

## Application for Certificate of Lawfulness of Proposed Works to a Listed Building

### Validation Check List

It is very important for the National Park Authority to have sufficient information to be able to assess fully the impact of your proposal. Please complete the following sections and supply the information as far as they are relevant to the development proposed. If you wish to discuss the requirements please contact the Support to the Community Section of the National Park Authority. It is possible to combine information on plans.

If any of the boxes are not ticked and the information not submitted please explain the reasons. This explanation will be taken into account in deciding whether to request further information before your application can be registered.

Two copies of all the documents and plans are required unless the application and plans are submitted on line via the planning portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). It is preferable if plans are submitted in A3 or A4 form as this assists with both viewing the details on screen and is easier to scan documents thus making your application more easily registered.

**Please return this form completed with your application.**

Please include the following:

- |   |                          |
|---|--------------------------|
| • <b>Application Form</b>   | <input type="checkbox"/> |
| • <b>Location Plan</b>  | <input type="checkbox"/> |
| (a) Based on an up to date map at 1:1250 or 1:2500  | <input type="checkbox"/> |
| (b) The plan identifies sufficient roads and/or buildings on land adjoining the application site to ensure exact location of application site is clear  | <input type="checkbox"/> |
| (c) The application site should be edged clearly with a red line (including land required for access to a public highway, visibility splays, landscaping, car parking and areas of earth movement and disposal) | <input type="checkbox"/> |
| (d) A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site   | <input type="checkbox"/> |

<ul style="list-style-type: none"> <li>• <b>Site Plan</b></li> </ul>	<input type="checkbox"/>
(a) Drawn at a scale of 1:500, 1:200 or 1:100	<input type="checkbox"/>
(b) Identifies the direction of North	<input type="checkbox"/>
(c) Shows the proposed development in relation to the site boundaries and other existing buildings on the site	<input type="checkbox"/>
(d) Has written dimensions for the proposed development to adjoining buildings and/or site boundaries	<input type="checkbox"/>
<b>And the following unless these would NOT influence or be affected by the proposed development</b>	<input type="checkbox"/>
(e) All the buildings, roads and footpaths on land adjoining the site including access arrangements	<input type="checkbox"/>
(f) All public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site	<input type="checkbox"/>
(g) The position of all trees on the site and those on adjacent land that could influence or be affected by the development	<input type="checkbox"/>
(h) The extent and type of any hard surfacing	<input type="checkbox"/>
(i) Boundary treatment including walls or fencing where this is proposed	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Existing and proposed elevations</b></li> </ul>	<input type="checkbox"/>
(a) Drawn at a scale of 1:50 or 1:100 and showing clearly the proposed works in relation to what is already there	<input type="checkbox"/>
(b) Elevations of all sides of the building that are to be altered	<input type="checkbox"/>
(c) If an elevation is not to be altered this is clearly stated on the plans	<input type="checkbox"/>
(d) The plans identifying the proposed building materials and style, materials and finish of windows and doors	<input type="checkbox"/>
(e) Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The relationship between the buildings</li> <li>• Detail the positions of the openings on each property</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Existing and proposed floor plans</b></li> </ul>	<input type="checkbox"/>
(a) Drawn at a scale of 1:50 or 1:100	<input type="checkbox"/>
(b) Any buildings or walls to be demolished should be clearly shown	<input type="checkbox"/>

<p>(c) Existing building(s) and proposed development should be shown</p>	<input type="checkbox"/>
<p>(d) New buildings shown in context of adjacent buildings</p>	<input type="checkbox"/>
<p>• <b>Existing and proposed site sections and finished floor and site levels</b></p>	<input type="checkbox"/>
<p>(a) Drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s)</p>	<input type="checkbox"/>
<p>(b) Where a proposal involves a change in ground levels, drawings should be submitted to show:</p> <ul style="list-style-type: none"> <li>• both existing and finished levels</li> <li>• to include details of foundations and eaves</li> <li>• show how encroachment onto adjoining land is avoided</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>(c) Drawings to show existing site levels and finished floor levels</p>	<input type="checkbox"/>
<p>(d) Drawings should show levels related to a fixed datum point off site and show proposals in relation to adjoining buildings. This will be required for all applications involving new buildings</p>	<input type="checkbox"/>
<p>(e) In the case of sloping sites, it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified</p>	<input type="checkbox"/>
<p>• <b>Roof plan</b> (only to be used for residential use applications)</p>	<input type="checkbox"/>
<p>(a) Roof plan to show shape of the roof and to be at scale of 1:50 or 1:100</p>	<input type="checkbox"/>
<p>(b) Details of roofing materials and flues/chimneys and their location to be specified on the roof plan</p>	<input type="checkbox"/>
<p>• <b>Justification</b></p>	<input type="checkbox"/>
<p>A statement outlining the reasons the applicant thinks they are entitled to a Certificate of Lawfulness of Proposed Works i.e. why they think the proposed works do not affect the special architectural or historic interest of the Listed Building</p>	<input type="checkbox"/>
<p>• <b>Heritage Statement</b></p>	<input type="checkbox"/>
<p>To include details of the Listed Building grading</p>	<input type="checkbox"/>

Two copies of all the application details including plans and local requirements are submitted



Explanation for not submitting any of the above information which will be taken into account in deciding whether your application can be registered

Signed.....

Date.....

On behalf of.....