

## Validation Checklist - Listed Building and Conservation Area Consent Applications

It is expected that Listed Building and Conservation Area Consent application will include all the details of new buildings, engineering works or extensions and your application **MUST** therefore include the following:

DOCUMENT	Req'd? Yes/No
<b>1 Copy</b> of the completed planning application form, signed and dated	
<b>1 Copy</b> of the Article 7 Certificate (Agricultural Holdings), signed and dated	
<b>1 Copy</b> of the Article 7 Certificate (A,B,C,D), signed and dated	
<b>1 Copy</b> of a site location plan with the application sited outlined in <b>RED</b> and any adjoining land owned or controlled outlined in <b>BLUE</b> to a scale of 1:1250 or 1:2500.	
<b>1 Copy</b> of an existing and proposed block plan with the application sited outlined in <b>RED</b> and any adjoining land owned or controlled outlined in <b>BLUE</b> to a scale of 1:500.	
<b>1 Copy</b> of <b>existing elevations</b> to a scale of 1:100.	
<b>1 Copy</b> of <b>existing floor plans</b> to a scale of 1:50 or 1:100.	
<b>1 Copy</b> of <b>proposed elevations</b> to a scale of 1:100.	
<b>1 Copy</b> of <b>proposed floor plans</b> to a scale of 1:50 or 1:100	
<b>Design and Access Statement.</b> *NB a Design and Access statement is only required for Major Applications or for new dwellings and/or the erection of non-domestic buildings or extensions of 100sq.m or more in a Conservation Area	
<b>Heritage Statement.</b> * required if the works involve a listed building, ancient monument, conservation area or a non-designated heritage asset (Sensitive Buildings), includes works that are impacting on the setting of such assets.	
<b>Tree Survey.</b> *Only required when an application site and or adjacent land has trees/hedges on the land that are/may be affected by the proposed works.	

Depending on the works proposed to be carried out, the following may also be a requirement:

<b>DOCUMENT</b>	<b>Req'd? Yes/No</b>
3 copies of building plans to a scale not less than 1:100 including plans of each floor where works are proposed	
3 copies of sections through the building	
3 copies of detailed plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.	
Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area	

In addition to those items above which will be requirements, the following information may also be required:

<b>DOCUMENT</b>	<b>Req'd? Yes/No</b>
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of officer	
Structural Survey of the building(s)	
3 sets of photographs - up to date photographs showing the whole building, the setting and/or the particular section of the building affected by the proposals	
All joinery and fine moulding detail sections to be at 1:1 scale	