

## Planning Application Requirements (PAR) Checklist for:

### Listed Building Consent for alterations, extension or demolition of a listed building

Your application **MUST** include the items listed under National Requirements. It must also include those under Local Requirements where relevant. Any missing requirement could delay the validation of your application.

For a more detailed explanation of and guidance on each local requirement, please refer to the PAR descriptions list.

#### NATIONAL REQUIREMENTS

| Details required                                                                                                                                                                                                                                                                    | Yes |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)                                                                                                                                                                           |     |
| A plan which identifies the land to which the application relates and showing the direction of North, drawn to a scale of 1:1250 or 1:2500 with the application site outlined in red (original plus three copies to be supplied unless the application is submitted electronically) |     |
| A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:                                                                        |     |
| <ul style="list-style-type: none"> <li>• Block plan of the site at a scale of 1:200 or 1:500 showing any site boundaries</li> </ul>                                                                                                                                                 |     |
| <ul style="list-style-type: none"> <li>• Existing and proposed elevations at a scale of 1:50 or 1:100</li> </ul>                                                                                                                                                                    |     |
| <ul style="list-style-type: none"> <li>• Existing and proposed floor plans at a scale of 1:50 or 1:100</li> </ul>                                                                                                                                                                   |     |
| <ul style="list-style-type: none"> <li>• Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100</li> </ul>                                                                                                                              |     |
| <ul style="list-style-type: none"> <li>• Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details</li> </ul>                                                                        |     |
| <ul style="list-style-type: none"> <li>• Roof plans at a scale of 1:50 or 1:100</li> </ul>                                                                                                                                                                                          |     |
| The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995                                                                           |     |
| Design and Access Statement (see separate explanation)                                                                                                                                                                                                                              |     |
| In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation                         |     |

### LOCAL REQUIREMENTS

| Details required                                                                                   | Yes | No | If No, please explain why not |
|----------------------------------------------------------------------------------------------------|-----|----|-------------------------------|
| Biodiversity survey and report (a separate self help list is available)                            |     |    |                               |
| Heritage Statement (including historical, archaeological features and scheduled ancient monuments) |     |    |                               |
| Tree Survey/Arboricultural implications ( <a href="#">British Standard 5837:2012</a> )             |     |    |                               |