

Application for Listed Building Consent and Advertisement Consent

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

Part 1 Information Required- National Planning Application Requirements

1.	<p>Completed form</p> <ul style="list-style-type: none"> • Including a signed ownership and agricultural holdings certificate (either A, B, C or D) and declaration. 	
2.	<p>Design and Access Statement: Required for:</p> <ul style="list-style-type: none"> • Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015; • Applications for listed building consent • Applications for development in a Conservation Area, where the proposed development consists of: <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space of 100 square metres or more. • Applications for a material change of use or engineering operations do not require a design and access statement. 	
3.	<p>Location Plan at a scale of 1:1250 or 1:2500.</p> <ul style="list-style-type: none"> • Up-to-date, ordnance survey based showing the direction of North and two road names, if possible. • Identifies the land to which the application relates, with a red outline around the application site and all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway). • Blue outline around other land owned by the applicant. • The plan must cover a large enough area to enable the location to be easily found. • Land registry documents will not be accepted unless accompanied with proof of purchase. 	
4.	<p>Existing and Proposed Block Plan at a scale of 1:200 or 1:500</p> <ul style="list-style-type: none"> • The plans must show the existing structures, boundary treatments, trees etc. on the site. • The proposed plan must also show the proposed development in relation to the site boundaries and other existing buildings on the site, as well as any adjacent buildings, roads or footpaths. • Any trees or hedges affected by the development should be shown. • Any new boundary walls or fencing proposed as part of the development. • Parking areas, existing or proposed or any other hard surfacing. 	
5.	<p>Existing and Proposed Elevations at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required for any extensions, external alterations • All existing and proposed elevations affected by the proposal must be shown and labelled (e.g. North Elevation). • If the property is semi-detached or terraced, this must be shown on the drawings 	

6.	<p>Existing and Proposed Floor plans at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required for applications proposing new or amended floorspace and for proposals to alter existing buildings • All existing and proposed uses of rooms and any additional floor space should be shown. 	
7.	<p>Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development. • Levels should be related to a fixed point datum. • The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. 	
8.	<p>Fire Statement</p> <p>Required for buildings that are 18 metres or higher or buildings that comprise 7 or more storeys, and the building contains 2 or more dwellings or educational accommodation. Further information is available here.</p>	
9.	<p>Roof Plans at a scale of 1:50 or 1:100</p> <ul style="list-style-type: none"> • Showing the shape of the roof and any alterations e.g. materials, roof lights, flues etc. • It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple. 	
10.	<p>Advertisement Details</p> <ul style="list-style-type: none"> • Advertisement drawing(s) (e.g. at a scale of 1:20) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]) 	
11.	<p>The correct fee: Planning Portal Fee Calculator</p>	
12.	<p>Where Ownership Certificates B, C or D have been completed</p> <ul style="list-style-type: none"> • Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. 	

Part 2 Information Required- Adopted Local Application Requirements

1.	<p>Biodiversity Survey and Report</p> <p>A Habitats Regulations Assessment is required where an application may be connected to and impact upon any European/Internationally designated Site (i.e. Wetlands of International Importance (Ramsar Site), Special Areas of Conservation, Special Protection Areas as well as sites with candidate status).</p>	
2.	<p>Condition Survey</p> <p>Applications for listed building consent where partial or total demolition is proposed.</p> <p>A detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information. The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets.</p>	
3.	<p>Historic Environment Statement</p> <p>Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> • Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields. • Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites. 	

	<ul style="list-style-type: none"> Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation. 	
4.	<p>Lighting Assessment</p> <p>Required for all development within the Area of Outstanding Natural Beauty where external lighting is proposed and proposals for floodlighting, e.g. for playing pitches, maneges , etc. Details should include a technical specification, layout plan with beam orientation, a schedule of equipment and Intended hours of illumination. Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light: Reducing Obtrusive light</p>	
5.	<p>Listed Building Drawings</p> <p>Applications for listed building consent that include new architectural features e.g. new /replacement windows, doors, mouldings, glazing bars, shopfronts, signs, panelling, staircases, fireplaces, railings are proposed.</p> <p>Detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5 should be provided.</p>	
6.	<p>Structural Survey/report</p> <p>Applications for listed building consent or conversion of rural buildings outside a settlement boundary where the proposed works have implications for the structural integrity of the building or where the proposed works are to address structural issues associated with the building.</p> <p>The survey/report should be prepared by an appropriately qualified engineer.</p>	
7.	<p>Ventilation/Extraction Statement</p> <p>Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)</p>	