

## **Listed Building Consent for Alterations, Extension or Demolition of a Listed Building**

**DRAWINGS** – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale). Drawings which say ‘Do not scale’, or similar will not be accepted.
- Indicate the direction of North on layout and location plans.

Drawings should also include the following information:

- A scale bar indicating a minimum of 0-10 meters.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Forest Road, Tunbridge Wells – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

**If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.**

**A minimum of 4 sets of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.**

Documents that **must** be included with your application:

- **Correct Fee<sup>1</sup>**
- **Application Form, completed, signed (unless submitted electronically) and dated**
- **Ownership Certificate:**
  - A** (included in Application Form: the applicant owns the land) **OR**
  - B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
  - C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
  - D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.

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<sup>1</sup> See Fees for Applications Guidance Notes

# Validation Checklist – V11

- Site Layout Plan (Scale 1:100 or 1:200)
- Existing and Proposed Elevations (Scale 1:50 or 1:100)
- Existing and Proposed Building Plans of each floor where works are proposed (Scale 1:100).
- Existing and proposed Roof Plans (Scale 1:50 or 1:100)
- Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100) where the site is uneven or changes in levels are proposed
- A Listed Building Assessment
- A Conservation Area Assessment (where appropriate).
- Plans and sections to show all existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed or altered and
  - Plans and sections to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details (Scale - not less than 1:20)
- Design & Access Statement<sup>2</sup>

## **PART 2: OTHER REQUIREMENTS**

### **Question 1:**

**YES NO**

- Does your ownership status require you to complete Ownership certificates B, C or D?
- If **yes**, please provide **evidence** that notice has been given/published appropriately

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<sup>2</sup> See Design and Access Statement Guidance Notes

# Validation Checklist – V11

## **Question 2:**

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate box and submit the relevant documents with your application.

**YES NO**

- Heritage Statement
- Planning Statement
- Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)
- Structural Survey of the building(s)

**If you do not consider that any of the above are required to be submitted please explain why below or in an accompanying statement.**

**If you answered yes to any of the above but did not supply the information your application will be invalid.**

Further guidance on completing and submitting a planning application is available on our web site.

If we require further information to process your application we will contact you: Your application will then be made invalid until the requested information is received.

If you believe that the information highlighted on the Checklist is not required then you must state the reasons why we should not make your application invalid.

**N.B. Failure to submit any of the requirements will result in the application not being registered.**

If you require this information in other formats (large print, Braille, audiotape, other language) please phone 01892 526121 or [planningcomments@tunbridgewells.gov.uk](mailto:planningcomments@tunbridgewells.gov.uk).

Signed:.....

Date:.....