If you intend to apply for listed building consent and planning permission at the same time you may provide all the required information for both applications on the same drawings.

This checklist sets out the minimum information required for a valid application. If you do not supply the information listed below your application will not be registered. Place a mark in the box where the required information is provided.

If you require any additional information on what is required to be submitted for a valid application please contact our planning technicians on 01620827216

### Forms

2 copies of the listed building consent application form, including the listed building consent land ownership certificate completed, signed and dated

### Drawings

**DRAWINGS SHOULD BE TO SCALE AND MUST INCLUDE A METRIC SCALE BAR. DRAWINGS THAT SHOW A SCALE MUST NOT STATE ‘DO NOT SCALE’. FULLY DIMENSIONED DRAWINGS USING METRIC MEASUREMENTS MAY BE SUBMITTED INSTEAD OF SCALED DRAWINGS**

2 copies of a location plan, at scale 1:1250 or 1:2500. The application site should be outlined in red. Any other land owned by the applicant that is outside the application site and within 20 metres of its boundaries should be outlined in blue.

2 copies of an existing block plan, at scale 1:200, or if a larger site 1:500. The application site should be outlined in red. Any other land owned by the applicant that is outside the application site and within 20 metres of its boundaries should be outlined in blue. The plan should clearly show existing buildings, roads, footpaths and boundary treatments. Any demolition should be shown dotted in red.

2 copies of a proposed block plan at scale 1:200 or if a larger site 1:500. The application site should be outlined in red. Any other land owned by the applicant that is outside the application site and within 20 metres of its boundaries should be outlined in blue. The plan should show all new extensions, buildings, footpaths, roads, hard standing areas, boundary treatments including walls and fencing that require listed building consent, clearly marked in colour. If the application is for alterations to a listed building with no extensions or new build proposed, no block plan is required.

2 copies of existing and proposed floor/roof plans at scale 1:50 or 1:100 showing all proposed works that require listed building consent clearly marked in colour. Any demolition should be shown dotted in red on the existing plan.

2 copies of existing and proposed elevation drawings at scale 1:50 or 1:100 showing all proposed works that require listed building consent clearly marked in colour. Any demolition should be shown dotted in red on the existing plan.

2 copies of detailed drawings at scale 1:10 or 1:20 or 2 copies of a manufacturers’ brochure marked to show all new doors, windows, roof windows, patio doors, gates, fencing or walls. The detail provided should state full material specification. If not included in the manufacturers’ brochure, sectional drawings will be required for windows.

2 copies of photographs marked to show proposed demolition works

On sloping sites and those that involve a change in levels, 2 copies of existing and proposed site sections and finished floor and site level at 1:50 or 1:100 scale