

Validation Checklist – V13

Listed Building and Conservation Area Consent

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. New roof at 24 London Road – Front Elevation).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee – No Fee Required.**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Ownership Certificate:**
 - A** (included in Application Form: the applicant owns the land) **OR**
 - B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
 - C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
 - D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
- **Site Layout Plan/Block Plan (Scale 1:100 or 1:200)**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Existing and Proposed Building Plans of each floor where works are proposed (Scale 1:100).**
- **Existing and proposed Roof Plans (Scale 1:50 or 1:100)**

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- Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)
- A Listed Building Assessment
- A Conservation Area Assessment (where appropriate).
- Plans and sections to show all existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed or altered and
 - Plans and sections to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details (Scale - not less than 1:20)
- Design & Access Statement¹
- A completed Validation Checklist

PART 2: LOCAL REQUIREMENTS

Question 1:

- Y N Does your ownership status require you to complete Ownership certificates B, C or D?
- If **yes**, please provide **evidence** that notice has been given/published appropriately

Question 2:

- Y N Does your proposal involve demolition of a listed building or building in a conservation area?
- If **yes**, please submit a **structural survey** with your application.

Question 3:

- Y N Is your application a re-submission or amendment of an earlier approval?
- If **yes**, please include a **statement** to explain the reason for the re-submission and the location, nature and extent of any changes being made.

Question 4:

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the Y box for those that that apply and submit the relevant documents with your application.

- Y N Heritage Statement
- Y N Planning Statement

¹ See [Design and Access Statement Guidance Notes](#)

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Y N Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)

Y N Structural Survey of the building(s)

**If you do not consider that any of the above are required to be submitted please explain why in an accompanying statement.
If you answered yes to any of the above but did not supply the information your application will be invalid.**

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

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.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01322 343203.

It should be noted that these requirements apply only to the submission of applications for planning permission and do not:

- relate to the information necessary to comply with any other legislation;
- infer or convey acceptability in respect of any other legislation.

Signed:.....

Date:.....