

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

LISTED BUILDING CONSENT APPLICATIONS

1. 1 copy of the completed listed building consent application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed site layout plans at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings.
5. 1 copy of existing and proposed elevations and roof plans, scale 1:100 or 1:50. The drawings should show what the building looks like from the outside, clearly state all existing and proposed materials and clearly indicate all downtakings.
6. 1 copy of existing and proposed floor plans, scale 1:100 or 1:50, showing the layout of the building with all downtakings clearly indicated.
7. 1 copy of detail drawings, scale 1:20, 1:10 or 1:5, showing cross sections and elevations of architectural details being amended, replaced or re-instated. Architectural details could include window frames and astragals, cornices, mouldings etc.
8. 1 copy of a schedule of works containing details of all proposed works. The schedule of works should include details of means of construction; and specifications and colours of materials.