

## REQUIREMENTS FOR LISTED BUILDING CONSENT APPLICATIONS

### Plans and drawings

Requirement	Type of application and when required	What is required
<p><b>General guidance - all drawings and plans</b></p>	<p>Required for all Listed Building Consent applications</p>	<p><u>Drawings must clearly show all proposed alterations and/or extensions including all new walls (internal or external), doors, windows, and other features including joinery or plasterwork.</u></p> <p>To be accepted with a listed building consent application, drawings should meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Drawings should be readable, accurate and up-to-date</li> <li>• Drawings should be to a recognised metric scale and include a scale bar</li> <li>• Drawings should use an appropriate paper size relevant to the metric scale (e.g. where the scale is 1:50, or the drawings will be submitted online, A3 paper should be used)</li> <li>• Drawings should display all relevant measurements</li> <li>• Drawings should display a title box stating the title of the drawing, the date, the drawing number, the nature of the proposed development, the site address and the scale of the drawing</li> <li>• Any drawings with revisions require the word 'Revision' to be incorporated into the title box and a new drawing number should be given (e.g. '1065RevA' or 1065'RevB')</li> <li>• Drawings should clearly identify all existing and proposed works</li> <li>• Drawings should show ground levels (both existing and proposed) for any extensions or new buildings.</li> <li>• Drawings should show all section lines</li> </ul>

		<ul style="list-style-type: none"> <li>• Drawings should show the site in context and include details and measurements which show the relationship with adjoining sites, such as the location and height of any boundary walls and the total height of adjoining roofs and eaves</li> <li>• Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings</li> <li>• Existing architectural details that are to be maintained must be shown through careful annotation; these should be marked 'no change'</li> </ul>
<b>Site location map</b>	Required for all Listed Building Consent applications	<p>Site location maps should:</p> <ul style="list-style-type: none"> <li>• Be based on an Ordnance Survey map, use an identified metric scale (usually 1:1250) and show the direction of North.</li> <li>• Be scaled to fit an A4 size document</li> <li>• Show the names of roads and/or buildings on land which adjoins the development site – all properties shown should be numbered or named to ensure that the exact location of the development site is clear</li> <li>• Show the entire development site, including gardens and road access, not just the areas affected by the proposed development – a red line should be used to indicate the boundary of the development site, a blue should be used to indicate any other land owned by the applicant that is close to or adjoins the development site</li> <li>• Be produced so that third parties can understand them (e.g. neighbours who may not be familiar with reading location plans)</li> </ul> <p>To ensure that your location map is valid, the purchase of one is recommended from the Planning Portal.</p>
<b>Block plan of the site</b>	Required if proposal involves works within the curtilage of the listed building	Required at a scale of 1:100 or 1:200, showing site boundaries.

<b>Floor plans</b>	Required for all Listed Building Consent applications (with the exception of new roofing materials)	Existing and proposed floor plans required, at a scale of 1:50.  Floor plans show the relationships between existing/proposed rooms and spaces and other physical features.
<b>Elevations (External and internal)</b>	Required if proposal involves alterations to elevations, externally and/or internally	Existing and proposed elevations required, at a scale of 1:50.  Existing and proposed internal elevations affected by proposed works will also be required, at a scale of 1:50.  Elevations show a flat representation of a building's façade (side, front or rear) and are most commonly used to show its existing/proposed external appearance.
<b>Sections</b>	Required if proposal involves alterations to walls, floors, ceilings, staircases etc.	Existing and proposed sections required at a scale of 1:50.  Sections show a vertical plane cut through a property and are most commonly used to describe the relationship between different levels of an existing/proposed building.  For proposed developments that involve a change in ground levels, sections should show both existing and finished levels. On sloping sites, information is required concerning alterations to levels and the way in which a proposal sits within the site, particularly relative levels between existing and proposed and how these sit in context with immediately adjacent buildings.
<b>Roof plans</b>	Required if proposal involves alterations to roof(s)	Existing and proposed roof plans required, at a scale of 1:50.  Roof plans show the outline of a building from above and display existing/proposed features such as valleys, ridges, hips, slopes, drainage, chimneys, vents and roof lights.

<b>Detailed elevation and section drawings</b>	Required if proposal involves alterations to architectural features, joinery or plasterwork etc.	All new or replacement architectural features such as doors, windows, shopfronts, fireplaces, joinery, plasterwork, ironwork or other details must be shown and should be drawn individually in section and elevation, with any moulding profiles, at a scale of 1:10, 1:5 or full size, as appropriate. Existing and proposed features should be shown.
<b>Demolition works</b>	Required if proposal involves any demolition work	The location and extent of any proposed demolition work, including the removal of plaster and joinery, must be shown clearly on existing plan, section and elevation drawings by labelling, hatching or colour coding.

