

VALIDATION CHECKLIST – LISTED BUILDING CONSENT

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, ownership certificate and agricultural land declaration	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>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 proposal requiring planning permission.</p> <p>The ownership certificate must be provided where there are owners of the site other than the applicant.</p>	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p>	Planning (Listed Building and Conservation Area) Act 1990 – Section 10	
Location Plan	<p>This drawing should:</p> <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 	<p>https://www.planningportal.co.uk/applications</p> <p>https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</p>	Planning (Listed Building and Conservation Area) Act 1990 – Section 10	

	<p>two)</p> <ul style="list-style-type: none"> • 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. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site 			
Block Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or 1:500 (metric) • Include the direction of north • Show the proposed development in relation to the site boundaries and other existing buildings on the site • Show all buildings, roads and footpaths on land adjoining the site including access arrangements • Show all public rights of way crossing or adjoining the site • Show the position of all trees on the site and adjacent land • Show the extent and type of any 	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)</p>	<p>Planning (Listed Building and Conservation Area) Act 1990 – Section 10</p>	

	<p>hard surfacing</p> <ul style="list-style-type: none"> Show the type and height of boundary treatment (e.g. walls, fences etc.) 			
Existing and proposed elevations (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> Contain a scale bar Normally be at a scale of 1:50 or 1:100 (metric) Should clearly show the proposed works in relation to what is already there Show all sides of the proposal Show where a proposed elevation adjoins or is in close proximity to another building Drawings should clearly show the relationship between the buildings and detail positions of the openings on each property 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)	See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	
Existing and proposed floor plans (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> Contain a scale bar Normally be at a scale of 1:50 or 1:100 (metric) Include written dimensions to show overall size of any new buildings or extensions. Show where existing buildings or walls are to be demolished (if applicable) Show details of the layout of existing building(s) as well as 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)	See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	

	those for the proposed development			
Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) • Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)	See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	
Roof plans (at a scale of 1:50 or 1:100).	<p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Show the shape of the roof, its location and any features such as chimney positions or windows 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)	See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	
Demolition Plans (at a scale of 1:100 or 1:50)	<p>These drawings should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Clearly shows any parts of the building that are to be demolished 	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the	See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	

		legislation (see Planning (Listed Building and Conservation Area) Act 1990 – Section 10)		
Design and Access Statement	<p>A Design and Access Statement must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development; • demonstrate how the design of the development takes the context of the site into account; • explain the approach to access, and how Local Plan policies relating to access have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and how this has informed the approach to access; and • explain how any specific issues which might affect access to the development have been addressed. 		See Planning (Listed Building and Conservation Area) Act 1990 – Section 10	
Local List of Requirements				
Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Any other relevant information necessary to describe the subject of the application.	Providing additional information at the application stage may help resolve the			

<p>This could include:</p> <ul style="list-style-type: none"> • Photographs • Schedule of works • Method Statement for the works/repairs • Technical specifications of materials/finishes (e.g. a lime mortar specification) • Information on proposed changes to services (e.g. new plumbing) • Samples of proposed materials (to be viewed on site) 	<p>need for conditions on a decision notice.</p> <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.</p> <p>This information is required to provide clear information to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p>			
<p>Heritage Statement</p>	<p>This is required for Applications which are likely to affect:</p> <ul style="list-style-type: none"> • Designated heritage assets (e.g. Listed Buildings) • Non designated heritage assets such as Locally Listed Buildings, Areas of local archaeological importance and Locally Listed Gardens <p>The Statement should:</p> <ul style="list-style-type: none"> • As a minimum reference the 	<p>https://historicengland.org.uk/content/docs/guidance/statements-of-heritage-significance-consultation-draft/</p> <p>This information can be found by using the Planning Constraints map layers in our Local Information Service on the Council's website: http://gis.stalbans.gov.uk/wmlcustomerservice/</p>	<p>National Planning Policy Framework</p>	

	<p>appropriate Historic Environment Records.</p> <ul style="list-style-type: none"> • Shall state the significance of the heritage asset, including any contribution made by its setting. In some applications this may be limited to the areas affected by the proposals. • Shall contain an impact assessment which describes any potential impact of the proposals on the significance of heritage assets affected, including any contribution made by their setting. In some applications this may be limited to the areas affected by the proposals • Include a structural survey (if required) 			
Structural Survey	<p>Applications involving the reuse of existing buildings or where it is proposed to demolish part of any heritage building due to its condition will require a structural survey.</p> <p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and</p>		<p>National Planning Policy Framework</p> <p>Policy 87 of the St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan – Policy H2</p>	

	be cross referenced to the structural survey			
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Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2019) 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: <http://www.stalbans.gov.uk/planning/makingaplanningapplication/householderpreapp.aspx>