

**Listed Building Consent Application Validation Checklist**

## February 2023

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## Introduction

You will need to apply for listed building consent if either of the following cases apply:

You want to demolish a listed building (check with your local planning authority about other procedures which must be followed).

You want to alter or extend a listed building in a manner which would affect its character as a building of special architectural or historic interest.

You may also need listed building consent for any works to separate buildings within the grounds of a listed building.

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| --- | --- |
| **National Requirements** | **Policy / Drivers** |
| **Completed, signed and dated application form** | - [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |
| Ownership Certificate (A, B, C, D as applicable)  For this purpose, an owner is anyone with a freehold interest where the unexpired term is not less than 7 years. | [Article 13 & 14 of The Town and Country Planning Development Management Procedure gland) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/13/made) |
| Agricultural Holdings Certificate | * [Article 13 & 14 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/13/made) |
| **Location Plan**  A plan which:  • identifies the land to which the application relates  • is drawn to an identified scale  • shows the direction of North  • identifies sufficient roads / buildings to ensure the exact location is clear  • shows all the land necessary to carry out the development  • site outlined in red with a blueline around any other land owned by the applicant which is close to or adjoining the application site; based on an up-to date map. This should be at a scale of 1:1250 or 1:2500  • should wherever possible show at least two named roads and surrounding buildings.  • the properties shown should be numbered or named to ensure that the exact location of the application site is clear.  • It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings | * [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |
| **National Requirements** | **Policy / Drivers** |
| **Proposed Site Plan (Block Plan)**  A Site Plan showing  **•** The direction of North;  • At a scale of 1:200 or 1:500  • The development in relation to the application site boundaries and existing buildings on the site;  **•** All buildings, roads and footpaths on land adjoining the site,  • The position of all trees on the site, and those on adjacent land (where affected by the proposal);  • Boundary treatment including walls / fencing where proposed. | - [Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/7/made) |
| **Design and Access Statement**  Applications for one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a conservation area | - [Article 9 of the Town and Country Planning (Development Management Procedure (England) (Order) 2015](http://www.legislation.gov.uk/uksi/2015/595/article/9/made) |

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| --- | --- | --- |
| **Local requirements**  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Requirements** | **Requirement** | **Guidance** |
| **Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)** | Required for all applications that involve Building Works | Existing and proposed drawings of all sides of the exterior of the building. Plans must:   * be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications; * be included for all elevations, including blank elevations, except for householder applications (or applications for works to an individual flat) where a statement confirming that they will remain unchanged will be required; * show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building and not just the flat in question); * show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings |
| **Existing and Proposed Floor & Roof Plans (at a scale of 1:50, 1:100 or 1:200)** | All applications. | Plans must:  • be at 1:50 or 1:100;  • show details of the existing buildings;  • show the proposed building including each floor and the roof;  • be included for all floors, including floors where there are no changes proposed, except for householder applications (or applications for works to an individual flat or joint applications for development which if submitted individually would be householder applications) where a statement confirming that they will remain unchanged will be required;  • show the site boundary and the outline of any existing neighbouring buildings;  • show any existing buildings or walls which are to be demolished  • show cycle parking arrangements (including annotation stating the number of cycle stands)  • show internal storage and proposed refuse storage facilities.  Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (GIA). |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Existing and Proposed Sections** | Proposals for new and altered buildings and/or  changes in ground levels | Required for all applications that involve the creation of new or changes to the floor plans of a property (including roof level), where a proposal involves changes to ground levels or for any application on a sloping site.  Plans Must:   * be at 1:50 or 1:100; * show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site; * show the proposals in relation to neighbouring buildings; * section through a building should include all floors, including the basement, loft space and roof, along with any terraces\*.   In the case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.  For major applications, plans at 1:10 must be provided to show typical window sections, entrances and balconies. Further detailed guidance on requirements can be found under ‘Materials’. |
| **Other Plans** | Other Plans | Other Plans (at a scale of not less than 1:20) showing all new windows, doors, shop fronts, panelling, fireplaces, plaster moulding and other decorative detail. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Air Quality Impact Assessment** | Proposals introducing residential use (or other sensitive uses) within areas of particularly significant air quality, including Air Quality Management Areas (AQMAs) and other applications likely to have impact on road traffic; applications where the grant of planning permission would conflict with, or render unworkable, elements of the Council’s Air Quality Action Plan/ Air Quality Strategy. | Please see our Full Local Validation List for detailed guidance. |
| **Archaeological desk-based assessment** | Proposals within Archaeological Priority Areas likely to affect important archaeological remains.  Proposals that involve any form of excavation or piling within an Archaeological Priority Area. | Please see our Full Local Validation List for detailed guidance. |
| **Basement Impact Assessment** | All applications which propose a basement | Please see our Full Local Validation List for detailed guidance. |
| **Biodiversity survey / report** | Proposals on sites within or adjacent to a Site of Importance for Nature Conservation, or which may have impacts on biodiversity or protected species  All major applications for residential development | Please see our Full Local Validation List for detailed guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **CIL – Additional Information Requirement Form** | Proposals including new buildings or extensions which involve the creation of 100 square metres or more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100 square metres) | Please see our Full Local Validation List for detailed guidance. |
| **Details of materials** | All developments involving building work | Details of materials should be stated including make/ model/  serial number/ colour, they should be detailed on plans  separate to the Design and Access Statement.  Please see our Full Local Validation List for detailed  guidance. |
| **Fire Statement/Planning Fire Safety Strategy/Reasonable Exception statement** | All Major applications  Householders & Non-major development | All major development proposals must be submitted with a Fire Statement, which is an independent fire strategy, produced by a third party suitably qualified assessor.  Non-major developments must submit a Planning Fire Safety Strategy (PFSS) or a Reasonable Exception Statement, if it is considered that parts or all of policy D12A of the London Plan are not relevant.  Please see our Full Local Validation List for detailed guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Flood Risk Assessment** | Developments:  In flood zone 2 or 3 including minor development and change of use  More than 1 hectare (ha) in flood zone 1  Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)  In an area within flood zone 1 which has critical drainage problems as notified by the Environment | Please see our Full Local Validation List for detailed  guidance. |
| **Heritage Statement**  *Note: Scope and*  *degree of detail necessary will vary according to the particular*  *circumstances of each application. Applicants are advised to discuss proposals through the pre- application process.* | All applications within or affecting conservation areas, listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications. | Please see our Full Local Validation List for detailed  guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Land Contamination Assessment** | Any application on or adjacent to potentially contaminated land  Any application for a particularly sensitive use such as a nursery, school or housing likely to be used by families with children. | Please see our Full Local Validation List for detailed  guidance. |
| **Landscaping scheme** | Major developments  Minor developments which contain a significant element of landscaping or that result in a loss of private open space  Applications for front garden hardstanding and  basements which extend beyond the footprint of a  building. | Please see our Full Local Validation List for detailed guidance. |
| **Photographs and CGIs** | All major applications  Development affecting a heritage asset or its setting; demolition of an existing building | Please see our Full Local Validation List for detailed guidance. |
| **Local Requirements** | **Requirement** | **Guidance** |
| **Site Waste Management Plan (see also Delivery and Servicing Plan)** | Major developments where demolition, excavation and/or substantial site clearance is necessary | Please see our Full Local Validation List for detailed guidance. |
| **Structural Survey** | Applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site. | Please see our Full Local Validation List for detailed guidance. |
| **Tree Survey/Arboricultural implications** | All applications where there are trees within the application site, or on land adjacent to trees that would influence or be affected by the development (including street trees). | Please see our Full Local Validation List for detailed guidance. |