

VALIDATION CHECKLIST

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

3 copies of all documentation and plans plus original to be supplied unless the application is submitted electronically.

All plans and drawings should include paper size, key dimensions and a scale bar indicating a minimum of 0-10 metres

Please indicate on the relevant boxes if you have provided the information

PLEASE RETURN THIS CHECKLIST WITH YOUR COMPLETED APPLICATION



**South Hams
District Council**

NATIONAL REQUIREMENTS

	Y/N
Completed form	
A Location plan with the application site edged red and any adjoining and owned by the applicant edged blue at a scale of 1:1250 or 1:2500 in rural areas and showing the direction of North	
A site/block of the site to a scale of not less than 1:200 showing existing features of the site eg, walls, buildings, other structures and boundary treatments. All new works shaded in red. Applicants will also need to show any trees on site and indicate their location, including species, girth and spread on the map.	
A copy of the following plans and drawings. Drawings should clearly outline any materials or finishes to be used. This may include render type and colour, roofing slates, eaves and verge details, and door and window styles:	
<ul style="list-style-type: none"> Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries 	
<ul style="list-style-type: none"> Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Existing and proposed cross section/site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) 	
<ul style="list-style-type: none"> Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details. 	
<ul style="list-style-type: none"> Roof plans (e.g. at a scale of 1:50 or 1:100) 	
The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Design and Access Statements (required except for changes of use with no works) This will include the developers reasoning behind the final design. It should also include the proposed materials and colour the applicant wishes to use. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE). Applicants will be required to make provision for access, parking and sanitary conveniences for people with disabilities in all applications concerning buildings that will be accessible to the public. An access statement outlines how the services provided by that building will be made available to all members of the public. Applications this may be applicable to includes offices, shops, factories, schools, other public access areas and may also include proposals for new housing schemes.	
The appropriate fee (see separate fees form)	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	

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LOCAL REQUIREMENTS

Info required	When it is needed	Y/N
Historical features /Archaeological assessment	If a proposed development is likely to take place within a well known area of historical interest or upon green field land, the LPA will expect an initial archaeological appraisal of the site and surrounding area to be undertaken. As a result of the initial appraisal, it may be necessary to commission a full archaeological investigation, the results of which would accompany the planning application. Unless these surveys are undertaken, it will be impossible for the LPA to properly consider an application without a full understanding of the implications of the development upon any features of historical significance, if any, and what measures are proposed to reduce its impact. Supporting information may include plans showing historic features that may exist on, or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battle fields.	
Nature conservation/ecology assessment	All applications where the site is: on or adjacent to designated wildlife site; on or adjacent to a site known to support a rare or protected species; a conversion or works affecting the roof of barns, mills, traditional or derelict properties and buildings in the open countryside and rural fringe; on greenfield development including proposals on, or adjacent to, farmland, woodland, hedgerows and orchards; on a site on or adjacent to the coastline, estuaries, rivers or wetlands; a quarry, cave, bridge or culvert; a site which requires an Environmental Statement; Conversion of redundant agricultural buildings The applicant must include proposals for long term maintenance and management of mitigating the impacts of the development on those features. This may include identifying locations of any significant wildlife habitats or features protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. In some circumstances, this may be included in the information provided under an Environmental Statement. Where development may affect species that are protected and require derogation, developers will be expected to provide the evidence to justify that derogation with the application. Further advice on obtaining licences is available in DEFRA Circular 2/2002	
Photographs/photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should always be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. These should show the whole building and its setting and/or particular section of the building affected by the proposals.	
Structural Survey	When applications are submitted to change the use of the building, it is important to establish that the structure of the building is adequate to meet the needs of the new use without significant structural works to the exterior of the building. This is especially important with barn	

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	conversions where it is essential that the traditional appearance of the barn is kept, but is safe for human occupancy.	
Supplementary planning statement	All full applications - A Supporting Planning Statement provides developers the opportunity to explain how the proposed development accords with policies in the development plan, and relevant SPD or SPG or development briefs. It should also include details of any discussions with the LPA and wider community/ statutory consultees undertaken prior to submission. Large scale projects may wish to include a Statement of Community Involvement that reflects how the development has been discussed with the local community prior to the submission of the application.	
Tree survey – Arboricultural Statement	Where there are existing trees on site whether they are to be retained or not. Where any development is within the crown spread of any tree to be retained (including trees on neighbouring land). Development within a Listed Park or Garden. A Tree Survey or arboricultural implication study will be required for all applications where there are trees, or large areas of shrubs, on or adjacent to the site. Even if the development proposals do not include lopping or felling of trees, evidence must be given to show that the development will have no detrimental affect upon the well-being of these trees. Where the application involves works that affect any trees within the application site, the species, spread, and position of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. The location of any trees within adjacent properties that may be affected by the application should also be shown. The statement should also explain the measures to be adopted during construction works as to protect those trees that are to be retained. Further guidance is also provided in BS5837:2005 'a guide for trees in relation to construction'.	

Drainage details:

- The means of fresh water supply: Mains Other

- The means of surface water drainage:

- The means of foul sewage disposal:

Mains

- Connecting to an existing cesspit, septic tank or other (*please state which type and give details on drawings*)