### **Reports and Assessments**

<b>Design and Access Statement</b>	Required for all Listed Building Consent applications	<p>Design and access statements are also required for listed building consent. They are similar to design and access statements for planning applications, although there are some differences in content.</p> <p>Where a planning application is submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both. The combined statement should address the elements required in relation to a planning application in the normal way and the additional requirements in relation to listed building consent (see below).</p> <p>A Design and access statement for listed building consent should include the following:</p> <ul style="list-style-type: none"> <li>• An explanation of the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal.</li> <li>• A brief explanation of how the design has taken account of: <ul style="list-style-type: none"> <li>-the historic and special architectural importance of the building</li> <li>-the particular physical features of the building that justify its designation as a listed building; and</li> <li>-the building's setting</li> </ul> </li> </ul>
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<b>Heritage Statement</b>	Required for all Listed Building Consent applications	<p>The Heritage Statement must provide a statement of significance for the heritage assets affected; must indicate any potential impact on significance and any harmful impact must be fully justified, in accordance with Policy 12, paragraphs 128-138 of the National Planning Policy Framework.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> <li>• A description of the significance of the character and the architectural and historical interest of the building or structure including any contribution made by their setting</li> </ul>

		<ul style="list-style-type: none"> <li>• An explanation of the principles of the proposal</li> <li>• An assessment of the likely impacts of the proposed works on the significance of the listed building, its setting and the setting of any adjacent listed buildings. This can be explained in terms of high, moderate, minor or neutral levels of impact, on either a beneficial or adverse basis.</li> <li>• An outline of the steps that have been taken to avoid or minimise any adverse impacts on significance.</li> <li>• As heritage assets are irreplaceable, any harmful impact will require a clear and convincing statement of justification. Substantial or less than substantial harm can only be justified if it is demonstrated that harm is necessary to deliver public benefits which outweigh that harm.</li> <li>• An explanation of the sources that have been considered and the expertise consulted in the formulation of the application</li> </ul> <p>The type and amount of detail required will differ according to the particular circumstances of each application.</p> <p>This information can also be included within the Design And Access Statement, as part of the explanation of the design concept.</p>
<b>Photographs</b>	Required for all Listed Building Consent applications	<p>Photographs must show the existing building and its surrounding area.</p> <p>They must show all exteriors/interiors affected by the proposal and where the works are proposed either by labeling, hatching or colour coding.</p> <p>Close ups of any particular features such as doors, windows and fire places which are to be altered or removed must be included.</p> <p>Photographs must be dated, numbered and annotated and cross referenced to the drawings/any related documentation. They should be accompanied by a plan clearly</p>

		showing the position and direction from where each photo was taken.
<b>Visually Verifiable Montages (VVM) or Certified Views</b>	Required where the proposal will affect the appearance or setting of a group of listed buildings	<p>A Visually Verifiable Montage (VVM) is a render of an accurate 3D model shown in the context of an existing photograph of the prospective site. The image is compiled using data which can be used to "verify" the accuracy i.e. it is creating an accurate vision of the final project.</p> <p>Other names for verified views are:</p> <ul style="list-style-type: none"> <li>• Certified views</li> <li>• Accurate visual representations (AVR)</li> <li>• Verified images</li> <li>• Visually verified montages (VVM)</li> <li>• Verified photo-montages</li> </ul>
<b>Schedule of Works</b>	Required for proposals involving repair/restoration work or for alterations to walls, floors, ceilings, joinery, plasterwork, brickwork etc.	<p>If repair/restoration works and/or a scheme of alterations are proposed, a full schedule of works should be provided.</p> <p>If the proposed works involve the removal of any part of the building, including ceilings, partitions, fixtures and fittings, a schedule of works must be provided indicating the location, extent and character of the items to be removed and cross referenced to the existing elevations, plans and sections. It should also outline how remaining items will be protected during building works.</p>
<b>Methods and Materials Specification (Method Statement)</b>	Required for proposals involving repair/restoration work or for alterations to walls, floors, ceilings, joinery, plasterwork, brickwork etc.	The use of appropriate materials and techniques is a fundamental part of any good scheme for alteration or conversion of a listed building. For schemes involving repair/restoration work or several alterations a Methods and Materials Specification will therefore be required to ensure that the techniques and materials used will be appropriate to the building.
<b>Structural Survey/Structural Method Statement</b>	Required where the proposal involves excavation works, structural alterations or	<p>If structural works are proposed (including new or alterations to basements) a structural engineering report which is cross referenced to the drawings will be needed.</p> <p>This should give justification for the proposed structural works and methods and</p>

