

## **Checklist for Listed Building and Conservation Area Consent Applications**

This checklist refers to applications for Listed Building Consent or Conservation Area Consent.

Typical examples of these applications would be the demolition of buildings over a certain size in a Conservation Area and works to a Listed Building.

### **1. Completed Application Form**

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “4. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. Electronic applications may be made via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Where applicants wish to make application in paper form, the original of the completed application form, plus two additional copies must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of three sets are required for the application to be valid.

### **2. Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250 or 1:2500). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

Ordnance Survey plans can be provided by any of the Development Management Sections. There is a charge for this service. Applicants should note that copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright.

### 3. Site Plan (Existing and Proposed)

All applications should normally include existing and proposed site plans at a standard metric scale (typically 1:100 or 1:200 for householder applications and 1:500 otherwise).

**The site plan should be numbered.**

An existing site plan should accurately show:

- The direction of north;
- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the 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 existing trees on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The direction of north;
- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, **unless these would not influence or be affected by the proposed development:**

- All the 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 proposed trees and those to be retained on the site, and those on adjacent land;
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

#### **4. Ownership Certificates (A, B, C or D as applicable)**

The relevant certificates concerning the ownership of the application site must accompany all forms of applications.

For this purpose an 'owner' is anyone with a freehold interest or a leasehold interest if the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all of the owner(s) of the site are known.

If Certificate B has been completed, an Article 6 notice must be served on all of the owners of the site in question. This will also be required where Certificate C has been served and some of the owners are known.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

#### **6. The correct fee**

There is no fee for Listed Building or Conservation Area Consent applications.

## **8. Design and Access Statement (if required)**

### **When is this required?**

All Listed Building Consent applications.

### **What information is required?**

A Design and Access Statement (DAS) is a succinct report accompanying and supporting an application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statements must be proportionate to the complexity of the application, but need not be long.

An important part of a DAS is the explanation of how local context has influenced the design. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to sub-components of amount, layout, scale, landscaping, appearance etc.

The DAS should also explain how relevant policies in local development documents have been taken into account. The statement should provide information on any consultation undertaken in relation to issues of design and access and how the outcome of this consultation has informed the development proposals.

It is important to note that the requirement for the access component of the statement relates only to “access to the development” and therefore does not extend to internal aspects of individual buildings. Statements should explain how access arrangements would ensure that all users would have equal and convenient access to buildings and spaces and the public transport network.

A DAS for outline and detailed planning applications should demonstrate how climate change mitigation (through the minimisation of energy consumption, efficient use of energy, and the supply of types of energy including from low-carbon and renewable sources to help reduce overall carbon emissions) and adaptation measures (to provide resilience to future climate impacts) have been considered in the design of the proposal. These measures may be of particular relevance under the topic headings of amount, layout, scale, landscaping, context or access, depending on the nature of the proposed development and its anticipated impacts on the surrounding area. Applicants should refer to paragraphs 41 and 42 of the PPS1 Climate Change Supplement for further details.

Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and further include a brief explanation of how the design has taken account of PPS 5: Planning for the Historic Environment, and regard for the following details:

- The historic and special architectural importance of the building;
- The particular physical features of the building that justify its designation as a listed building;
- The building’s setting.

### **Further information:**

- Commission for Architecture and the Built Environment (CABE) guide entitled “Design and Access Statements – How to write, read and use them”. The guide is commended to prospective developers for use in connection with applications to be submitted to the Council.

<http://www.cabe.org.uk>

- Design and Access Statements (IGNITE)

<http://www.designstatement.co.uk>

- Building for Life

<http://www.buildingforlife.org/>

## 9. Application Plans

### When is this required?

- Elevation plans should be submitted for all applications where external alterations are proposed;
- Floor plans, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- Roof Plans should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

### What information is required?

#### **All plans should be numbered.**

#### (a). Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case. Under certain circumstances, joinery details to a scale of 1:20 or less may be required.

#### (b). Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

#### (c). Existing and Proposed Site Sections and Site Levels

Section drawings should be drawn at a scale of 1:50 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

#### (d). Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50 or 1:100.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

**Unitary Development Plan:**

- Policies ENV8, ENV11

## **16. Heritage Statement**

### **When is this required?**

This statement is required for all applications for Listed Building Consent and Conservation Area Consent applications.

In all cases the Heritage Statement could form part of a more comprehensive Design and Access Statement.

### **Works to a Listed Building**

Applications for Listed Building Consent may need to as appropriate include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

### **Conservation Area Consent applications**

The statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

### **Applications affecting the setting of heritage assets**

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 5: Planning for the Historic Environment

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

**Unitary Development Plan:**

- ENV8, ENV11

## 25. Structural Survey

### **When is this required?**

All applications that involve:

- The demolition, or proposals that may affect the structural integrity, of a building or structure that contributes to the character of a Conservation Area;
- Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.

**Please seek pre-application advice from the Local Planning Authority for further details on when this would be required.**

### **What information is required?**

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

### **Policy Background**

#### **Government policy or guidance:**

- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas (para. 17 - 20)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>

#### **Unitary Development Plan:**

- ENV8, ENV11

## **30. Tree Survey and/or Statement of Arboricultural Implications of Development**

### **When is this required?**

Where a development site includes trees, where the canopies of trees on an adjacent site overhang the site boundary, or where there are street trees along the site frontage that would be affected by the development proposal.

### **What information is required?**

All trees should be accurately shown on a scaled plan with the following information:

Species; height in metres; stem diameter in metres at 1.5 metres above adjacent ground level or immediately above the roof flare for multi-stemmed trees; branch spread in metres taken at north, south, east and west points; height in metres of the lowest part of the canopy above ground level.

However, the following details will also be required where a tree is protected by a TPO or the site is located in a Conservation Area:

Age class (young, middle aged, mature, over-mature, veteran); physiological condition (e.g. good, fair, poor, dead); structural condition (e.g. collapsing, the presence of any decay and physical defect); preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential for wildlife habitat; estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40); category grading (see BS5837: 2005 Trees in Relation to Construction – Recommendations).

For all development proposals, it should be clearly identified which trees are to be felled, together with the reasons for removing those trees. Where trees are shown as to be retained, the means of protecting those trees during construction works will need to be specified. A suitably qualified and experienced arboriculturalist should prepare this information in accordance with BS 5837: 2005.

### **Policy Background**

#### **Government policy or guidance:**

- PPS 1: Delivering Sustainable Development  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf>
- PPS 3: Housing  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>
- PPS 5: Planning for the Historic Environment  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>
- PPS 7: Sustainable Development in Rural Areas  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147402.pdf>
- PPS 9: Biodiversity and Geological Conservation  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf>

#### **Unitary Development Plan:**

- DC1, ENV44

**Area specific requirements and further information:**

- Paragraph 4.1.3 of BS 5837: 2005 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2005 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 to 12 of BS 5837: 2005 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.