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:

☐ 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:

☐ 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:

☐ 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:

☐ Does the proposal impact on the light to a neighbouring property?

☐ If yes, a daylight/sunlight assessment should be provided
Question 5:

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:

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

☐ If yes, a land contamination assessment should be provided

Question 7:

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:

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:

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:

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:

Will the development support the proposed provision of affordable housing?  
If yes, a financial viability report should be provided
**Question 2:**

Will a planning obligation be required?

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

**Question 3:**

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

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

**Question 4:**

Is the development residential or will it require public access?

- [ ] If yes, an **accessibility statement** should be provided

**Question 5:**

Is the development residential or will it require public access?

- [ ] If yes, an **accessibility statement** should be provided