

Listed Building consent for alterations, extension or demolition of a Listed Building - V5

Please provide two sets of all documentation relating to the application (an original plus a copy) **except** if the application is submitted via the Planning Portal, or if the application is a joint application i.e. Householder or Full Planning Application when three sets are required (an original plus **two** copies).

National Requirements

Application form

- When required:**
All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form.

Certificate of ownership / Agricultural holdings certificate:

- Please ensure **ONE** of either Certificate A, B, C or D is completed signed and dated within the **21 days** prior to submission.

Declaration:

- Please ensure this is completed signed and dated within the **21 days** prior to submission.

Drawings

Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

Site Location Plan

When required: All applications

Scale: 1:2500 or 1:1250

What information is required?

- Up to date map with site edged clearly with a red line, and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be found easily.

Site Plan / Block Plan

When required: All applications

Scale: 1:500, 1:200, 1:100

What information is required?

- The proposed development in relation to the site boundaries and other existing buildings on the site.
- The existing and proposed parking arrangements and details of the access to the highway.
- If a new vehicular access is proposed show the dimensions & visibility splays of the new access.
- Any trees or hedges on your own property or on adjoining properties which are within falling distance of the proposed development.

Floor Plans & Elevations

When required:

- Where alterations and/or extensions to an existing building are proposed.
- When new outbuildings are proposed, all elevations of the new outbuilding are required.
- Where any development is proposed below ground level.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The existing and proposed floor plans and elevations of the development. Extent of basements to be shown as a dotted line.
- If the application site falls within the Metropolitan Green Belt (MGB) then full floor plans of the existing dwelling and outbuildings within 5 metres of the dwelling will be required.
- If extension to/replacement of /erection of outbuilding in Green Belt & Area of Outstanding Natural Beauty (AONB) then floor plans and elevations of any outbuilding to be demolished and proposed outbuildings are required, and a clear block plan showing all existing & proposed structures on site.

Existing & Proposed Roof Plans

When required:

Where any roof is being altered and the change cannot be adequately shown on the elevation plans.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating.

Site Sections / Cross Sections

When required:

- Where the development is on a steep incline/decline.
- Where a new vehicular access is proposed.
- Where any development is proposed below ground level.

Yes No

Scale: 1:100 or 1:50, must show a metric scale bar.

Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

What information is required?

- The existing and proposed site levels, and finished floor levels, with levels related to a defined datum point.
- If proposing a new vehicular access please include a cross section with the dimensions and visibility splays of the new access shown.

Design & Access Statement

When required:

All Listed Building Consent Applications.

What information is required?

- Written statement of design principles and concepts that have been applied to the development and how issues relating to access have been dealt with. Where demolition is involved, the statement should go further and provide an explanation and justification for the proposed demolition.
- A Conservation Area Assessment and Listed Building Assessment will be required if the site is within a conservation area or affecting the setting of a conservation area and the listed building assessment will be required for all Listed Building Consent applications. This can form part of the Design & Access Statement and the statement should include:
- A schedule of works to the Listed Building.
- An assessment of the impact of the development or the setting of a Listed Building or adjacent Listed Buildings.
- The impact on the character and appearance of the Conservation Area.

Policy Drivers:

- National Planning Policy Framework
- The Development Management Procedure Order 2015

Local Requirements

Heritage Statement

When required:

When the development affects designated heritage assets which are defined as the following: Listed Buildings; Conservation Areas; World Heritage Sites; Registered Parks and Gardens; Scheduled Ancient Monuments.

What information is required?

- A Heritage Statement or Statement of Significance Assessment Report to include: Proposed works (item by item); Significance of the historic fabric/area that will be affected; the impact of the proposed work(s) on the historic fabric/area and justification.

Policy Drivers:

National Planning Policy Framework.

Where to look for further assistance:

English Heritage website www.english-heritage.org.uk

Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- | | | |
|---------------------------|--------------------------|---|
| <input type="radio"/> Yes | <input type="radio"/> No | Photographs/ photomontages showing the whole of the building and its setting and/ or the particular section of the building affected by the proposal(s) |
| <input type="radio"/> Yes | <input type="radio"/> No | Planning Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Structural Survey |

Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information