

Validation Criteria: Application for Listed Building Consent for alterations, extension or demolition of a listed building

**The original plus 3 copies of the information referred to below shall be provided unless the application is submitted electronically.**

## Introduction

For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. These notes explain what should be provided for Listed Building consent under the National and Local requirements. If you do not submit this information, or include written justification about why it is not relevant, your application will be invalid.

### **Statutory National Requirements**

The application shall comprise of:

- completed **application form** signed and dated
- completed and dated Ownership Certificate (either A, B, C or D) including details of Notice No. 1 or 2 if relevant
- a design and access statement detailing the design, context and access (both vehicular/pedestrian and disabled) for the proposal (See Article 4C GDPO, Circular 01/06 and [www.leeds.gov.uk/planning](http://www.leeds.gov.uk/planning)).

#### **Location plan based on an up-to-date map. It should**

- be at a scale of 1:1250 or 1:2500
- show at least two named roads
- show surrounding buildings
- show properties numbered or named
- show the direction of North
- the application site should be clearly edged with a red line and any other land adjacent to the application site which is in the applicant's ownership should be edged with a blue line

### **Local Requirements – Plans and Drawings**

#### **Block plan of the site which should**

- be at a scale of 1:100 or 1:200
- show all site boundaries
- show the position, type and height of boundary treatment (walls, gates, fences etc);
- show the position of any building or structure on the other side of such boundaries

#### **Existing elevations which should**

- be at a scale eg 1:50 or 1:100 and show the existing situation on site
- show all sides including any blank elevations

- show the style, materials and finish of the existing doors and windows and other features

#### **Proposed relevant elevations which should**

- be at a scale eg 1:50 or 1:100
- show the proposed works
- show all sides of the proposal including any blank elevations
- show proposed building materials
- show the style, materials and finish of windows and doors
- where the proposed elevation adjoins another building (or is in close proximity) the relationship between the buildings and the position of the openings in each property should be clearly shown

#### **Existing and proposed relevant floor plans which should**

- be at a scale eg 1:50 or 1:100
- show each floor of a new building
- show each floor to be altered with existing and proposed floor layout and dimensions of each room
- show internal and external doors and windows
- show where existing buildings, walls, staircases, structures and fittings are to be demolished
- show the relationship of the proposal to adjacent buildings

#### **Existing and proposed sections, finished floor and site levels which should**

- be at a scale eg 1:50 or 1:100
- show cross section(s) through the proposed building(s) together with details of foundations and eaves, including their relationship to the site boundary
- where a change in ground level is proposed, show both existing and finished levels
- show how proposed buildings will relate to existing site levels and neighbouring development
- show existing site levels and finished floor levels (related to a fixed datum point off site).

#### **Existing and proposed roof plans which should**

- be at a scale eg 1:50 or 1:100
- show the shape of the roof
- indicate the proposed roofing material
- show any vents
- show details of dormer windows including their sides
- show sections through the roof where solar panels are to be fitted

#### **Proposed detail plans which should:**

- be at a scale of 1:20
- show all features which are to be altered eg new doors, windows, architectural mouldings, guttering, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details. This should include details of the existing features including sections and details of the proposed, including sections. Manufacturers brochures and specifications should also be provided.

### **Local Requirements – Information Required**

The following information should accompany a Listed Building application, if appropriate. Each section indicates the circumstances when such information should be provided as not all the information specified will need to be provided with every application.

#### **Heritage statement (including historical, archaeological features and Scheduled Ancient Monuments)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. You should provide a written statement that includes a schedule of works to the listed building(s), 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. Plans should clearly show all existing structures and features to be demolished or removed. A structural survey may be required in support of an application for listed building consent.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

(See Planning Policy Statement 5 Planning for the Historic Environment March 2010)

[Planning for the Historic Environment Practice Guide](#)

### **Biodiversity survey and report**

A Protected Species Survey and Assessment must be provided where a proposal is likely to affect protected species. Please refer to Part 1 of the [Local Requirements Template](#) for Biodiversity and Geological Conservation on our website for details of the criteria, indicative thresholds and species likely to be affected.

An Ecological/Geological Survey and Assessment must be submitted where a proposed development is likely to affect a designated site or priority habitat. Refer to Part 2 of the Local Requirements Template for details.

(Planning Policy Statement 9: Biodiversity and Geological Conservation, UDPR Policy N49, N50 & N51, Biodiversity and waterfront development SPD) [Natural England](#)

### **Photographs**

Photographs should be provided showing the existing buildings on site, showing both interior and exterior details and their setting. These can form part of the design and access statement and should include a plan showing the position where the photograph was taken from.

### **Structural survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, extension or rebuild or is required to establish that a building proposed for conversion is in a sound condition for example where a barn conversion is proposed in a green belt location.

### **Tree survey/Arboricultural implications**

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 retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. This is for trees with a stem diameter over 75mm at 1.5m height. Details of hedges and areas of shrub vegetation, and all trees within 12 metres of the developments should be shown.

(PPS1, PPG2, PPS9, UDPR Policies GP5, SA1, N8, N12, N23, N24, LD1, SPG13 – [Neighbourhoods for Living](#), SPG25 – Greening the Built Edge)