

Validation Checklist – Listed Building Consent for alterations, extension, or demolition of a Listed Building

The Council has a statutory duty to pay special regard to the desirability of preserving or enhancing the character and appearance of Conservation Areas or the avoidance of harm to Listed Buildings, their settings or any features that they possess.

It is a legal requirement that an application for Listed Building consent must include sufficient plans and drawings to identify the building and fully describe the works. If the application does not describe the works sufficiently to understand what is proposed or if the authorities list provides for further surveys or reports which are not provided, validation could be refused. If validation is refused you have a right of appeal.

Validation does not mean that the information submitted has been approved or that a decision can be made on the application (determined).

Following validation, we may request further information if we believe that the submitted information is of insufficient quality, incomplete or further questions arise. That additional information will be required so that we can make an informed decision. If sufficient information is not supplied within a specified time period, then your application will be recommended for refusal.

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Biodiversity Checklist OR Preliminary Ecological Appraisal	All applications	Complete the HDC checklist If you answer 'NO' to all questions, submit a copy of the checklist If you answer yes to any of the questions on the Biodiversity Checklist, a Preliminary Ecological Appraisal will be required to be submitted. Preliminary Ecological Appraisal (PEA) is the term used to describe a rapid assessment of the ecological features present, or potentially present, within a site and its surrounding area of influence in relation to a proposed development. A PEA comprises of a desk study and a walkover survey, such appraisal to be carried out by a suitably qualified person.

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)	All applications unless the works are internal only or only affect the replacement/repair of existing windows.	<p>Must accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. • must be on an up-to-date plan • must show land necessary to carry out the development (including contractor parking, construction compounds etc.) • all development proposed as part of the application and contained within the description of development (e.g., bin and cycle stores) <p>Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</p>
Building Sections/finished floor level as existing and proposed (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground/finished floor levels across the building except where the works are solely for externally mounted	Cross sections through the building should be shown with written dimensions. In all cases where the proposal involves a change in levels a plan should be submitted to show both existing and proposed levels.

Requirement	When is this required?	Documents to be submitted to following standard or include the following
	works, such as adverts, chimneys or solar panels.	
Design and Access Statement	All applications	<p>A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users.</p> <p>It should:</p> <ul style="list-style-type: none"> • Explain the design principles and concepts that have been applied to the development. • Demonstrate the steps that have been taken to appraise the context of the development and how the design of the development takes that context into account in relation to the proposed use. • Include how you have taken account of (a) the special architectural or historic importance of the building (b) the physical features of the building that justify its designation as a listed building AND c) the building's setting. • Where an aspect of the design has the potential to affect this adversely, you should explain why this is necessary and what measures have been taken to minimise its impact <p>Please use the link for further guidance on design and access statements</p> <p>Please use the link for further guidance on Conservation Areas</p>
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications It is essential that any drawings supplied are accurate	<p>These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property.</p>

Requirement	When is this required?	Documents to be submitted to following standard or include the following
		<p>Please see for examples of acceptable drawings</p> <p>Photographs provide helpful supplementary information but they are not a suitable replacement for drawings.</p>
Existing and proposed Sections (1:10 scaled drawings)	Required if the works include replacement or repair of windows, doors or shopfronts of a listed building	If windows, doors or shopfronts are to be affected, 1:10 drawings of each of the features should be submitted. The features should be numbered on the proposed plans and the sections to ensure they can be easily cross-referenced.
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications except where the works are solely for externally mounted works, such as adverts, chimneys or solar panels.	<p>Where these documents are required to be submitted full floor plans of the listed building must be submitted so the works can be assessed in their context.</p> <p>All existing and proposed rooms should be labelled.</p>
Heritage Statement	<p>Only required when the proposal affects:</p> <ul style="list-style-type: none"> • a listed building or it's setting, • a conservation area or it's setting, <p>a scheduled ancient monument or it's setting.</p>	<p>This should include a statement that describes the significance of any heritage assets (including listed buildings, curtilage of listed buildings, scheduled ancient monuments and conservation areas) affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the circumstance of each application. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p>

Requirement	When is this required?	Documents to be submitted to following standard or include the following
		<p>Applications involving development or demolition in or adjoining a Conservation Area should demonstrate how proposals would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the “impact on” and “setting of” the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings, and structures regardless of designated status and Scheduled Monuments. Please note, the erection of a new sign or advert of any size on or attached to a listed building will require listed building consent.</p> <p>Application for Scheduled Monument Consent (SMC) must be made to the Secretary of State for Culture, Media and Sport before any work can be carried out which might affect a monument either above or below ground level.</p>
Location plan (1:1250 or 1:2500)	All applications	<ul style="list-style-type: none"> • Must be on an up-to-date plan • Must show a north arrow • Must be to an identified scale e.g. 1:1250 or 1:2500 are typical examples dependant on site size and location. The scale must be annotated on the plan. • Must show the site in context to the surrounding properties on an up-to-date map • Must show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Must show the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Roof plans as existing and proposed (1:50 or 1:100 scale measured drawings)	All applications except where there are no changes to the existing building(s) roof	Plan to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
Schedule of works and/or specification of repairs	Required for complicated or larger scale proposals including several different elements	May take the form of a written schedule or annotations to the proposal drawings
Structural Survey	Required for applications involving demolition or conversion, or replacement building	When works include elements of demolition or rebuilding, a structural report by an engineer familiar with heritage assets which identifies defects and proposes remedial works will be required
Windows/Shopfront Survey	Applications for replacement of windows or shopfronts	A survey undertaken by a joiner, architect or similar professional should be submitted with any application to remove existing windows to justify why the works are required.

Amendments to Listed Building Consents

Listed building consent will only grant authorisation for works detailed in the approved drawings and any subsequent information submitted to meet the requirements of the conditions. Works undertaken outside this scope of works will be considered to be unauthorised and may be liable to enforcement action. You are advised to consider carefully the details and practicalities of carrying out the works before submitting a listed building consent application, as any subsequent alterations to the approved scheme may require a new Listed Building Consent application or a formal application to seek a variation to the approved scheme under section 19 of the Planning (Listed Buildings and Conservation areas) Act.

It is a criminal offence to demolish, extend, or alter a listed building in any manner without first obtaining Listed Building Consent. The penalty can be a fine of unlimited amount and/or enforcement action to restore the building. Listing may cover any object or structure fixed to the building, or any detached structure within the curtilage of the Listed Building. Listing also applies to interior as well as the exterior of Listed Buildings, regardless of the grade.