include proposed building materials and the style and materials of windows and doors. The drawing also needs to have all elevations clearly labelled.

**Existing and Proposed Floor Plans** – Scale 1:100 or 1:50

When required?	Where alterations and/or extensions to an existing building are proposed.
What information is required?	These should highlight any walls to be demolished and show the uses of any proposed new rooms.

**□ Design and Access Statement**

When required?	All Applications
What information is required?	<p>A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</p>

**□ Heritage Statement**

When required?	All Applications
What information is required?	<p>A Heritage Statement is required, identifying the significance of the heritage asset and impact of proposals in accordance with the advice in NPPF including any archaeological impacts, and listing details of property. This can be included within a design and access statement.</p>

**□ Structural Survey**

When required?	When the proposal involves substantial or complete demolition of a listed building
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