

# V6 VALIDATION REQUIREMENTS:

## APPLICATIONS FOR LISTED BUILDING CONSENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

|   |   | TICK or<br>CROSS |
|---|---|------------------|
| <b>1. FORMS</b>   |   |                  |
| Correct National Standard Application Form ( <b>original and 3 copies unless submitted electronically</b> )   |   |                  |
| All signed and dated  |   |                  |
| All relevant questions answered correctly   |   |                  |
| <b>2. PLANS</b>   |   |                  |
| Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate. |   |                  |
| Location Plan at a scale of 1:1250 or 1:2500 to show:   | The direction of North  |                  |
|   | Application site edged red/other land owned by the applicant edged blue                                     |                  |
|   | Wherever possible, at least 2 named roads and surrounding buildings   |                  |
| Site Plan at a scale of 1:500 or 1:200 to show:   | The direction of North  |                  |
|   | The development in relation to site boundaries and existing buildings on the site with written dimensions.  |                  |
|   | All buildings, roads and footpaths on land adjoining the site, including access arrangements                |                  |
|   | All public rights of way crossing or adjoining the site   |                  |
|   | The position of all trees on the site and those on adjacent land which could be affected by the development |                  |
|   | The extent of any hard surfacing  |                  |
|   | Boundary treatment where proposed   |                  |

|  |   |  |
|--|---|--|
| Block Plan at a scale of 1:100 or 1:200 to show:   | Any site boundaries   |  |
|  | The position of any building or structure on the other side of such boundaries  |  |
|  | The type and height of boundary treatment   |  |
| Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:                              | The works in relation to what is already there  |  |
|  | All sides of the proposal (blank elevations should also be included)  |  |
|  | Where possible, the proposed building materials and the style, materials and finish of the windows and doors  |  |
| Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:                             | Where existing walls or buildings are to be demolished these should be clearly shown  |  |
|  | Details of the existing building(s) as well as the proposed development   |  |
|  | New buildings in context with adjacent buildings  |  |
| Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100 | Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves. |  |
|  | For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development                                     |  |
|  | In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.  |  |
| Plans to a scale of not less than 1:20 to show all new:  | Doors   |  |
|  | Windows   |  |
|  | Shop-fronts   |  |
|  | Panelling   |  |
|  | Fireplaces  |  |
|  | Plaster moulding  |  |
|  | Other decorative details  |  |
| Roof plans   | Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location  |  |
| <b>3. CERTIFICATES</b>   |   |  |
| Ownership Certificate Completed  | Correct certificate - A, B, C or D as required  |  |
| Agricultural Holdings Certificate Completed  | Required whether or not the site includes an agricultural holding   |  |
| <b>4. DESIGN AND ACCESS STATEMENT</b>  |   |  |
| Required in all cases  |   |  |
| <b>5. LOCAL REQUIREMENTS</b>   |   |  |
| Heritage Statement   | All applications for listed building consent require a Heritage Statement   |  |
| Structural Survey  | Where the proposal involves the total or substantial demolition of a listed building  |  |
|  | Where the proposal involves change of use to a purpose involving heavier floor loading (e.g. Barn Conversions)  |  |