

VALIDATION CHECKLIST – APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR PROPOSED WORKS TO A LISTED BUILDING

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Document Required	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Completed application form	Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the development.			
Location Plan	This drawing should: <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north • Include sufficient named roads to identify the exact location of the site (wherever possible at least two) • Include all the surrounding buildings, roads and footpaths on land adjoining the site • Include a red line around all land required for the development (e.g. 	https://www.planningportal.co.uk/applications https://www.gov.uk/guidance/making-an-application#Plans-and-drawings		

	<p>land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</p> <ul style="list-style-type: none"> • Include a blue line around all other land owned by the applicant close to or adjoining the application site 			
<p>Detailed schedule of the proposed works:</p> <ul style="list-style-type: none"> • including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected 	<p>A copy of other plans or drawings or information necessary to describe the development which is the subject of the application. This can be limited to where the proposed works are.</p>			
Local List of Requirements				
Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
<p>Heritage Statement:</p> <ul style="list-style-type: none"> • As a minimum shall reference the Historical Environment Record (which is in most cases the listing description) • State the significance of the listed building or the areas affected by the proposals • State why the works will not affect the character of the building 	<p>This shall include the reasons why 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>	<p>Details of listed building grading can be found in the National Heritage List for England, which is available on Historic England's website at: (https://www.historicengland.org.uk/listing/the-list)</p>	<p>National Planning Policy Framework 2019</p>	

<p>Any other relevant information necessary to describe the subject of the application. This could include:</p> <ul style="list-style-type: none"> • Photographs • Existing and proposed floorplans and/or elevations at a scale of 1:50 or 1:100 • Sections at a scale of 1:50 or 1:100 • Detailed sections or drawings at a scale of 1:10 or 1:20 • Schedule of works • Method Statement for the works/repairs • Technical specifications of materials/finishes (e.g. a lime mortar specification) 	<p>All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3. This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p>			
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Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>