



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Listed Building Consent for Alterations, Extension or demolition of a listed building Validation Checklist

NATIONAL REQUIREMENTS

Application form

When required
All applications

What information is required?
Please complete all questions on the form

Ownership Certificate

When required
All applications

What information is required?
Completed certificate stating the ownership of the application site.

Where to look for further information

Certificates are part of the planning application form and details on how to complete are included in our Validation Guidance Document
Where a third party own all or part of the application site, Notice of the application must be given to them. You can download a copy of Notice 13 on the Council's website

Design and Access Statement

When required

- All major applications
- Listed Building consent
- Development in designated areas (ie conservation areas) if:
 - If 1 or more dwellings
 - Building(s) with a floorspace of over 100m²

Where to look for further information

Further information can be found in the Validations Guidance document or alternatively on our Design, Access and Heritage webpage

What information is required?

Explain the design principles that have been applied
What steps have been taken to appraise the context of the proposed development and how the design takes that context into account

Location Plan

Scale: 1:1250 or 1:2500

When required: All applications

What information is required?

- Up to date map edged clearly with a red line, including any land required for visibility splays and access to the site from a public highway. If an existing access is going to be used, the red line needs to only go up to highway land.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.
- North indicator
- If submitted based on OS data, plan needs to contain the relevant licence information as required by copyright law.

Where to look for further information

Further information is available on the [GOV.UK guidance](https://www.gov.uk/guidance) webpage or the Planning Portal

Site/Block Plan

Scale: 1:500 or 1:200

When required: All applications

What information is required?

- Up to date map with the proposed development in relation to site boundaries and other existing buildings
- Buildings, roads, footpaths on land adjoining the site including access arrangements
- Species, Position and spread of all trees within 12 metres of any proposed building works
- Extent and type of any hard surfacing
- Boundary treatments including walls or fencing where this is proposed
- Location, number and form of any vehicle or cycle parking
- Location and shape of any vehicle turning area

Where to look for further information

Further information is available in the Validation Guidance document or the Planning Portal.

Please note for all Drawings and plans:

- A4 and A3 drawings are preferred, however larger drawings are acceptable
- If a drawing contains different elements of the proposal, they should be clearly grouped under headings.
- All drawings MUST include the following:
 - Scale of the drawing (eg 1:100, 1:200) (Metric)
 - Title to identify the development and subject of the drawing
 - Unique drawing number which also indicates any revision (eg. 123 Rev B)
 - All revisions should be described to identify any changes (eg 01/09 Rev A Layout changed)
 - Annotation against the drawing to indicate all key external dimensions
 - Scale bar
 - Date plan prepared or amended

LOCAL REQUIREMENTS

Elevations (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where altering an existing building
- For new buildings

What information is required?

- All sides of the existing building
- Proposed building materials, style and finish of windows/doors
- New buildings should be shown in context with adjacent buildings.

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Floor Plans (Existing & Proposed)

Scale: 1:100 or 1:50

When required: For all new buildings and for all proposals where extensions are proposed.

What information is required?

Existing and proposed Internal layout of the building
Finished floor levels will be required for new detached buildings

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Roof Plans (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where proposal involves a change in roof arrangements
- For extensions to existing buildings

What information is required?

- Both existing & finished roof layouts
- How the extension roof joins to existing roof structure

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Site Sections & Levels (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where proposal involves a change in ground level
- On sloping sites
- For detached buildings

What information is required?

- Both existing & finished levels
- How the proposal sits within the site, in particular relative levels between existing and proposed buildings
- Drawings may take the form of contours, spot levels or cross/long sections as appropriate

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Plans of Detail Elements

Scale: No less than 1:20

When required:

- Where proposal involves changes to external or internal elements

What information is required?

- Details of new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative detail

Structural Survey

When required:

Where the proposal involves

- Substantial demolition or structural alteration to a Listed Building
- Demolition in a Conservation Area
- Restoration/conversion of an existing building

What information is required?

A report prepared by an expert, giving details about the condition of the building and whether it is capable of accommodating the proposed works.

Heritage Statement

When required:

- Proposals affecting any Listed Building, including development within the curtilage
- Proposals affecting Scheduled Ancient Monuments
- Proposals affecting sites identified on the Sites and Monuments Record
- Proposals affecting sites known to or thought to contain archaeological remains eg unidentified earthworks that appear on historical mapping
- Proposals affecting the character or appearance of conservation Areas

What information is required?

Information provided should be proportionate to the extent of work proposed.

Where to look for further information

Further information and an online template can be found on our website (www.eastcambs.gov.uk/planning/design-and-access-statements)

Tree Survey/Arboricultural Assessment

When required:

Any development that could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order or are in a Conservation Area.

What information is required?

As a minimum you would be required to submit a Topographical Site Plan and Tree Survey. Please see our Validation Document for further information.

Listed Building – Detailed Schedule of Works

When required:

When undertaking significant repairs or alterations to listed buildings

What information is required?

To be carried out by a suitably qualified professional. Information provided should be proportionate to the extent of work proposed

Biodiversity (Including Ecological Site Assessment, Ecological Survey and Protected Species Survey)

When required:

- Major applications (10+ dwellings, >1000m² floorspace or 0.5Ha land)
- Development proposal affecting internationally, nationally or locally designated sites
- Development proposals involving the demolition or conversion of disused buildings

Where to look for further information

Biodiversity Checklist produced by Cambridgeshire County Council Checklist and guidance notes

The Council's website includes information in relation to certain species <https://www.eastcambs.gov.uk/planning/ecology-and-biodiversity> and further information can be found by checking Natural England's standing advice <https://www.gov.uk/government/organisations/natural-england>.

Avoiding Conditions

To avoid a condition being imposed requiring biodiversity scheme/improvements to be submitted and approved it is recommended that biodiversity enhancement details are included with your application