**Listed Building Consent Application Validation Checklist**

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| **DOCUMENTATION REQUIREMENTS** |
| All applications should preferably be submitted via the Planning Portal. Alternatively, to assist with the application process it would help if all forms, plans and documents relevant to the application were submitted by email to [planningvalidation@walthamforest.gov.uk](mailto:planningvalidation@walthamforest.gov.uk). On occasion if required we may request hard copies of drawings to be submitted. |
| Maximum file size is 5MB.  Any file greater should be divided into parts and suitably named. Alternatively any large file documents can be sent via WeTransfer |
| **Drawing Confirmation**  All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0- 5 metres. |

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| **NATIONAL REQUIREMENTS** |
| The London Borough of Waltham Forest requires an original plus one (1) copy of all plans forms and documents are required where the application is not submitted via Planning Portal. |
| **Completed Application Form** |
| **Ownership Certificate (A, B, C or D – as applicable)** |
| **Agricultural Holdings Certificate** |
| **Location Plan** |
| **Design and Access Statement** |

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| **LOCAL REQUIREMENTS**  The following information is also required with applications. | |
|  | **Notes** |
| **Existing and Proposed Elevations** (at a 1:50 or 1:100 scale) | Required |
| **Existing and Proposed Floor Plans including roof plans** (at a 1:50 or 1:100 scale) | Required |
| **Existing and Proposed Sections** (at a 1:50 or 1:100 scale) | Required |
| **Other Plans** (at a scale of not less than 1:20) showing all new windows, doors, shop fronts, panelling, fire places, plaster moulding and other decorative detail. | Required |
| **Archaeological desk based assessment** | Required for:   * 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. |
| **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. |
| **Basement Impact Assessment** | Required for all applications which includes a basement. |
| **Biodiversity Survey and Report** | Required if proposal is likely to have an impact on wildlife and/ or biodiversity and for development on or adjacent to Sites of Importance for Nature Conservation and Sites of Special Scientific Interest (SSSI) or which may have impacts on biodiversity or protected species |
| **Community Infrastructure Levy Additional Information Form (CIL)** | Required for all 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). |
| **Heritage Statement (Listed Buildings and/ or Conservation Area Appraisal)** | Required for all applications within or affecting conservation areas, listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications. |
| **Land Contamination Assessment** | Required for:   * 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. |
| **Landscaping Scheme** | Required for:   * All 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. |
| **Details of materials** | Required for all developments involving building work. |
| **Photographs and Photomontages** | Required for:   * All major applications * Development affecting a heritage asset or its setting; demolition of an existing building * Certificates of lawfulness. |
| **Site Waste Management Plan** | Required for major developments where demolition, excavation and/or substantial site clearance is necessary |
| **Structural Survey** | Required for any application involving substantial or full demolition or affecting the structural integrity (including the introduction of basements) of a Listed Building, building within a Conservation Area or an identified Heritage |
| **Tree Survey / Arboricultural Implications** | Required for 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). |

**Submitting an application via the Planning Portal or by email**

It is recommended that Listed Building applications are submitted using the Planning Portal and the following requirements met:

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| **File Type**   * All drawings should be attached as **.pdf (Adobe Acrobat)** files. * Other files types that will be accepted are .jpg, .doc and .xls files only. * All files should be clearly labelled / named referencing the drawings they contain. |
| **File Size**   * The maximum size of any single attachment must be no more than 5MB. * All drawings submitted electronically must be A3 or smaller. |
| **Electronic Plan Information Requirements**  All drawings must include the following information:   * The print (paper) size; * The relevant scale at that print size (e.g.: 1:50, 1:100), * A scale bar showing the length of one metre and five metres, * Key dimensions. |

**Questions**

Please refer to the Local Validation Requirements for planning applications