

Application Checklist for Listed Building Consent

Please read the notes below before submitting your application. For applications which include demolition or loss of historic fabric, applicants are asked to provide seven copies of their submission. This will result in earlier consultation of English Heritage and the historic amenity societies on such proposals.

1. Location Plan

The plan should identify in red the application site but be drawn wide enough to show its context. Any neighbouring land within the same ownership should be identified in blue. Extracts from Ordnance Survey plans at 1:1250 are recommended.

2. Existing Plans

These will be plans, elevations and sections which show the building as existing and should include the form and location of any structural features of historic significance such as blocked windows, doors, fireplaces and changes in internal levels. As the plan will form part of the building record they should be accurate and appropriately detailed – sketch plans alone will, therefore, not be acceptable.

3. Proposed Plans

These should clearly show any proposed alterations, extensions and demolition which would affect the historic fabric of the building. These plans must be easily comparable to the existing plans. The proposed plans should clearly identify proposed materials and construction details such as confirmation of mortar mixes and the form of pointing. For proposals such as the installation of satellite dishes or alarm boxes the submission of manufacturer's/installer's specifications will be acceptable in lieu of drawn plans.

4. Photographic Record

This is to provide a record of the site at the time of application submission. The intention is that photographs supplement rather than replace detailed drawings.

5. Site Context

The purpose is to describe the history and development of the application site and to serve as an introduction to the architectural and historic interest of the building to enable assessment to be made of the impact of the proposal.

6. Written Justification

The purpose is to describe in simple terms the purpose and need for proposed alterations, justifying why this option has been adopted over possible alternatives. Please note that:

- i. proposals for rebuilding should be accompanied by a report from a structural engineer with experience in dealing with historic buildings
- ii. proposals involving timber treatment or replacement (including window frames) should be accompanied by a relevant specialist report.

Applicants should show how the proposals are designed to minimise impact on the layout and architectural features and compliment the external features of the original building.