

Application for Listed Building Consent

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"/>	
Completed Ownership Certificate and Agricultural Land Declaration The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> If ownership certificate B is completed, Notice 1 is required If ownership certificate C is completed, Notices 1 and 2 are required If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>	
Design and Access Statement – All major developments and Listed Building applications. Major applications are those that are creating a floor area of 1000sq m or greater, creation of more than 10 new dwellings, or has a site area of over 1ha. Applications in a Conservation Area of 1 new dwelling or greater or creating more than 100sq m floorspace. For further information see separate guidance.	<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. 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. Show the direction of North.	<input type="checkbox"/>	
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"/>	
Elevation Plans (requirements even for blank elevations) Existing and proposed front, rear, side and opposite side elevation (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans - All floors Existing and proposed floor plans (at scale 1:50/1:100)	<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"/>
Roof Plans (for dormer extensions/roof alterations etc). Existing and proposed roof plans (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>



	YES	N/A
<p>Ecological Impact Assessment Report</p> <ul style="list-style-type: none"> • Proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected: <ul style="list-style-type: none"> ◆ Protected species ◆ Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006. ◆ Designated nature conservation sites (including those of geological conservation importance) • Habitats of conservation value, including those listed as Habitats or Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>	
<p>Planning Statement - for all applications except those for trees, householders and minor alterations to commercial premises.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Photographs</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Structural Survey - for applications where the structural integrity of a building is likely to be a key consideration. This may include but is not limited to:</p> <ul style="list-style-type: none"> • Re-use or alteration of rural buildings including barn conversions • Re-use or alteration of older buildings. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tree Survey/Report - for applications where there are trees within, or on land adjacent to, the application site that could influence or be affected by the development. Applications where trees are to be removed as part of the development.</p>	<input type="checkbox"/>	<input type="checkbox"/>

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.