

VALIDATION CHECKLIST
(Please complete and submit with application)

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

NATIONAL REQUIREMENTS* (Original +One copy required unless submitted electronically)	Provided (circle as appropriate)
Completed Form	Y
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Y
Site Plan drawn at a scale of 1:500 or 1:200.	Y
Other plans and drawings or information necessary to describe the subject of the application	
Block plan of the site (1:100 or 1:200 scale)	Y N
Existing and proposed elevations (1:50 or 1:100 scale)	Y N
Existing and proposed floor plans (1:50 or 1:100 scale)	Y N
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale)	Y N
Roof Plans (1:50 or 1:100 scale)	Y N
Ownership Certificates (A, B, C or D - as applicable)	Y
Notice	Y N
Design and Access Statement	Y
LOCAL REQUIREMENTS* - may include some or all of the following (Original + one copy required unless submitted electronically)	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	Y
Land Contamination Assessment	Y N
Photographs/photomontages	Y
Planning Statement	Y N
Structural Survey	Y N
Tree survey/Arboricultural implications	Y N

***See guidance notes**

Guidance notes for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Document/Plan	Additional Notes
---------------	------------------

NATIONAL REQUIREMENTS

Completed Form	Ensure all questions are answered; the relevant Certificate completed; form signed.
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Plans should wherever possible show at least two named roads and surrounding buildings/land named or numbered. The red line should include all the land necessary to carry out the development
Site Plan or block plan drawn at a scale of 1:500 or 1:200. (Depending upon the nature or scale of the proposal a block plan at a scale of 1:100 may be more suitable) Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon	This should accurately show:- a) the direction of north; b) the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries; 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 adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing; and g) the existing and proposed (if any) boundary treatment. New buildings should also be shown in context with adjacent buildings.
Other plans and drawings or information necessary to describe the subject of the application	Site survey plan (at the same scale as site or block plan) should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences, etc); the position of any building(s) or structure(s) on the other side of such boundaries with written dimensions
Existing and proposed elevations (1:50 or 1:100 scale) with written dimensions.	These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions of height, width and depth and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the relationship between them and detail the positions of openings on each property.
Existing and proposed floor plans (1:50 or 1:100 scale) with written dimensions	These should explain the proposal in detail and where existing buildings or walls are to be demolished these should clearly be shown. The drawings should also show details of the existing building as well as those for the proposed

	development together with written dimensions.
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and proposed levels including detail of foundations and eaves and show how encroachment is to be avoided. Full information should also be submitted to demonstrate how proposed new buildings relate to existing site levels and neighbouring development.
Roof Plans (1:50 or 1:100 scale).	Used to show the shape of the roof and to specify roof materials.
Ownership Certificates (A, B, C or D - as applicable)	Please ensure that Certificate A, B, C or D is signed.
Notice(s)	Notice under Regulation 6 of the Planning [Listed Building and Conservation Areas] Regulations 1990) must be given and/or published, where Ownership Certificates B, C or D have been completed.
Design and Access Statement	<p>Required for all Listed Building Consent applications.</p> <p>The statement should seek to explain and justify the proposal in a structural way and the level of detail will depend upon the scale and complexity of the proposal.</p> <p>The Town and Country Planning (Development Management Procedure) Order 2010 sets out what Design and Access Statements must cover. A guidance note is also available on the Council's website at www.huntingdonshire.gov.uk</p>

LOCAL REQUIREMENTS – if required the information can be placed in one document depending upon the amount to be provided

Heritage Statement (including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Ancient Monuments)	A statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, developers are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.
--	---

	<p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. Early discussion with the Council's Conservation Officer is recommended.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets.</p>
Land contamination assessment	Where contamination is known or suspected or the proposed use would be particularly vulnerable, such information should be provided as is necessary to determine whether the site is, or can be made suitable for the proposed use/development. Further advice is available from the Council's Environmental Protection Team.
Photographs/photomontages	Required where involving a Listed Building.
Planning Statement	A planning statement gives an opportunity to explain the proposal and it should identify the context and need for the development and how the proposed it accords with relevant national, regional and local planning policies. It should also include details of any pre-application consultations with the local planning authority and wider community/statutory consultees and neighbours undertaken prior to submission. For "major" applications a separate statement on community involvement will be more appropriate. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required.
Structural Survey	Required for applications involving demolition and/or alterations to a Listed Building.
Tree survey/Arboricultural implications	<p>Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be lost/retained, any works to trees and on the means of protecting trees during construction works. This information should be prepared by a qualified arboriculturalist.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the (2012) BS5837 'Trees in relation to construction - Recommendations'. Using the methodology set out in this British Standard should help to ensure that development is suitably integrated with trees and help avoid potential conflicts.</p>

December 2013