

# Listed building consent application checklist

Including internal and external alterations to listed buildings.

## 1. Forms

Application form (original and three copies, unless submitted electronically)	<input type="checkbox"/>
All signed and dated	<input type="checkbox"/>
All relevant questions answered correctly	<input type="checkbox"/>

## 2. Plans

Original and three copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.

Find out [how to order location plans and site plans](#)

### Location plan at a scale of 1:1250 or 1:2500 to show:

The direction of north	<input type="checkbox"/>
Application site edged red/other land owned by the applicant edged in blue	<input type="checkbox"/>
Wherever possible, at least two named roads and surrounding buildings	<input type="checkbox"/>

### Site plan at a scale of 1:500 or 1:200 to show:

The direction of north	<input type="checkbox"/>
The development in relation to site boundaries and existing buildings on the site with written dimensions	<input type="checkbox"/>
All buildings, roads and footpaths on land adjoining the site, including access arrangements	<input type="checkbox"/>
All public rights of way crossing or adjoining the site	<input type="checkbox"/>
The position of all trees on the site and those on adjacent land which could be affected by the development	<input type="checkbox"/>
The extent of any hard surfacing	<input type="checkbox"/>
Boundary treatment where proposed	<input type="checkbox"/>

### Block plan at a scale of 1:100 or 1:200 to show:

Any site boundaries	<input type="checkbox"/>
The position of any building or structure on the other side of such boundaries	<input type="checkbox"/>
The type and height of boundary treatment	<input type="checkbox"/>

### Existing and proposed elevations at a scale of 1:50 or 1:100 at show:

The works in relation to what is already there	<input type="checkbox"/>
All sides of the proposal (blank elevations should also be included)	<input type="checkbox"/>
Where possible, the proposed building materials and the style, materials and finish of the windows and doors	<input type="checkbox"/>

### Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:

Where existing wall or buildings are to be demolished these should be clearly shown	<input type="checkbox"/>
Details of the existing building(s) as well as the proposed development	<input type="checkbox"/>
New buildings in context with adjacent buildings	<input type="checkbox"/>

## 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	<input type="checkbox"/>
For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	<input type="checkbox"/>
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	<input type="checkbox"/>

### Roof plans

Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	<input type="checkbox"/>
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### 3. Certificates

Ownership Certificate completed – Correct certificate – A, B, C or D as required	<input type="checkbox"/>
Agricultural Holdings Certificate completed – Required whether or not the site includes an agricultural holding	<input type="checkbox"/>

### 4. Design and access statement

Required in all cases. See <a href="#">design and access guidance</a>	<input type="checkbox"/>
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### 5. Local requirements

Heritage statement – required for all applications for listed building consent	<input type="checkbox"/>
Structural survey – where the proposal involves the total or substantial demolition of a listed building or where the proposed involves change of use to a purpose involving heavier floor loading (for example a barn conversion)	<input type="checkbox"/>

### Notes/explanation:

Please add any further comments to support the above submissions.