

# Planning Application Validation Checklist

## Listed Building and Conservation Area Application Form

**Please complete and return one copy of this checklist with your application**

### Your application must include the following:

3 sets of the completed planning application forms, signed and dated.



3 Article 7 Certificates (Agricultural Holdings), signed and dated  
**(this must be signed for all applications)**



3 sets of the completed signed and dated Ownership Certificate (A, B, C or D).



The correct fee.



3 sets of the location plan (Ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger or at an appropriate scale to show at least two main roads and surrounding buildings. The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant. A North point should also be included



3 copies of a block plan of the site to a scale of not less than 1:500 showing the boundaries of the site and the position of all existing buildings and landscaping details



3 copies of a proposed block plan of the site to a scale of not less than 1:500 showing the boundaries of the site, the position of new extensions and buildings and landscaping details.



3 copies of existing and proposed elevations to a scale of not less than 1:100



3 copies of existing and proposed floor plans at a scale of not less than 1:100



3 copies of a design and access statement



### **In addition to the above, the following information may also be required:**

Structural Survey of the building.



Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area.



3 copies of detail 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.



Heritage Statement which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact.

