

Local List – Validation of Planning and other Applications
Annex G
Application for Listed Building Consent for Alterations, Extension or
Demolition of a Listed Building

Form

1.0 One original plus three copies of the Standard Application Form are required.

Certificate and Declaration

1.1 One of the ownership certificates must be completed – it must be signed by the applicant or the agent (if one has been employed), and it must be dated.

1.2 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

2.0 No fee is required.

Plans and Drawings

3.0 Four copies of the following plans and drawings are required (as necessary):

3.1 *In all cases* – a **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:

- the application site area outlined in red (this should 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);
- any other land in the same ownership / control close to or adjoining the application site outlined in blue;
- the surrounding roads, paths, buildings and structures;
- which way is north and the scale used.

3.2 *If the proposal will alter an existing building/structure footprint, or create a new building/structure footprint* – a **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:

- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
- any existing or proposed vehicle parking spaces / areas;

- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- detailed landscape proposals including the extent and type of any hard surfacing;
- the location of any existing or proposed drainage;
- which way is north; and
- the scale used.

3.3 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
- the name of each of the rooms or areas;
- details of the existing and proposed drainage;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed floor plans; and
- the scale used.

3.4 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
- ground level;
- existing and proposed floor levels;
- where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed elevation drawings; and
- the scale used.

3.5 *If the proposal will create, alter or add to a building – **Section Drawings** to a scale of 1:50 or 1:100 showing cross section(s) through the **existing** (if any) and **proposed** building and remainder of the site relating these to adjoining ground levels. These also should include roof structure and floor and ceiling details; and the scale used.*

3.6 **Roof Plans** to a scale of 1:50 or 1:100 showing the **existing** and **proposed** layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.).

3.7 **Section Drawings** at a scale of 1:10 or 1:25 showing joinery details, profiles and sections for replacement doors and windows.

3.8 **Photographs** of visible internal and external features (where alterations are proposed).

Supporting Information

4.1 **Listed Building Appraisal** (local plan policies ENV16 and ENV17): if the proposal affects a listed building, four copies of a listed building appraisal must be provided

before the application is registered (unless the proposal is for minor works). This appraisal should include:

- a schedule of works to the listed building(s);
- an analysis of the significance of archaeology, history and character of the building/structure;
- the principles of and justification for the proposed works and their impact on the special character of any listed building or structure, its setting and the setting of any adjacent listed building.

The scope and degree of detail necessary in the appraisal will vary according to particular circumstances of each application. Applicants and agents are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in *Planning Policy Guidance Note 15: Planning and the Historic Environment* and *Planning Policy Guidance Note 16: Archaeology and Planning*.