



Council of the  
ISLES OF SCILLY

Local Validation Checklist  
for Planning Applications submitted  
to the Council of the Isles of Scilly  
**HOUSEHOLDER APPLICATION**  
and  
**Combined Householder and  
Listed Building Consent**  
**Adopted: 21/01/2021**

## LISTED BUILDING CONSENT APPLICATIONS – Alternations or Demolition

Listed building Consent (LBC) is required for any alterations or extensions that ‘affect the character’ of listed building(s). If the work to be carried out to a listed building is 'like-for-like' (i.e. using the same materials and design to what is already there) then it is deemed repair and maintenance and does not require LBC. If, however, you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls and gates you will require LBC. 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) they must also indicate the relationship of the proposed works to adjacent existing structures/details.

For applications to fully demolish a listed building (as opposed to part of a later addition) then it is critical that a structural survey is submitted.

### To Be Submitted with your planning application

<b>Site Address:</b>	
<b>Proposed Development:</b>	
<b>11. Listed Building Consent Application Validation Checklist Criteria</b>	Tick
• Application form <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Location Plan <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Plans and Drawings <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Heritage Statement <a href="#">[guidance]</a> LR	<input type="checkbox"/>
• Design and Access Statement <a href="#">[guidance]</a> NR	<input type="checkbox"/>
• Structural Survey <a href="#">[guidance]</a> NR	

a) A Structural Survey is included; or	<input type="checkbox"/>
b) A Structural Survey is <u>not</u> included as the proposal does not require any rebuilding or significant repairs that requires 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:**

<b>Print Name:</b>	
<b>Signed:</b>	
<b>Dated:</b>	

<b>I am the Applicant</b> <input type="checkbox"/>	<b>I am acting on behalf of the applicant:</b> <input type="checkbox"/>
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## National Requirements

### Application form

All sections need be completed using the relevant national 1APP form - <https://1app.planningportal.co.uk/Form/StartPlanningApplication>

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 12 of the Development Management Procedure Order. All agricultural tenants must be notified prior to the submission of the application.

### Downloadable Forms:

Listed Building Consent Application form

[https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form011\\_england\\_en.pdf](https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form011_england_en.pdf)

Householder Application and Listed Building Consent Combined Form:

[https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form008\\_england\\_en.pdf](https://ecab.planningportal.co.uk/uploads/appPDF/Z0835Form008_england_en.pdf)

### Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify sufficient roads and/or buildings on land adjoining the application site so that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

### Guidance:

[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

### Site Plan

A site plan showing the proposal in relation to the site boundaries, other buildings and trees at a metric scale (suggestive scale 1:200 or 1:500). It must also show the (a) direction of North, (b) the proposed development in relation to the site boundaries and other existing buildings on the site, (and the following, unless these would NOT influence or be affected by the proposed development) (c) all buildings roads and footpaths on land adjoining the site including access arrangements, (d) all public rights of way crossing or adjoining the site, (e) the position of all trees on the site, and those on the adjacent land, (f) the extent and type of any hard surfacing; and (g) boundary treatment including walls or fencing where this is proposed.

### Guidance:

[https://ecab.planningportal.co.uk/uploads/1app/maps\\_plans\\_and\\_planning\\_apps.pdf](https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf)

## Correct fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. The fees are set nationally based on the [Town and Country Planning \(Fees for applications, deemed applications, requests and site visits\) \(England\) Regulations 2012 \(as amended\)](#). See the Planning Portal for a useful fee calculator:

<http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator>

Guidance: [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

## Design and Access Statement

A design and access (DAS) statement is a short report accompanying and supporting a planning application. They 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. Please refer to the Planning Portal for information about which types of application require a Design and Access Statement (DAS)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/222051/Streamlining\\_the\\_planning\\_application\\_process\\_-\\_government\\_response.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/222051/Streamlining_the_planning_application_process_-_government_response.pdf)

A DAS does not form part of the application but 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. ”

Guidance: <https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>

## Plans and Drawings

- Block plan of the site, showing: site boundaries; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
- Elevations – all existing and proposed elevations to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- Sections – required where any proposal involves a change in levels or is on a sloping site. Drawings should include finished floor levels.
- Roof Plan – existing and proposed at a metric scale of 1:50 or 1:500

## 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, i.e. household, full, advertisement or major development etc.

## Heritage Impact Assessment and Statement of Significance

Heritage Statement/Statement of Significance	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 189 <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy OE7
<b>Description</b>	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.
<b>Required where:</b>	Any application which affects a 'designated heritage asset' or its setting. Designated Heritage Assets on the Isles of Scilly include Listed Buildings, Registered Historic Parks and Gardens, the Heritage Coast and Scheduled Ancient Monuments. 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.
<b>Links to guidance:</b>	<a href="http://heritagehelp.org.uk/planning/heritage-statements">http://heritagehelp.org.uk/planning/heritage-statements</a> and <a href="http://www.cornwall.gov.uk/environment-and-planning/historic-environment/">http://www.cornwall.gov.uk/environment-and-planning/historic-environment/</a>

## Structural Survey

Structural Survey	
<b>Policy Justification</b>	<b>NPPF 2019:</b> Paragraph 83, <b>Local Plan Policy:</b> <b>2005:</b> Policy 1 <b>2015-2030:</b> Policy SS3, OE7
<b>Description</b>	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.
<b>Required where:</b>	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.
<b>Links to guidance:</b>	<a href="https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/building-survey-practice-note-1st-edition-rics.pdf">https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/building-survey-practice-note-1st-edition-rics.pdf</a>

