

**LISTED BUILDING CONSENT FOR EXTENSION, ALTERATION
OR DEMOLITION CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH
PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION
WITH THE ACCOMPANYING GUIDANCE NOTES).**

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the planning application forms and signed and dated all copies? (Part one for residential development, parts one and two for all other applications).
- Have you completed, signed and dated the correct Certificate, including the Agricultural Holdings Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided a site location plan at a scale of 1:1250 or 1:2500 and edged the application site in red and any adjoining land in your ownership or control in blue (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- Have you provided drawings that show full information about site layout, internal arrangements and all elevations, both existing and proposed, and where appropriate, a contextual drawing, eg. the street scene? **Please note that all plans must have a reference number (and revision number if appropriate).**

- If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:100 to include adjacent land? Details should also include sections through the site, and where appropriate these should show adjacent existing buildings.
- Have you provided a drawing to show all trees within and adjacent to the site and accompanying Tree Survey, Impact Study and Method Statement?
- Do your drawings show all boundary treatments?
- Have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them? You must also include any appropriate surveys (e.g. bat surveys). Please contact us if you are unsure what to submit.
- Have you included a full Design and Access Statement

Additional Requirements

Some or all of the additional information detailed below may be required. Please read the Guidance Notes carefully. If you are in any doubt please contact us before submitting your application. Additional information is more likely to be required if the application relates to the following:-

- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Photographs and Photomontages
- Supporting justification
- Structural survey
- Tree survey/Arboricultural implications

(If any of these assessments/statements are required, please ensure that they are provided with the application)

GUIDANCE NOTES

GENERAL

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

CERTIFICATES AND ENCROACHMENT ONTO ADJOINING PROPERTY

You must confirm whether works will encroach onto an adjoining property. Should this be the case, Certificate B will be required in such instances.

Where some or all of the owners of the application site or adjoining properties cannot be identified, completion of Certificate C or Certificate D may be appropriate.

LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans 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. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal

www.planningportal.gov.uk.

SITE PLAN

Where appropriate, existing and proposed site plans must be provided. The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed works in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) Boundary treatment including walls or fencing.
- g) Details of existing and proposed parking provision and access arrangements
- h) Details of existing and proposed bin storage arrangements

EXISTING AND PROPOSED ELEVATIONS

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there.

Areas to be demolished must be shown in a different colour or by dotted lines.

All proposed elevations will be required. Additionally, where an elevation adjoins another building, part of the adjoining elevation must also be provided.

EXISTING AND PROPOSED FLOOR PLANS

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown.

- Existing proposed elevations will be required in all cases involving partial demolition of a building or other structure.
- Where appropriate existing and proposed floor plans will be required for each floor

DESIGN AND ACCESS STATEMENTS

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. The statement should clearly set out how the proposals design out crime. Applicants are advised that when they are producing such a statement, they should outline how community involvement influenced their approach.

BIODIVERSITY SURVEY AND REPORT

Where the proposed works may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in ***Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)*** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*.

HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive. If an application affects such a site you may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in ***Planning Policy Guidance Note 15 'Planning and the Historic Environment'***, (September 1995) paragraphs 3.16 to 3.19. For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16 'Archaeology and Planning'*** (November 1990) section B, paragraphs 18 to 26.

PHOTOGRAPHS AND PHOTOMONTAGES

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs must be provided.

SUPPORTING JUSTIFICATION

This must explain how proposals relate to the building's historical development and future maintenance.

STRUCTURAL SURVEY

In the event that either demolition is proposed, or if the works proposed will have implications for the structural integrity of the building, a specialist independently produced structural report will be required. This will need to explain why demolition is the only option available or demonstrate that the works proposed will not adversely affect the structural stability of the building and/or main walls.

TREE SURVEY/ARBORICULTURAL IMPLICATIONS

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.