

3. Listed Building Consent | Alterations or Demolition

Listed Building Consent (LBC) is required for any works, either internal or external, to a listed building unless the work being carried out is 'like-for-like', then it is deemed repair and maintenance and does not require consent. A list of examples where Listed Building Consent would be required is set out below:

- Demolition (whole or part) of the building or any attached structure.
- Alterations to historic fabric (walls, floors, roofs, joinery, decorative plasterwork).
- Extensions or additions that change the building's form or footprint.
- Installation, removal or replacement of windows, doors or other openings.
- Works to interior spaces (removal of partitions, new staircases).
- Repairs that propose different materials or methods from those originally used.
- Works to curtilage, such as boundary walls and gates.

For applications to demolish a listed building, a Structural Survey must be submitted.

Please contact the Planning Department if you have any questions or would like to check if your proposal requires Listed Building Consent.

| TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i> | |
|---|--------------------------|
| Site Address: | |
| Proposed Development: | |
| LISTED BUILDING CONSENT VALIDATION CHECKLIST | Tick ✓ |
| 1. Application Form [Guidance] NR (National Requirement) | <input type="checkbox"/> |
| 2. Location Plan [Guidance] NR | <input type="checkbox"/> |
| 3. Site Plan [Guidance] NR | <input type="checkbox"/> |
| 4. Metric Scale Plans and Drawings [Guidance] NR Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) and must also indicate the relationship of the proposed works to adjacent existing structures/details. | <input type="checkbox"/> |
| 5. Design & Access Statement [Guidance] NR | |
| a) A Design & Access Statement is included; or | <input type="checkbox"/> |

| | |
|--|--------------------------|
| b) A Design & Access Statement has <u>not</u> been included because the required information is included in the Heritage Statement / Heritage Impact Statement. | <input type="checkbox"/> |
| 6. Heritage Statement / Impact Assessment (HIA) [Guidance] National Planning Policy Framework (NPPF) Requirement | |
| a) My proposal has the potential to impact upon the special character or appearance of the Conservation Area / setting of a Listed Building / Scheduled Monument or other Designated Heritage Asset and a HIA is included. | <input type="checkbox"/> |
| b) A Heritage Statement has <u>not</u> been included because the required information is included in the Design & Access Statement. | <input type="checkbox"/> |
| 7. Structural Survey [Guidance] LR (Local Requirement) | |
| a) A Structural Survey is included; or | <input type="checkbox"/> |
| b) A Structural Survey is not included as the proposal does not require any rebuilding or significant repairs that require a structural assessment. | <input type="checkbox"/> |

Explanation for not submitting any of the above LR information which will be taken into account in deciding whether your application can be registered:

| | |
|---|---|
| | |
| Print Name: | |
| Dated: | |
| I am the applicant: <input type="checkbox"/> | I am acting on behalf of the applicant: <input type="checkbox"/> |

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and/or Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990. All agricultural tenants must be notified prior to the submission of the

application.

Forms

Listed Building Consent | Householder & Listed Building Consent | Full Planning Permission & Listed Building Consent

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

For Listed Building Consent, detailed drawings, which may include plans, elevations, and vertical and horizontal sections, must be to a scale of 1:20, and should include all details of the work to be carried out (for example all new doors, windows, window or door furniture, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) and must also indicate the relationship of the proposed works to adjacent existing structures/details.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

Design & Access Statement

A Design & Access Statement (DAS) is a short report to support and provide an evidence base for a planning application. It should seek to explain and justify the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The DAS should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.

A section regarding Climate Change and Sustainability should also be included for major development proposals. Information provided within the DAS cannot be a substitute for other requirements in either the national or local list. [\[Planning Portal\]](#)

Heritage Statement / Heritage Impact Assessment

The scope and degree of detail necessary in a Heritage Statement will vary according to each application, but it is expected that an acceptable Heritage Statement will contain sufficient and proportionate detail to understand the significance of the building, site or area concerned (the 'heritage asset'); describe the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed.

A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process. [\[Historic England Advice\]](#) [\[Guidance\]](#)

Local Requirements

In addition to the above national list validation requirements, set out below is a list of local validation requirements which details specific documentation that is required to accompany the application, to address local circumstances and issues. The requirements will vary according to the type, scale and nature of the application being made.

Structural Survey

| Structural Survey | |
|----------------------|--|
| Policy Justification | NPPF 2024: Paragraph 203 Local Plan 2015-2030: Policy SS3, OE7 |
| Description | The Structural/Building Survey report should describe the condition of each element of a building and identify the property's defects, their apparent cause, the urgency of repair as well as maintenance options. |
| Required where: | Where the conversion of a building is proposed, such as a traditional or historically important agricultural building or a designated heritage asset is to be converted to another use. |
| Links to guidance: | Building Surveying Standards and Guidance |