



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 required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

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

Information required	Tick when provided
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none">All applications <p>Information Required:</p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><u>Heritage / Historic Environment Statement</u></p> <p>When required:</p> <ul style="list-style-type: none">Where proposals may affect a designated or undesignated heritage asset, including archaeologically sensitive areas (e.g. Scheduled Monuments); historic buildings (e.g. listed buildings) or historic landscapes (e.g. registered parks). <p>Information required:</p> <p>The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the potential impact of the proposals on the significance of the heritage asset(s)</p>	



<p>affected. As a minimum the Historic Environment Record should be consulted. The statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals.</p> <p>Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation</p> <p>For further advice on what information is require please see here.</p>	
<p><u>Design and Access Statement</u></p> <p>When required:</p> <p>For development:</p> <ul style="list-style-type: none">• Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015 <p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none">• One or more dwelling houses:• Development which would result in 100 square metres or more of floor space.• Applications for listed building consent. <p>Information Required:</p> <p>Further advice on what information should be included within a Design and Access Statement can be found here.</p> <p>Please note that details of existing surface water drainage systems should be included.</p>	
<p>No Fee required for Listed Building applications.</p>	
<p>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</p> <p>For further information, e.g. on electronic submission and submitting plans – Making a planning application</p>	
<p>Site Location Plan: Ordnance Survey based, at a scale of 1:1250 or 1:2500</p>	



<p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found• Red outline to identify the application site (including visibility splays) and access point to the site from the public highway• Blue outline to identify other land owned by the applicant.	
<p><u>Existing and Proposed Site Block Plan:</u> at a scale of at least 1:500</p> <p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• The existing site plan must show the existing structures, boundary treatments, trees etc. on the site• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.• Any trees or hedges within the application site or on adjoining properties which are within falling distance of the proposed development • Any new boundary walls or fencing proposed as part of the development• The existing and proposed parking arrangements and details of access to the highway	
<p><u>Existing and Proposed Elevations and Floor Plans</u> at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• Where alterations and/or extensions to an existing building are proposed,• When new building are proposed• Where any development is proposed below ground level <p>Information Required:</p> <ul style="list-style-type: none">• All sides of the proposal must be shown and labelled.• Where new buildings are proposed, plans showing the visual relationship of the new building(s) to neighbouring buildings should be shown• Floor Plans should detail any walls to be demolished/altered and show the uses of each room	
<p><u>Roof Plans (existing and proposed)</u> at a scale of 1:50 or 1:100.</p>	



<p>When required: Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</p> <p>Information Required:</p> <ul style="list-style-type: none">• Plan showing the shape of the roof and any materials, roof lights, flues etc.	
Additional information that may be required	Tick when provided
<p><u>Biodiversity Survey and Report</u></p> <p>When Required:</p> <ul style="list-style-type: none">• If proposals could affect any wildlife site, habitat, natural feature or species. <p>Information required:</p> <ul style="list-style-type: none">• Further advice on when an assessment is required can be found <u>here</u>.• Further advice on what information is required can be found <u>here</u>. <p>Please note that if surveys are required following the desk based assessment these will be required to be submitted with the planning application.</p> <p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	
<p>Listed Building Drawings at a scale of not less than 1:20</p> <p>Information Required:</p> <ul style="list-style-type: none">• Plans showing the detail of works to or new windows, panelling, fireplaces, plaster moulding etc. <p>1:5 sections may be required e.g. for glazing bar/ cill sections.</p>	
<p><u>Structural Survey</u></p> <p>When required:</p> <ul style="list-style-type: none">• Proposals that involve the conversion of an existing building <p>Information required: A survey of the building, including detail of any works to be undertaken. Where works are required to the existing building this should be shown on a plan.</p>	



application.