

Listed Building Consent Application Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application. While best efforts have been made to cover most Listed Building consent applications, further information to that listed below may be required in some instances.

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 Hackney, 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 London Borough of Hackney or in some circumstances the Secretary of State.

Checklist

DOCUMENTATION REQUIREMENTS

To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).

Maximum file size is 5mb. Any file greater should be divided into parts and suitably named. See submission guidance on last page.

Drawing Confirmation

All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

NATIONAL REQUIREMENTS

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

Completed Application Form

The completed planning application forms, signed and dated.

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

The completed Ownership Certificate - A, B, C or D, s applicable and 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 the unexpired term of which 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.

NATIONAL REQUIREMENTS

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 sufficient roads and/or 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, the original plus two copies, unless submitted electronically. The site plan should be drawn at an identified standard metric scale. It should show accurately:

- the direction of North;
- the development in relation to the site boundaries and other existing buildings on the site;

and the following, unless these would NOT influence or be affected by the proposed development:

- all buildings, roads and footpaths on land adjoining to site including access arrangements;
- all public rights of way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land;
- the extent and type of any hardsurfacing;
- boundary treatment including walls or fencing where this is proposed.

Design and Access Statements – if required

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.

For further information refer to www.hackney.gov.uk/designandaccessstatements or contact the Duty Planner to determine whether a Design and Access statement is required for your application.

LOCAL REQUIREMENTS	
The following information is also required with applications.	
	Notes
<p>Existing and Proposed Elevations (at a scale of not less than 1:50)</p> <p>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.</p> <p>Where a proposed elevation adjoins another building or 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>	Required
<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>	Required
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels (at a scale of not less than 1:50)</p> <p>Plans drawn at a scale of 1:50 should show a cross section(s) through the proposed building(s). 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 formulation of design and access statements.</p>	Required
<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>	Required
<p>Other Plans (at a scale of not less than 1:20)</p> <p>Show all new windows, doors, shop fronts, panelling, fire places, plaster moulding and other decorative detail.</p>	Required
<p>Air Quality Assessment</p> <p>An air quality assessment allows a full consideration of the impact of the proposal on the air quality of the area.</p>	If demolition is proposed the method of demolition required in areas of Air Quality Improvement.
<p>Biodiversity Survey and Report</p> <p>Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and</p>	Required if proposal is likely to have an impact on wildlife and diversity. Applications that may trigger the requirement for a protected species

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<p>possible impacts on them to allow full consideration of those impacts. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981 or the Conservation (Natural Habitats) Regulations 1994.</p> <p>The details of ways in which a development will protect and enhance biodiversity through on-site measures, including green roofs and walls, planting and artificial nesting sites, should be set out. Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological conservation (PPS 9 - August 2005) and associated Circular 06/2005. Further guidance on the detailed validation requirements for biodiversity is available from the Council.</p>	<p>survey include:</p> <ul style="list-style-type: none"> ▪ Proposals within 50m of woodland, water, lines of trees or Sites of Importance for Nature Conservation; ▪ Proposals affecting any buildings, structures, features or locations where protected species are known to be present; ▪ Proposals involving lighting of churches, listed buildings and open spaces; ▪ Proposals affecting trees, woodland and hedgerows; ▪ Proposals affecting derelict land, allotments, railway land, bridges tunnels, cellars and similar underground structures.
<p>Conservation Area Appraisal To form part of Design and Access Statement, where required, or to be an individual statement making reference to Listed Building Appraisal, where applicable, and/or local context.</p>	<p>Conservation area appraisal required in or adjoining conservation areas.</p>
<p>Heritage Statement (Archaeological Assessment) The application must be accompanied by a desk based archaeological assessment and archaeological evaluation report in accordance with PPS5: Planning for the Historic Environment, policy HE6.</p>	<p>Required when any proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.</p>
<p>Heritage Statement (Listed Buildings Appraisal) This statement 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>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further Guidance can be found in PPS5: Planning for the Historic Environment.</p>	<p>Required when the development affects a locally or statutory listed building, the setting of a locally or statutory listed building, the development is within a conservation area or affects the setting of a conservation area.</p>

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<p>Land Contamination Assessment Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.</p>	<p>Required for contaminated sites, sites previously used for industrial processes, major developments and those on or adjoining public open space.</p>
<p>Photographs and Photomontages These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.</p>	<p>Required for all Major applications- minimum of 2 3D visuals showing context. Also where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building all telecommunication mast applications and retention of mobile classrooms.</p>
<p>Site Waste Management Plan Proposed new development should be supported by site waste management plans.</p>	<p>May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.</p>
<p>Structural Survey 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: The demolition of a listed building(s); The conversion of a listed building.</p>
<p>Tree Survey / Arboricultural Implications 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>

Submitting an application via the Planning Portal or on CD

It is recommended that Listed Building applications are submitted using the Planning Portal and the following requirements met:

File Type <ul style="list-style-type: none">▪ All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.▪ Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.
File Size <ul style="list-style-type: none">▪ The maximum size of any single attachment must be no more than 5MB.▪ All drawings submitted electronically must be A3 or smaller.
Electronic Plan Information Requirements <p>All drawings must include the following information:</p> <ul style="list-style-type: none">▪ The print (paper) size;▪ The relevant scale at that print size, such as 1:50, 1:100;▪ A scale bar showing the length of one metre and ten metres;▪ Key dimensions.

Questions

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

Phone: Monday to Friday 9am–5pm on 020 8356 8062.

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Email: planning@hackney.gov.uk