

## Planning Application Validation Checklist

### **LISTED BUILDING CONSENT FOR ALTERATIONS, EXTENSION OR DEMOLITION OF A LISTED BUILDING**

**The following plans with drawing no/s must be submitted:**

1no. copies of completed forms (unless submitted electronically) signed and dated, with all the relevant parts correctly filled in.

1no. copies (unless submitted electronically) of up to date (if possible) location plans e.g. 1:1250 or 1:2500 identified scale and showing the direction of North with the application site outlined in red.

Copies of other plans and drawings or information necessary to describe the subject of the application including: -

1no. copies (unless submitted electronically) of Block plans, (e.g. at a scale 1:200, 1:500 (or 1:1250 depending on extent of site area) scale showing any site boundaries existing and proposed site layout.

1no. copies (unless submitted electronically) of Floor plans, (e.g. at a scale 1:50 or 1:100) showing existing and proposed floor plans.

1no. copies (unless submitted electronically) of elevation Drawings (e.g. at a scale 1:50 or 1:100) showing existing and proposed elevations.

1no. copies (unless submitted electronically) of Site Sections and finished floor and site levels (e.g. at a scale 1:50 or 1:100).

1no. copies (unless submitted electronically) of Roof plans (e.g. at a scale 1:50 or 1:100)

1no. copies (unless submitted electronically) of plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details

1:2 plan showing vertical sections of doors, windows and shopfronts, including reveals, cills, heads and of, cornices, dado rails, skirtings, stall risers, fascias, brackets, corbels, cornices and pilasters.

1:5 for design of verges & eaves, chimneys, dormers & quoins

**(These details will only be required if they will be effected by the proposal)**

1no. Assessment of Significance Statement

Completed Ownership Certificate (A, B, C or D as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

**In addition, to ensure unnecessary delay in the consideration of your proposals, the following information MAY be required. Failure to provide this information may result in your application being refused:**

- Biodiversity Survey and Report
  - Statement of Justification
  - Impact Assessment and Mitigation
  - Historic Landscape Assessment
  - Photographs/Photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
  - Planning Statement
  - Structural Report
  - Tree survey/Arboricultural implications
  
  - Details of any pre-application advice sought from a Planning Officer, please indicate dates of correspondence or discussion with a named officer :
- 

Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

**Please return this checklist with your application.**