

Validation Checklist



Use with form no.32:

Application for Listed Building Consent for alterations, extension or demolition of a listed building and Advertisement Consent

NATIONAL REQUIREMENTS (see Guidance Notes for more details)

- Completed form (4 copies unless the application is submitted electronically), including:
 - The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building 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 Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation
- Plans which identify the land to which the application relates drawn to an identified scale of 1:1250 or 1:2500 for a location plan **and** 1:500 or 1:200 for a site plan and identifying the proposed position of the advertisement and showing the direction of North (4 copies unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies unless the application is submitted electronically) including:
 - 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)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
 - Advertisement drawings at a scale of 1:50 or 1:100 showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of methods and colours of illumination (if applicable)
- Design and Access Statement
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:
(see Guidance Notes for more details)

- Heritage Statement, unless covered in the Design & Access Statement
- Biodiversity report, particularly in relation to demolition or illuminated advertisements
- Structural survey, if the demolition is to be justified by reference to structural stability or to support extensive alterations
- Photographs or photomontages