

Application for Listed Building Consent

Information Required

Two copies of relevant information is required unless the entire application is submitted through The Planning Portal.

Application Form The 'Application for Listed Building Consent' form must be fully completed	
Location Plan A map at a scale of 1:1250 or 1:2500 to clearly identify the location and boundaries of the application site. The site should be identified (recommended outline in red) and must 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 related open areas around buildings. It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at http://www.planningportal.gov.uk/planning/applications/plans .	
Site Plan A map at a scale of 1:500 to clearly identify the listed building/s affected by the proposed works. A Site Plan can be obtained from http://www.planningportal.gov.uk/planning/applications/plans .	
Heritage Statement/Design and Access Statement A Heritage Statement will be required to describe the significance of the heritage asset(s) affected, including any contribution made by their setting. Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. This interest may be archaeological, architectural, artistic or historic. A Heritage Statement shall also describe the likely impact of the proposed development upon that significance, a full justification for the works and any mitigation measures necessary to address the identified impact. This will include an explanation of the design principles and concepts that have been applied to the development. The level of detail necessary within the statement should be proportionate to the significance of the asset(s) and the scale of the proposed works.	
Elevations (Existing and Proposed) Drawings to a scale of 1:50 or 1:100 that accurately illustrate the existing and proposed external appearance of the building where the proposal involves external alterations.	
Floor Plans (Existing and Proposed) Drawings to a scale of 1:50 or 1:100 that illustrate the existing and proposed internal layout of the building where the proposal involves internal alterations.	
Levels and Sections (Existing and Proposed) Drawings to a scale of 1:100 or 1:200 that illustrate the existing and proposed ground levels where the proposal involves changes to ground levels.	
Structural Survey A survey of the physical condition of a building is required if the application is seeking consent for the total or substantial demolition of a listed building for reasons of structural safety/instability.	