



CHECKLIST FOR LISTED BUILDING APPLICATIONS

This guidance is designed to support the use of the Standard **Listed Building Application** form available via the Planning Portal. It sets out the information that should be supplied with an application for Listed Building Consent not accompanied by an application for planning permission or other type of consent and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008

NATIONAL REQUIREMENTS

Application Form for listed building consent

Location Plan

- A plan which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Plans and Drawings or information necessary to describe the subject of the application including

- Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries; the type and height of boundary treatment; the position of any building or structure on the other side of such boundaries.
- Existing and proposed elevations (eg at a scale of 1:50 or 1:100). These should clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.
- Existing and proposed floor plans (eg at a scale of 1:50 or 1:100). These should explain the proposal in detail and clearly distinguish the new works in relation to the existing building. The full extent of any works of demolition should be shown.
- Existing and proposed site sections and finished floor and site levels (eg at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100) to show the shape of the roof

Ownership Certificates

- 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
- N.B. for this purpose an "owner" is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
- 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.

A Design and Access Statement - will be required

No fee is required for a Listed Building Application

LOCAL REQUIREMENTS – at the present time, we require **FOUR** copies of forms and associated documentation to be supplied unless the application is submitted electronically:

SUPPORTING INFORMATION

Listed Building Appraisal – this may be included within the Design and Access Statement and will need to set out a justification for the proposed works and their impact on the special character of the listed building or structure both internally and externally, its setting and the setting of adjacent listed buildings

Structural Survey – where works of demolition are proposed

Large Scale Architectural Details – can often be required e.g. of new windows or doors.

N.B. For listed building applications, plans should make clear any changes proposed to walls, windows, doors, shopfronts, signage, roofs, chimneys and other external features as appropriate e.g. drainage/vent pipes, flues, meter boxes, satellite dishes and to internal features (including partitions, staircases, floors, ceilings, roof structure, joinery, fireplaces and doors).

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional information required. To avoid this happening, you may wish to contact a planning officer to clarify the information requirements for your application.



If you need help or advice, please telephone numbers given below during office hours:-
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

Western Area Team: Direct Line (01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

Eastern Area Team: Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.

Issue date :January 2008