

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least **1 copy of all documents** should be provided.

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

11 – Application for listed building consent for alterations, extension or demolition of a listed building

NATIONAL REQUIREMENTS:	Yes	
Completed form (signed and dated)		
The completed Ownership Certificate (A, B, C or D – as applicable) stating the ownership of the land to which the application relates as required under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990		
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990		
A Site Location Plan typically to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red including any land needed to incorporate a soakaway and/or septic tank and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North .		
Design and Access Statement – This is a mandatory requirement for certain applications please refer to Design and Access Statement Guidance to check if applicable		
	Yes	N/A
A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) Roof plans (e.g. at a scale of 1:50 or 1:100) Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details 		
	Yes	N/A
LOCAL REQUIREMENTS:	Yes	N/A
Listed building appraisal for demolition of total building only		
Schedule of Works		
Heritage Statement - a written statement that includes a proportionate analysis of the significance of the archaeology, history and character of the building/structure), (where proposed development is likely to affect heritage assets or their settings) to <u>include</u> justification for the proposed works.		
Ecology - The application should include a Wildlife and Geology Trigger Table to establish if Habitat Survey is required.		

Please note: Further information may be requested by the Conservation Officer during the application process if the submitted statements provided at validation stage are not considered to provide the appropriate level of information

Official Use

Checked by:

Dated: