Listed Building Consent Application Validation List

The following documents will be required to validate listed building consent applications.

For further details and requirements relating to relevant Local and National Policies, please see the Central Lincolnshire Local Plan and National Planning Policy Framework.

Category 1 – National Validation Requirements

The following documents are required through national legislation; or national planning policy

Document	Notes
Completed Application Form	Applications should be made on the standard national form.
Ownership Certificate	Forms part of the planning application form
Design and Access Statement[1]	Required for all listed building consents
Site Location Plan[2]	1:1250 or 1:2500 scale

Category 2 – Local Validation Requirements

The following documents are required through the policies of the Central Lincolnshire Local Plan or other Development Plan documents

Document	Notes
Existing and Proposed window and door details including sections	Minimum scale of 1:20 (elevations) and 1:5 (sections) showing for example details of cills, frames, glazing bars, mullions and opening lights including relationship to the existing structure. For existing windows and doors, clear photographs are acceptable. Where these form part of the description of development

[1] For further guidance, see the GOV.UK guidance on Design and Access Statements.
[2] All plans and drawings must be drawn to the identified scale and include a linear scale bar. Plans must show the direction of north, and elevation drawings require clear labels e.g. North Elevation. A location plan must be based on an up-to-date map and must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Document	Notes
Detailed Drawings	Minimum scale of 1:20 (elevations) and 1:5 (sections) for those elements of the works that feature as part of the description of development

Category 3 – Other Requirements

The following documents may be required dependent upon the nature of the development

Document	Notes
Existing and Proposed Block Plan[3]	1:200 or 1:500 scale
Existing and Proposed Elevations[3]	1:50 or 1:100 scale
Existing and Proposed Floor Plan[3]	1:50 or 1:100 scale
Heritage Statement	In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation. A Heritage Asset is defined as "A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)." **National Policy HE5: Assessing effects on heritage assets** Heritage impact assessment. assessment of the significance of the asset(s) affected (including any contribution made by their setting) and of the potential effect(s) of the proposal(s) on their significance.

[3] All plans and drawings must be drawn to the identified scale and include a linear scale bar. Plans must show the direction of north, and elevation drawings require clear labels e.g. North Elevation. Where development involves a change in the fabric of a building/structure or creation of floor space, plans must clearly annotate key dimensions including as a minimum building/structure external length and width on floor plans and height (eaves and ridge) on elevations. Where no change to the fabric or floor plans of a building are proposed e.g. change of use applications, existing elevation photos are acceptable (including for retrospective applications). Block plans require externally measured separation distance/s between those building/s and structure/s closest to the application site boundary and the site boundary itself. All measurements must be in metres.

Listed Building Consent Application Validation Matrix

Category 1 - National Validation Requirements	Required	Where Required
Completed Application Form	X	
Ownership Certificate	X	
Design and Access Statement	X	
Site Location Plan	X	

Category 2 - Local Validation Requirements	Required	Where Required
Existing and Proposed window and door details including sections		X
Detailed Drawings		X

Category 3 - Other Requirements	Required	Where Required
Existing and Proposed Block Plan	X	
Existing and Proposed Elevations		X
Existing and Proposed Floor Plan		X
Heritage Statement	X	