Validation Checklist and Guidance – Listed Building Consent for alterations, extension, or demolition of a Listed Building

This is a checklist of Local and National requirements. You must comply with the requirements of this checklist, failure to do so will result in your scheme being delayed whilst we seek further information or even refused due to lack of information.

Important note regarding the validation of applications for Listed Building Consent.

The Council has a statutory duty to pay special regard to the desirability of preserving or enhancing the character and appearance of Conservation Areas or the avoidance of harm to Listed Buildings, their settings or any features that they possess.

It is a legal requirement that an application for Listed Building consent must include sufficient plans and drawings to identify the building and fully describe the works. If the application does not describe the works sufficiently to understand what is proposed or if the authorities list provides for further surveys or reports which are not provided, validation could be refused. If validation is refused you have a right of appeal

Validation does not mean that the information submitted has been approved or that a decision can be made on the application (determined).

Following validation, we may request further information if we believe that the submitted information is of insufficient quality, incomplete or further questions arise. That additional information will be required so that we can make an informed decision. If sufficient information is not supplied within a specified time period, then your application will be recommended for refusal.

General Notes

- Written metric dimensions are required on drawings
- Do not include electronic links to websites or products on your application drawings.
- The statutory determination period for this type of application is 8 weeks from the date the application is valid
- Please not if you are submitting an advert/full/householder application alongside this one you will need to include the checklist for that application in your submission

The following information must be provided

Failure to provide the information required below will result in your application being invalidated

Item required	When required	Guidance on the standard of information required requirements	Submitted? Y/N
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)	All applications	Must accurately show: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • 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 that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. **Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.**	Y
Design and Access Statement **Please note these documents are for information only and should not contains details of any works not shown on plans submitted.**	All applications	A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. It should: • Explain the design principles and concepts that have been applied to the development. Demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposed use. • Include how you have taken account of (a) the special architectural or historic importance of the building (b) the particular physical features of the building that justify its designation as a listed building AND c) the building's setting.	Y

		• Where an aspect of the design has the potential to affect this adversely, you should explain why this is necessary and what measures have been taken to minimise its impact For further guidance see here https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement. For further details of our Conservation Areas please click here	
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications It is essential that any drawings supplied are accurate	These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property. Please see for examples of acceptable drawings Photographs provide helpful supplementary information but they are not a suitable replacement for drawings.	Y
Existing and proposed windows /door /shop front plans 1:10 scale measured drawings	Required if affected It is essential that any drawings supplied are accurate	Detailed drawings illustrating specific aspects of the design such as works to windows, doors or shopfronts are required these include plans, elevations, and vertical and horizontal sections, and should be to a scale of 1:10 If windows and doors are to be affected they should be numbered on the proposed plans and 1:10 drawings of each of the features should be submitted. A survey undertaken by a joiner, architect or similar professional should be submitted with any application to remove existing windows in order to justify why the works are required.	N/A

Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications It is essential that any drawings supplied are accurate	These must explain the proposal in detail and where existing buildings or walls are to be demolished these should be clearly shown. The drawings should also show details of the existing building as well as those for proposed development, with written dimensions. The proposed alterations need to be understood in the context of the entire floor plan therefore part plans are not acceptable.	Y
Location plan (1:1250 or 1:2500)	All applications	A location plan should be based on an up-to-date map. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It must include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site. Ordnance Survey map extracts are available from Planning Portal or any Ordnance Survey Mapping and Data Centre.	Y
Roof plans as existing and proposed (1:50 or 1:100 scale measured drawings)	All applications except where there are no changes to the existing building(s)	Plan to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.	N/A
Schedule of works and/or specification of repairs	Mainly required for complicated or larger scale proposals including a number of different elements	May take the form of a written schedule or annotations to the proposal drawings	Y

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Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land Or Where the development is within 300mm of the site boundary	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.	N/A
Structural Survey	Usually required for applications involving demolition or conversion / replacement building	When works include significant elements of demolition or rebuilding a structural report by an engineer familiar with heritage assets which identifies defects and proposes remedial works will be required	N/A

Information on drawings-

Application drawings should only specify what works are to be undertaken as part of the application, they should not include works which have been the subject of another planning application. Submitting old drawings which have been obtained as part of a previous application is not useful and these will be rejected. Drawings should be of sufficient quality to be scanned.

Amendments to Listed Building Consents

Listed building consent will only grant authorisation for works detailed in the approved drawings and any subsequent information submitted to meet the requirements of the conditions. Works undertaken outside this scope of works will be considered to be unauthorised and may be liable to enforcement action You are advised to consider carefully the details and practicalities of carrying out the works before submitting a listed building consent application, as any subsequent alterations to the approved scheme may require a new Listed Building Consent application or a formal application to seek a variation to the approved scheme under section 19 of the Planning (Listed Buildings and Conservation areas) Act.

It is a criminal offence to demolish, extend, or alter a listed building in any manner without first obtaining Listed Building Consent. The penalty can be a fine of unlimited amount and/or enforcement action to restore the building. Listing covers any object or structure fixed to the building, or any detached structure within the curtilage of the Listed Building. Listing also applies to interior as well as the exterior of Listed Buildings, regardless of the grade.