

## Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

### National Requirements

- Completed form (3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);
  - 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;
  - Roof plans (e.g. at a scale of 1:50 or 1:100);
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and Access Statement.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

**Local Requirements** – may include some or all of the following:

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments).
- Lighting assessment (where illuminated advertisements are proposed details of the type and intensity).
- Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals.
- Structural Survey.
- Tree survey/Arboricultural implications.
- Bat Declaration Form plus a survey if required.
- Streetscene views – plans/drawings.