

APPLICATIONS FOR LISTED BUILDING CONSENT

VALIDATION CHECKLIST February 2016

Applications for listed building consent should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, 2 copies (1 original and 1 copy) will be required.

If samples of materials are submitted, one sample of each material will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List of Requirements

| Information Item | Notes |
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| 1. Completed application form | NA |
| 2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue. | NA |
| 3. The 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. | Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. |
| 4. Design and Access Statement | Many listed building applications must be accompanied by a Design and Access Statement. Information on when a Design & Access Statement is required is set out in the guidance note Design and Access Statement . |

Local List Requirements

The information required may include any of the following. You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.

| Information Item | Policy Driver | Types of application | When or what information is required |
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| Plans and drawings including: <ul style="list-style-type: none"> • Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200) | CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies. | All applications. | Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. |
| Plans and drawings including: <ul style="list-style-type: none"> • Existing and proposed elevations (e.g. at a scale of 1:50, 1:100 or 1:200) • Existing and proposed sections and finished floor and site levels (e.g. at a scale of 1:50, 1:100 or 1:200) | CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies. | All applications involving building work, alterations to buildings or open space or display of advertisements Approval of details reserved by a condition. | Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship to neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used. |
| Access Statement | London Plan Policy 7.2 Local Plan policy CS10 | Applications involving alterations to building entrances and open spaces, changes of levels and changes of use. | Not required if a Design and Access Statement is submitted. It should deal with the access aspects normally covered in a Design & Access statement. |

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| Heritage Assets - Listed Buildings | NPPF London Plan Policy 7.8 LVMF Local Plan policy CS12 | Listed Building Consent. | A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept. The assessment of significance and impact should be set out in the Design & Access Statement where one is required. |
| Heritage Assets – Archaeological remains and Scheduled Ancient Monuments | NPPF London Plan Policy 7.8 Local Plan policy CS12 | Applications listed building consent or removal or variation of a condition. | See above under Heritage Assets. The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation. |
| Photographs/Verified rendered montages | LVMF Local Plan policies CS10, CS13, CS13, CS14 | Listed Building Consent and removal or variation of a condition. | Should be provided where necessary to support the application. Required in support of proposals would involve the demolition of an existing building or affect the settings of listed buildings. |
| Planning Statement / Supporting Information | NPPF | All applications. | Provision of a planning statement is optional. |