



## Application for listed building consent for alterations, extension or demolition of a listed building

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). Alternatively online applications can be made via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

**Once you have completed this checklist please send it or a copy to us with your application.**

Information required	Tick when provided
<b>Completed Application Form</b> Including a signed ownership certificate (either A, B, C or D)	
<b>Heritage / Historic Environment Statement</b> For further information – <a href="#">Heritage / Historic Environment Statement</a> This can also be supported by photographs of the building (internal and external) and elements that are to be affected by the proposals.	
<b>Design and Access Statement</b> Required for development: <ul style="list-style-type: none"><li>• of one or more dwellinghouses:</li><li>• 1000 or more square meters of floorspace:</li><li>• or development of 100 square metres or more in a Conservation Area.</li></ul> <a href="#">Design and Access Statement Advice</a>	
<b>No Fee.</b>	
<b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are not acceptable)</b> For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a>	
<b>Location Plan:</b> Ordnance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none"><li>• Up-to-date, with north marked, and sufficient to locate the site.</li><li>• <b>Red</b> outline to application site.</li><li>• <b>Blue</b> outline to other land owned by the applicant.</li><li>• The plan must cover a large enough area to enable the location to be easily found.</li></ul>	
<b>Existing and proposed Block Plan:</b> at a scale of at least 1:500. <ul style="list-style-type: none"><li>• The existing plan must show the existing structures, boundary treatments, trees etc on the site</li><li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li></ul>	



<ul style="list-style-type: none"><li>• Any trees or public rights of way affected by the development should be shown</li><li>• Any new boundary walls or fencing proposed as part of the development</li><li>• Parking areas</li></ul>	
<b>Existing and Proposed Elevations</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• Show the proposal in relation to the existing site and adjacent buildings.</li><li>• All sides of the proposal must be shown and labelled.</li></ul>	
<b>Existing and Proposed Floor Plans</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• These should highlight any walls to be demolished and show the uses of the rooms</li></ul>	
<b>Roof Plans</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• Showing the shape of the roof and any materials, roof lights, flues etc.</li></ul>	
<b>Additional information that may be required</b>	<b>Tick when provided</b>
<b>Biodiversity Survey and Report</b> Required if a statutory wildlife site or legally protected species could be affected. Advice is available from the Council website: <a href="#">When is an assessment required?</a> and <a href="#">What information is needed?</a>	
<b>Listed Building Drawings</b> at a scale of not less than 1:20 <ul style="list-style-type: none"><li>• To show windows, panelling, fireplaces, plaster moulding etc. 1:5 sections may be required e.g. for glazing bar/ cill sections.</li></ul>	
<b>Structural Survey</b> A survey of the building, including information on efforts to retain the structure in a sustainable condition.	

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**