

LISTED BUILDING CONSENT AND CONSERVATION AREA CONSENT APPLICATION CHECKLIST

- *The boxes should be ticked where appropriate and the checklist submitted with the application.*
- *All plans and elevations should be accurately measured and fully detailed, unless they are marked as sketches or drawings for illustration only. Drawings that are inaccurate, lacking in information and detail or are badly drawn will not be accepted.*
- *All plans and elevations should have a north point and a scale bar and individual reference numbers which clearly show any modifications to the original drawing eg. No.05/123 mod. 3.*
- *You may also need Planning Permission, Advertisement Consent or Approval under Building Regulations for your proposal.*

1. Application Forms – filled in, signed and dated
2. Ownership Certificate – Section 11 Certificate
3. Ordnance Survey Location Plan and red edge at 1:1250 or 1:2500 scale
4. Block Plan at 1:500 scale
5. Photographs of all elevations (and internal if relevant)
6. Justification Statement/Design Statement (see note below)
7. Access Statement (see note below)
8. Method Statement (see note below)
9. Existing Site Layout Plan at 1:200 or 1:500 scale
10. Proposed Site Layout Plan at 1:200 or 1:500 scale if relevant
11. Existing Survey Plans at 1:50 or 1:100 scale
12. Proposals Plans at 1:50 or 1:100 scale
13. Existing Elevations and Cross Sections at 1:50 or 1:100 scale
14. Detailed Drawings and Cross Sections:
Before and After at 1:10 or 1:20 scale if relevant

Notes

Justification Statement/Design Statement - this should explain why the proposals are desirable or necessary, what they involve in detail and their effect on the special interest and character of the building (or conservation area). There should be information on the historical or architectural importance of the building, the particular physical features of the building that justify its designation as a listed building and the building's setting. An application will not be determined without an appropriate justification/design statement.

Also reference should be made to the following documents:

- [Government Circular 01/2006 \(DCLG\)](#)
- CABE guidelines on [Design and Access Statements](#)

Method Statement – this should describe in detail: 1) How the proposals will be carried out; 2) What specialists (if any) will be used; 3) the order in which the works will be undertaken; 4) an assessment of any problems or other considerations which may arise during works; and 5) any other matters relating to the carrying out of the proposals. A method statement may become the basis on which the proposals are approved and it should therefore be detailed, relevant and practical. Any areas of uncertainty should be highlighted in the statement.

Access Statements – the access component is broadly the same as for design and access statements accompanying applications for planning permission, but with reference to the special considerations set out above.

The statement should make clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act where the proposal is subject to those and the particular historical and architectural significance of the building (as judged by the aspects set out in paragraph 3.5 of PPG15). The statement should detail any specific issues that arise particularly with regard to the fact that the building is listed, the range of options considered and where inclusive design has not been provided an explanation as to why should be given. In alterations to existing buildings where the fabric of the structure restricts the ability to meet minimum levels of accessibility details should be provided of the solutions that will be put in place to minimise the impact on disabled people and ensure that any services provided within the building are made available in other ways.

Employees – You must inform the Local Planning Authority where you or the applicant is an employee of Pendle Borough Council.