

LISTED BUILDING CONSENT FOR ALTERATION, EXTENSION OR DEMOLITION OF A LISTED BUILDING

National Validation Requirements

Requirements	When Required	Supplied with Application?		
		Yes	No	n/a
3 COPIES of all documentation to be supplied unless application is submitted electronically				
Completed application form	Required			
Site location map at a scale of 1:1250; site boundary to be edged in red, other land in applicant's ownership nearby to be edged in blue	Required			
Block plan of the site , at a scale of 1:100 or 1:200, showing any site boundaries	Required if proposal also involves works within the curtilage of the listed building			
Existing and proposed floor plans , at a scale of 1:50	Required (with the exception of new roofing materials)			
Existing and proposed elevations , external and internal, at a scale of 1:50	Required if proposal involves alterations to elevations, external and/or internal			
Existing and proposed sections , at a scale of 1:50	Required if proposal involves alterations to walls, floors, ceilings, staircases etc.			
Roof plans at a scale of 1:50	Required if proposal involves alterations to roof(s)			
Detailed elevation and section drawings of all new or replacement architectural features at a scale of 1:10, 1:5 or full size, as appropriate	Required if proposal involves alterations to any features such as doors, windows, shopfronts, fireplaces, joinery, plasterwork etc.			
Demolition works to be shown on existing plan, elevation, section drawings	Required if proposal involves any demolition work			
Design and Access Statement (this could include the Heritage Statement)	Required			
Completed Ownership Certificate (A, B, C or D) as applicable. <ul style="list-style-type: none"> If Ownership Certificate B is completed Notice 1 is required If Ownership Certificate C is completed Notices 1 & 2 are required If Ownership Certificate D is completed Notice 2 is required 	Required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990			

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Additional information required by Royal Greenwich

Please note that this is for guidance to assist you to complete your application and also to assist the planning department in validating and assessing your application.

You may not need all of the following and this is indicated below. Also, the Royal Borough may request additional information to enable assessment, since the Planning (Listed Building and Conservation Areas) Act 1990 allows local authorities to request as much information as is deemed necessary for individual applications for listed building consent.

Additional information	When Required	Supplied with Application?		
		Yes	No	N/a
3 COPIES of all documentation to be supplied unless application is submitted electronically				
Heritage Statement (can be included as part of Design & Access Statement)	Required			
Photographs which show the whole building and its setting and/or the particular section of the building affected	Required			
Visually Verifiable Montages (VVM) or Certified Views of proposal	Required where the proposal will affect the appearance or setting of a group of listed buildings			
Schedule of Works	Required for proposals involving repair/restoration work or for any alterations to walls, floors, ceilings, joinery, plasterwork, brickwork etc.			
Methods and Materials Specification (Method Statement)	Required for proposals involving repair/restoration work or for any alterations to walls, floors, ceilings, joinery, plasterwork, brickwork etc.			
Structural Survey/Structural Method Statement	Required where the proposal involves excavation works, structural alterations or substantial demolition			
Statement of Justification (can be included as part of Heritage Statement)	Required where the proposal involves excavation works, structural alterations or substantial demolition			
Planning Statement	Required for all major applications			

Tree Survey/Arboricultural Statement	Required if proposal will affect trees within application site or on land adjacent to site (including street trees)			
Archaeological Assessment	Required if proposal involves disturbance of ground within an Area of Archaeological Potential			

LISTED BUILDING CONSENT FOR CONVERSION OF A LISTED BUILDING

Additional information required by Royal Greenwich

Requirements	When Required	Supplied with Application?		
		Yes	No	N/a
3 COPIES of all documentation to be supplied unless application is submitted electronically				
Fire Safety Strategy	Required			
Sound Proofing Strategy	Required			
Pipe Runs	Required			
Service Routes	Required			
Insulation	Required			

Please see our companion document *Requirements for Listed Building Consent Applications* for more detailed information on what is required in each category.