

## Listed Building Consent Validation Checklist

### National Requirements -Plans

#### Location Plan

**Scale** 1:2500 or 1:1250

**When required**

All applications

**What information is required?**

- Up to date map with site edged clearly with a red line, including any required visibility splays and access to the site from the public highway
- The direction of north should be shown.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned by the applicant

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 44 - 47 - found at:

[Communities and government validation](#)

#### Site Plan

**Scale** 1:500 or 1:250/1:200/1:100

**When required**

All applications

**What information is required?**

- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.
- Written dimensions, including those to the boundary, should be shown.

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation – paragraphs 48 found at:

[Communities and government validation guidance](#)

### Other Documents

#### Application Form

**When required**

All applications

**What information is required?**

Further guidance is available to download [Listed Building Consent guidance notes](#)

#### Ownership Certificate

**When required**

All applications

**What information is required?**

Completed Certificate stating the ownership of the application site

**Where to look for further assistance**

The Certificate is part of the planning application form. Further information on what to submit can be found on the Planning Portal at [What to submit - How to apply - Planning Portal](#).

**What information is required?**

Where a third party own all or part of the application site, Notice of the application must be given to them Notice under article 6 can be found on the government's website [The Town and Country Planning \(General Development Procedure\) Order 1995 \(legislation.gov.uk\)](#)

## Design & Access Statement *including Statement of Heritage Significance*

### When required

All applications

### What information is required?

A written statement which explains the design principles and concepts that have been applied to the works and the policy adopted as to access to the building, and how these take account of the following:

- The special architectural or historic importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building's setting.

The written statement should include an assessment of the impact of the proposed works on the significance of the building and those areas affected by the works, including any steps that are to be taken to avoid or minimise any adverse impacts. (Specialist input may be required to aid understanding of the building where features of special interest are affected.)

### Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraphs 128-138 and associated Historic Environment Planning Practice Guide. The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: [Historic Towns and Villages Forum | Making Better Planning Applications Listed Building Content \(htvf.org\)](http://www.historictownsforum.org/node/1259)

## Local Requirements – Plans All plans must include a scale bar

Plans for alterations to a Listed Building should usually be drawn to a scale of 1:50. It is rare that plans will be accepted at a smaller scale as it becomes difficult to illustrate architectural features. However in the case of very simple localised works, or large buildings with simple localised works, plans on a smaller scale of 1:100 may be acceptable.

## Existing Elevations

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

### When required

Where alterations and/or extensions to an existing building are proposed

**What information is required?** Drawings that clearly show the existing appearance of the building

### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](http://www.communities.gov.uk/guidance/communitiesandgovernmentvalidationguidance)

The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: <http://www.historictownsforum.org/node/1259>

## Proposed Elevations

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

### When required

For all proposals where extensions or alterations to an existing building are proposed

### What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors. Where new developments are proposed, plans should show the relationship of the new building to neighbouring buildings

### Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](http://www.communities.gov.uk/guidance/communitiesandgovernmentvalidationguidance)

The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: <http://www.historictownsforum.org/node/1259>

### Existing & Proposed Floor Plans

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

**When required**

For all proposals where extensions are proposed

**What information is required?**

These should highlight any walls to be demolished and show the uses of the any proposed new rooms

**Planning Policy and Where to look for further assistance**

Government Guidance on Information

Requirements and Validation - paragraphs 94 & 95 - found at: [Communities and government validation guidance](#)

The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns

Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

### Existing & Proposed Roof Plans

**Scale** 1:50 (see note above for when 1:100 may be acceptable)

**When required**

Where any roof is being altered and the change cannot be adequately shown on the elevation plans

**What information is required?**

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating

**Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns

Forum may also assist and is available here:

<http://www.historictownsforum.org/node/1259>

### Site Sections/levels

**Scale** 1:100 or 1:50

**When required**

When a change in level is proposed eg on a sloping site

**What information is required?**

These should show existing and proposed site levels, and finished floor levels, with levels related to a defined datum point

**Planning Policy and Where to look for further assistance**

Government Guidance on Information

Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

### Detailed drawings of new windows, doors, mouldings etc

**Scale** Minimum of 1:20 to provide general view.

Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required e.g. joinery at 1:5 elevations with 1:2 sections

**When required**

Where new doors or windows or features are proposed

**What information is required?**

Detailed scale drawings showing sections, mouldings, profiles and materials

**Planning Policy and Where to look for further assistance**

Historic Environment Planning Practice Guide

## Other Documents

### Structural survey

**When required**

Where structural changes to a listed building are proposed, such as alterations to the roof; cutting of beams new openings in historic fabric

**What information is required?**

A professional structural survey that demonstrates that the alterations proposed will not adversely affect the structural stability of the listed building

**Planning Policy and Where to look for further assistance**

Historic Environment Planning Practice Guide

## Schedule of works and/or specification of repairs

### When required

Mainly required for complicated or larger scale proposals including a number of different elements

### What information is required?

May take the form of a written schedule or annotations to the proposal drawings

### Planning Policy and Where to look for further assistance

Historic Environment Practice Guide paragraph 68

## Structural and Marketing Report

### When required

When demolition is proposed on structural and economic grounds

### What information is required?

Structural report and marketing report

### Planning Policy and Where to look for further assistance

National Planning Policy Framework paragraph 128

## Ecological Assessment/ Protected Species survey

### When required

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](#) and clicking on the guidance form "Does my application need to be supported by ecological Information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

### What information is required?

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](#) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate Biodiversity Net Gain and / or nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

### Planning Policy and Where to look for further assistance

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](#).