



Listed Building Consent for Alterations, Extensions or Demolition of a Listed Building - Validation Checklist

What information do I submit with my application?

Introduction

This document should be used by applicants and agents intending to submit an application affecting a listed building to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- Identify the type and extent of supporting material necessary
- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹

Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically. A copy of other plans and drawings or information necessary to describe;
- The subject of the application (3 copies to be supplied unless submitted electronically)
- 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)
- 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
- Roof plans (e.g. at a scale of 1:50 or 1:100)

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

Certificates

- The completed Ownership Certificate (A, B, C or D - as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

Other Information

- Design and Access Statement

Local Requirements

Shall include the following as may be relevant to the application;

- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material
- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- A clear and full description of the proposed works
- Archaeology Assessment in accordance with level 3 English Heritage Standards (English Heritage 2006)
- Statement of significance in accordance with paragraph 128 of the National Planning Policy Framework (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Planning Statement
- Protected Species Survey for bats and owls (where full or partial demolition proposed)
- Structural Survey of the building
- Unique reference numbers on all plans and drawings

Finally

It will help if you;

- Include all of the information at the start
- Pay any fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

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