## Listed Building Consent Validation Checklist

### National Requirements - Plans

<table>
<thead>
<tr>
<th>Location Plan □</th>
<th>Site Plan □</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scale</strong> 1:2500 or 1:1250</td>
<td><strong>Scale</strong> 1:500 or 1:250/1:200/1:100</td>
</tr>
<tr>
<td><strong>When required</strong> All applications</td>
<td><strong>When required</strong> All applications</td>
</tr>
<tr>
<td><strong>What information is required?</strong></td>
<td><strong>What information is required?</strong></td>
</tr>
<tr>
<td>- 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</td>
<td>- The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</td>
</tr>
<tr>
<td>- The direction of north should be shown.</td>
<td>- Written dimensions, including those to the boundary, should be shown.</td>
</tr>
<tr>
<td>- The plan must cover a large enough area to enable the location to be easily found.</td>
<td></td>
</tr>
<tr>
<td>- A blue line should be drawn around any other land owned by the applicant</td>
<td></td>
</tr>
</tbody>
</table>

**Planning Policy and Where to look for further assistance**
Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at: Communities and government validation guidance

### Other Documents

<table>
<thead>
<tr>
<th>Application Form □</th>
<th>Ownership Certificate □</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When required</strong> All applications</td>
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</tr>
<tr>
<td><strong>What information is required?</strong></td>
<td><strong>What information is required?</strong></td>
</tr>
<tr>
<td>Further guidance is available to download Listed Building Consent guidance notes</td>
<td>Completed Certificate stating the ownership of the application site</td>
</tr>
</tbody>
</table>

**Where to look for further assistance**
The Certificate is part of the planning application form and details on how to complete it are included in the application forms and guidance notes available on the Council's website.

**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. You can download a copy of the notice under article 6 on the Council's website.
### 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**


**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**


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**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**

Detailed drawings of new windows, doors, mouldings etc

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

**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**

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:

[http://www.historictownsforum.org/node/1259](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](http://www.gov.uk/government/publications/guidance-on-information-requirements-and-validation)

Protection Species survey

**When required**

Where a roof of a building is being demolished or replaced

**What information is required?**

Likely to concentrate on bats/breeding

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

Advice on Protected Species surveys can be found on the Council's web site here:

[http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm](http://www.wiltshire.gov.uk/planninganddevelopment/biodiversityanddevelopment.htm)

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