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**Listed Building consent for alterations, extension or demolition of 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 Planning and 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:

**NATIONAL REQUIREMENTS**

- |   |                          |
|---|--------------------------|
| • <b>Application Form</b>   | <input type="checkbox"/> |
| • <b>All plans should be identified with a unique reference</b>   | <input type="checkbox"/> |
| • <b>Location Plan</b>  |                          |
| (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> <li>(a) Drawn at a scale of 1:500, 1:200 or 1:100</li> <li>(b) Identifies the direction of North</li> <li>(c) Shows the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>(d) Has written dimensions for the proposed development to adjoining buildings and/or site boundaries</li> </ul> <p><b>And the following unless these would NOT influence or be affected by the proposed development</b></p> <li>(e) All the buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>(f) All public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site</li> <li>(g) The position of all trees on the site and those on adjacent land that could influence or be affected by the development</li> <li>(h) The extent and type of any hard surfacing</li> <li>(i) Boundary treatment including walls or fencing where this is proposed</li>
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**And the following unless these would NOT influence or be affected by the proposed development**

**Existing and proposed elevations**

- (a) Drawn at a scale of 1:50 or 1:100 and showing clearly the proposed works in relation to what is already there
- (b) Please include key written dimension on the plans. These should be provided on both existing and proposed drawings.
- (c) Elevations of all sides of the building that are to be altered
- (d) If an elevation is not to be altered this is clearly stated on the plans
- (e) The plans identifying the proposed building materials and style, materials and finish of windows and doors
- (f) Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show:
  - The relationship between the buildings
  - Detail the positions of the openings on each property

<p><b>Existing and proposed floor plans</b></p> <p>(a) Drawn at a scale of 1:50 or 1:100</p> <p>(b) Please include key written dimensions on the plans. These should be provided on both existing and proposed drawings.</p> <p>(c) Any buildings or walls to be demolished should be clearly shown</p> <p>(d) Existing building(s) and proposed development should be shown</p> <p>(e) New buildings shown in context of adjacent buildings</p> <p>• <b>Existing and proposed site sections and finished floor and site levels</b></p> <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> <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> <p>(c) 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> <p>(d) 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> <p>• <b>Ownership Certificates</b></p> <p>An ownership certificate A,B, C or D must be completed stating the ownership of the property</p> <p><b>LOCAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• <b>Heritage Statement</b></li> <li>• <b>Lighting Assessment</b></li> <li>• <b>Photographs</b></li> <li>• <b>Excavated Material Assessment</b></li> </ul> <p>(a) The excavated material will not exceed 250 cubic metres because it is estimated to be _____ cubic metres in volume</p> <p>(b) The excavated material will exceed 250 cubic metres and the enclosed statement explains how the material will be dealt with</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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<p>(c) Any areas where excavated material will be relocated on site have been included within the red lined application site area</p> <p><b><u>For Building Conversion work to residential use</u></b></p> <p>Structural Survey</p>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>
<p>Two copies of all the application details including plans and local requirements are submitted</p>	<input type="checkbox"/>

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.....