

Application for Certificate of Lawfulness of Proposed Works to a Listed Building

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed application form which should be signed and dated	<input type="checkbox"/>	
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area showing the direction of North. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
Statement setting out the applicant's interest in the Listed Building or buildings, the name and address of any other person known to the applicant to have an interest in the Listed Building or buildings and whether any such other person has been notified of the application.	<input type="checkbox"/>	
Statement/Evidence explaining why the proposed works would not affect the character of the Listed Building or buildings as a building or buildings of special architectural or historic interest. Any evidence verifying the information included in the application.	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL REQUIREMENTS FOR ALL APPLICATIONS

	YES	N/A
Block/Site Plan (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
Existing Floor Plans (at scale 1:50/1:100) where the application relates to extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Existing Elevations (at scale 1:50/1:100) where the application relates to an extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Floor Plans (at scale 1:50/1:100) where the application relates to extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Elevations (at scale 1:50/1:100) where the application relates to alterations and/or extensions to an existing building. When new buildings, such as garages are proposed	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Roof Plans (at scale 1:50/1:100) where the application relates to an alteration to the roof and the alteration cannot be accurately shown on elevation plans	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site		
Existing and proposed site sections (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Planning Statement - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<p>Heritage and Archaeology Statement - for all applications for Listed Building Consent and applications affecting a setting of a Listed Building. Planning applications that include demolition of buildings within a Conservation Area. All applications for development other than change of use in areas that are within or adjacent to sites of archaeological interest. Historic Environment Record searches will be required for all applications involving any below ground activity to a boundary/adjacent to a Listed Building, Scheduled Ancient Monument or a historic church or churchyard. New residential development within Red Archaeological Notification area for one or more units. New residential development within Amber Notification Area for 5 or more units. New residential development for 10 or more units. Non-residential schemes within an Archaeological Notification area where the site is over 5ha.</p>	<input type="checkbox"/>	<input type="checkbox"/>

NB The onus lies with the applicant to supply sufficient and precise information and evidence to enable the Council to determine the application.