

Requirements for the validation of:

Listed Building Consent including conservation area consent for demolition

Part 1: Validation requirements:

Documents that **must** be included with your application:

- **Correct Fee**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Ownership Certificate:**
 - A** (included in Application Form: the applicant owns the land) **OR**
 - B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
 - C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
 - D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- **Agricultural Holdings Certificate**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
- **Site Layout Plan/Block Plan (Scale 1:100 or 1:200)**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Existing and proposed Floor Plans (Scale 1:50 or 1:100)**
- **Existing and proposed Roof Plans (Scale 1:50 or 1:100)**
- **Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)**

- **Community Infrastructure Levy assumption of liability form**

Part 2: Local Requirements:

Note: the additional documents required will depend on the nature of the proposal. Applicants should seek pre-application advice on any significant proposal, where officers will advise on the appropriate documents to be submitted in a planning application.

Question 1:

Y N Will your proposal create 1 or more dwellings or 100sqm of floorspace or does the development affect a listed building or conservation area?

- If **yes**, please provide a **design and access statement**

Question 2:

Y N Is your proposal within the Environmental Agency Flood zone 2 or 3 and relate to a basement and/or ground floor level?

- If **yes**, please provide the **flood risk assessment** (including all sources of surface water and sewer flooding).

Question 3:

Y N Does your proposal involve the construction of a new basement or the lowering, enlargement or external alteration of an existing basement?

- If **yes**, a **construction statement for basements** will be required with your application

Question 4:

Y N Does the proposal impact on the light to a neighbouring property?

- If yes, a **daylight/sunlight assessment** should be provided

Question 5:

Y N Will the building works be within five metres of the crown spread of tree, including street trees and trees on neighbouring property?

If **yes**, a **tree survey** should be provided

Question 6:

Y N Is the site contaminated or near to past or present contamination sources?

If **yes**, a **land contamination assessment** should be provided

Question 7:

Y N Will the proposal result in a substantial increase in pedestrian/vehicle trips to the site?

If **yes**, a **travel plan** should be provided

Question 8:

Y N Will the proposal involve new plant or machinery being installed that has the potential to be audible by neighbouring occupiers?

If **yes**, a **noise assessment** should be provided

Question 9:

Y N Will the proposal increase refuse or recycling capacity or change existing refuse arrangements?

If **yes**, a **refuse and recycling management plan** should be provided

Question 10:

Y N Will neighbours be affected by light pollution by the proposal or are dwellings being created that may have obstructed access to daylight?

If **yes**, an **external/internal lighting assessment** should be provided

Question 11:

Y N Will the proposal need ventilation to remove odour?

If **yes**, an **odour management system** should be provided

Question 12:

Y N Will the proposal affect or be affected by air pollution?

If **yes**, an **air quality assessment** should be provided

Question 13:

Y N Will the proposal involve a change of use or redevelopment that will lose Class B1 or other employment generating used?

If **yes**, a **marketing report and justification statement** should be provided

Question 14:

Y N Will the development involve public access into buildings or be proposed dwellings for Lifetime Homes?

If **yes**, an **accessibility statement** should be provided

Question 15:

Y	N
---	---

Does the building works involve demolition in a conservation area?

If **yes**:

- A **demolition management plan** – for any demolition work
- Demolition plans** – annotated plans for demolition showing the extent of demolition in red

Part 3: Major Developments and Listed Building Consent:

Applicants should seek pre-application advice for all major developments.

If your proposal is for a development of 10 or more new dwellings, erection of non-residential buildings or extensions above 1000sqm you will also need to include the following:

- **Sustainability statement incorporating energy assessment**
- **Transport statement**
- **Statement of community involvement**
- **Heritage statement including photographs**
- **Internal elevation drawings (1:50)**

Question 1:

Y	N
---	---

Will the development support the proposed provision of affordable housing?

- If **yes**, a **financial viability report** should be provided

Question 2:

 Y N

Will a planning obligation be required?

If **yes**, a **planning obligations, draft head of terms** should be provided

Question 3:

 Y N

Will the development impact on open space or natural habitats/protected species?

If **yes**, a **biodiversity survey and report** should be provided

Question 4:

 Y N

Is the development residential or will it require public access?

If **yes**, an **accessibility statement** should be provided

Question 5:

 Y N

Is the development residential or will it require public access?

If **yes**, an **accessibility statement** should be provided