

National and Local Planning Application Requirements

Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

Check List

<input type="checkbox"/>	Completed form (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
<input type="checkbox"/>	A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough} including:	
<input type="checkbox"/>	Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
<input type="checkbox"/>	Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Plans to a scale of not less than 1:20 to show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative details
<input type="checkbox"/>	Roof plans (e.g. at a scale of 1:50 or 1:100)
<input type="checkbox"/>	Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable])
<input type="checkbox"/>	The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
<input type="checkbox"/>	Design and Access Statement
<input type="checkbox"/>	The appropriate fee
<input type="checkbox"/>	In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

	Requirement	Threshold
<input type="checkbox"/>	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications. This may be included in the Design and Access Statement
<input type="checkbox"/>	Lighting assessment	Where illuminated advertisements are proposed
<input type="checkbox"/>	Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals	All applications
<input type="checkbox"/>	Planning Statement	This may be included where appropriate within the Design and Access Statement
<input type="checkbox"/>	Structural Survey	Barn conversions or demolition and rebuild or when the justification for demolition is based on structural condition / soundness
<input type="checkbox"/>	Tree survey/Arboricultural implications	Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the advert (including street trees).

For clarification

- the block plan shall include both existing and proposed development.
- All plans shall include critical dimensions