

GUIDANCE CHECKLIST

LISTED BUILDING CONSENT TO ALTER, EXTEND OR DEMOLISH A LISTED BUILDING

NATIONAL REQUIREMENTS

1) Completed forms (4 copies required)

2) Plans (4 copies required)

A plan which identifies the application site drawn to an identified scale and oriented North. The application site should be clearly outlined, normally in red. Any buildings on the applicant, close to or adjoining the application site, should be clearly outlined, normally in blue.

Information necessary to describe the subject of the application

Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

(Separate floor plans and elevations as existing may not be required in all cases. The test will be whether the plans as submitted clearly show what is being proposed.)

Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) (if applicable)

Roof plans (e.g. at a scale of 1:50 or 1:100) (if applicable)

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 (If necessary to fully describe the proposals).

3) Ownership Certificate

The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article.

4) Design and Access Statement

Design and Access Statement