

Listed Building Consent Validation Checklist

Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This Validation Checklist covers most Listed Building Consent applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

Definition

Listed Buildings are graded to show their relative architectural or historic interest:

- Grade I buildings are of exceptional interest;
- Grade II* are particularly important buildings of more than special interest; or
- Grade II are of special interest, warranting every effort to preserve them.

Within the Local Borough of Tower Hamlets, anyone who wants to demolish a listed building, or to alter or extend one in any way that affects its character, must obtain 'listed building consent' from the Borough or in some circumstances the Secretary of State.

Documentation Requirements

Submitting an Application via the Planning Portal

File Type:

- All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.
- Other file types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size:

- The maximum size of any single attachment must be no more than 10MB.
- In the case of much larger documents like Design & Access Statements, Transport Assessments, Flood Risk Assessments etc, where it proves difficult to create the entire document in less than 10mb, the document should be broken down into sections, labelled accordingly and sized at no more than 10mb.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- Drawing name;
- The relevant scale at that print size (e.g.: 1:50, 1:100);
- A scale bar showing the length of one metre and ten metres; and
- Key dimensions.

National Requirements

The Town and Country Planning (Development Management Order) 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Tower Hamlets requires an original plus two (2) copies of all plans, forms and documents where the application is not submitted via Planning Portal.

Completed Application Form

The form needs to be completed in full, signed and dated

Ownership Certificate (A, B, C or D as applicable)

The completed Ownership Certificate (A, B, C or D as applicable) as required by Part 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

For this purpose, an owner is anyone with a freehold interest, or leasehold interest where the unexpired term is not less than 7 years.

Agricultural Holdings Certificate

Agricultural Holdings Certificate as required by Part 12 of the Town and Country Planning (Development Management Procedure) Order 2010.

Location Plan

- All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify a buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a red line
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Site Plan

A site plan should be submitted, to a stated metric scale, showing:

- the direction of North;
- the development in relation to the site boundaries and other existing buildings on the site;
- all buildings, roads and footpaths on land adjoining the site, including access arrangements (where affected by the proposal);
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land (where affected by the proposal);
- the extent and type of hard surfacing (where affected by the proposal); and
- boundary treatment including walls or fencing where this is proposed.

Design and Access Statements

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

Contact the Duty Planner on 0207 364 5009 to ascertain whether a Design and Access Statement is required for your proposal.

Local Requirements

Existing and Proposed Elevations (at a 1:50 or 1:100 scale)

These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.

Where a proposed elevation adjoins another building or

Required

<p>is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	
<p>Existing and Proposed Floor Plans (at a scale of not less than 1:50)</p> <p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.</p>	<p>Required</p>
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels</p> <p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the</p>	<p>Required</p>
<p>Roof Plans (at a scale of not less than 1:50)</p> <p>A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p>	<p>Required</p>
<p>Other Plans (at a scale of not less than 1:20)</p> <p>Show all new windows, doors, shopfronts, panelling, fire places, plaster moulding and other decorative detail.</p>	<p>Required</p>
<p>Conservation Area Appraisal</p> <p>This can form part of Design & Access Statement where applicable or to be an individual statement where Design & Access Statement is not required-making reference to Conservation Area Appraisal where applicable and/or local context.</p>	<p>Conservation area appraisal required in or adjoining conservation areas.</p>
<p>Heritage Assessment</p> <p>A statement which considers the special significance of heritage assets, and the harm or impacts caused by the development proposal.</p> <p>For Listed Buildings, the assessment should include a schedule of works to the listed building (s). An analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Further guidance can be found in PPS5:Planning for the Historic Environment, Practice Guide.</p>	<p>Required where the application impacts on the setting of heritage assets, listed buildings or conservation areas or involve demolition in listed building or conservation areas or involve disturbance of ground within an Area of Archaeological Potential</p>

<p>Photographs and Photomontages</p> <p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>	<p>Required where the proposal involves demolition or development affecting a conservation area or listed building.</p>
<p>Schedule of Materials and Finishes</p> <p>This schedule should clearly indicate the proposed materials, finishes and colours for the proposed building works.</p>	<p>Required</p>
<p>Structural Survey</p> <p>A structural survey may be required in support of an application if the proposal involves substantial demolition. This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property.</p>	<p>A structural survey will be required in the following circumstances: i) The demolition of a listed building(s), ii) The conversion of a listed building.</p>
<p>Tree Survey / Arboricultural Implications</p> <p>A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS5837: 2005 Trees in Relation To Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	<p>Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area.</p>

Further Information

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Either face to face or via telephone: Monday to Friday 9am–1pm;
0207 364 5009