	substantial demolition	explain the means of structural support and loss of fabric. If extensive demolition work is proposed a structural engineering report which is cross referenced to the drawings will be needed. This should indicate the means of structural support for any retained building elements throughout the works.
<b>Statement of Justification</b>	Required where the proposal involves excavation works, structural alterations or substantial demolition	If the proposed works would involve <b>any</b> harm or loss of significance to the listed building or its setting, a clear and convincing statement of justification must be provided, in accordance with paragraph 132 of the National Planning Policy Framework 2012.
<b>Planning Statement</b>	Required for applications accompanied by major planning applications	The Planning Statement should be a short written description and explanation of the proposed works, including the principles of and a justification for the scheme. The type and amount of detail required will differ depending on the particular circumstances of each application.  There should be an explanation of how the proposal accords with policies in the development plan, Supplementary Planning Documents and developments briefs. The statement should also include details of any consultations that have been undertaken at the pre-application stage.
<b>Tree Survey/ Arboricultural Statement</b>	If the proposal will affect trees within the application site or on land adjacent to site (including street trees)	The assessment will need to provide an appraisal of the pre-construction situation, including species, spread, roots and position of trees and an assessment of tree quality.  Root Protection Areas should be indicated on proposed layout plans.  Tree retention and removal plans must be provided and details of any trees you are proposing to fell.  The assessment should also identify which trees will be affected in any way by the proposal and the protection measures that will be implemented during construction.



<b>Archaeological Assessment</b>	Proposals involving the disturbance of ground within an Area of Archaeological Potential	<p>An assessment of potential archaeological heritage should be provided, which should be prepared by a qualified individual or organisation. It should use existing information to establish the archaeological significance of the site and what the impact of the proposed works will be on surviving monuments or remains.</p> <p>In order to determine the actual extent and degree of survival on site, small-scale archaeological fieldwork may be required.</p>
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### Conversion of Listed Buildings (Change of Use)

<b>General guidance</b>	Conversion of a listed building	<p>Existing layout plans must be provided which identify existing architectural features in each room, e.g. Cornice mouldings, ceiling roses fire surrounds, original panelled doors and doorcases etc. Any architectural features which are to be removed, re-sited or concealed must be clearly marked. The subdivision of rooms is not encouraged, especially where partition walls would impinge upon or divide existing windows.</p> <p>All plans, existing and proposed, must be drawn to the appropriate scale and annotated to show the extent and mix of proposed uses.</p>
<b>Fire Safety Strategy</b>	Conversion of a listed building	<p>The document should outline all aspects of the fire safety design for the building.</p> <p>It should include details on fire detection systems, means of escape, compartmentation, protection of openings, space separation and fire service access.</p> <p>Fire proofing techniques that are appropriate for listed buildings must be used. There are many ways of updating panelled doors to fire door standard; panelled doors should never be covered. Further information can be found in the English Heritage publication: <i>Timber Panelled Doors and Fire: upgrading the fire resistance performance of timber panelled doors and frames.</i></p>

		<p>Details of the effect of fire proofing must be shown. In addition typical section details of proposed fire insulation to walls, floors or ceilings at a scale of 1:5 should be included along with manufacturers' specification(s). Manufacturers' specifications should also be included, as appropriate.</p>
<b>Sound Proofing Strategy</b>	Conversion of a listed building	<p>The strategy document should outline all aspects of the sound proofing methods for the building. Sound proofing techniques that are appropriate for listed buildings must be used. Details of the effect of sound proofing must be shown. In addition, typical section details at a scale of 1:5 showing the relationship between sound insulation and historic fabric should be included. Manufacturers' specifications should also be included, as appropriate.</p> <p>For further information see:  <a href="http://www.buildingconservation.com/articles/soundinsulation/soundinsulation.htm">http://www.buildingconservation.com/articles/soundinsulation/soundinsulation.htm</a></p>
<b>Pipe runs</b>	Conversion of a listed building	<p>The siting and route of any new pipes, such as drainage pipes and waste pipes, must be clearly identified on fully annotated plans at a scale of 1:50. Details on where pipes will be connected and whether they will be boxed in must be provided.</p>
<b>Service routes</b>	Conversion of a listed building	<p>The siting and route of any new services, such as boilers and extract vents, must be clearly identified on fully annotated plans at a scale of 1:50.</p>
<b>Insulation</b>	Conversion of a listed building	<p>The location of any external or internal wall insulation or floor insulation must be clearly identified on fully annotated plans at a scale of 1:50. In addition typical section details at a scale of 1:5 should be included along with manufacturers' specification(s).</p> <p>For further information see English Heritage's publication: <i>Energy Efficiency and Historic Buildings: Application of Part L of the Building Regulations to historic and traditionally constructed buildings</i> and their related guidance series on Insulating Roofs, Walls, Windows and Doors and Floors.</p>

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