

Appendix F: Draft version of “Local Validation Guidance – Chapter 4: Applications for Listed Building Consent”

Key

Blue highlight = hyperlink to be inserted to link to relevant page/section in the Local Validation List (Appendix B)

Yellow highlight = hyperlink to be inserted to link to the relevant page in another chapter/section of the Local Validation Guidance (Appendices C to R)

Pink highlight = hyperlink to be inserted to the webpage on which the List and Guidance documents will be published

Green highlight = hyperlink to be inserted to link to the Index document which is to be published alongside the List and Guidance Documents (Appendix S)

Chapter 4: Applications for Listed Building Consent

Introduction

This section relates to the requirement for applications for Listed Building Consent.

Works requiring Listed Building Consent can also require Planning Permission and therefore it is recommended that the relevant sections in this guide relating to Planning Permission for the works proposed are also reviewed which can be accessed by returning to [the Local Validation List and Guidance webpage](#) to access the other guidance documents.

The [East Suffolk ArcGIS Mapping system](#) can be used to check whether a proposed application site includes a Listed Building and/or whether the building works are proposed to is Listed. Please note some buildings are curtilage listed, which means they form or previous formed part of the grounds of a Listed Building, even if they are now under separate ownership, and such buildings are not shaded as listed on the mapping system. Therefore, users are advised to check for any shaded Listed Buildings nearby and consider the history of that property and the application property to understand if a building is potentially curtilage listed. Further guidance can be found at [Listed buildings » East Suffolk Council](#)

This section includes guidance on the drawings/documents required for the following works which can require Listed Building Consent:

- [Extensions, and/or external or internal changes to the dwellinghouse or any other listed building,](#)
- [Construction, extension\(s\) to, other alterations\(s\) or demolition of outbuildings,](#)
- [Solar panels, air, ground or water source heat pumps, biomass boilers, wind turbines and/or other renewables and/or air conditioning equipment,](#)
- [Satellite dishes and/or cctv cameras](#)
- [Works to walls, fences gates or other means of enclosure](#)
- [Installation of electrical outlet\(s\) on exterior of listed buildings for recharging vehicles,](#)

However, many of these works may also require Planning Permission and therefore applicants/agents should also review the relevant guidance in those sections/pages.

Personal or Sensitive Data

Please note all Planning and Planning related applications (i.e. listed building consent, advertisement consent, applications for details reserved by condition etc) are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

Therefore, please bear in mind that anything you submit is likely to be published online. We do redact certain personal details such as personal contact phone numbers and email addresses, but if you are making statements of a personal nature revealing certain personal details such as the reasoning behind a proposal for an extension being linked to a disabled member of the family, they will not necessarily be redacted from the application description (see [below](#)) and whilst in accordance with our [Privacy Statement](#) we will seek to redact such references from separate reports/documents it is useful if you can highlight this at the submission stage.

Some applications will require the submission of financial information in the form of [Viability Assessments](#). [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#) (NPPF) requires that such documents are published/publicly available (currently paragraph 58). Therefore, whilst such documents need to include sufficient information to enable the financial situation to be understood, those submitting them may wish to consider the level of potentially commercially sensitive or personal data they include.

In terms of those commenting on applications, as explained in our [Privacy Statement](#), we publish the postal addresses of those making representations. These are required to enable those reading them to understand and applicants/agents to potentially seek to overcome any objections or concerns raised. For example, if the neighbour objects on the basis that an extension would result in a loss of light to their living room, the reader needs to know which property is concerned about light loss to see if it is something that can be overcome by amending the scheme by say moving the extension away from the boundary with that property.

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Application Descriptions

It is recommended that the description is clear about the works that are proposed, including any demolition, but does not list all the specific alterations you are making, the dimensions of the addition(s), a long descriptive set of details, or personal reasoning for wishing to alter and extend.

Applications for extensions and alterations to Listed Buildings have a tendency to be either far too long or far too short. The description just needs to be limited to a brief summary of the elements the works require, and that the application is seeking Listed Building Consent for. However, it should be long enough to include sufficient information to be clear what is proposed.

For example, a description in the following form would be too brief as it is unclear where on the property the extension is proposed and/or if internal works are proposed to connect it:

“Erection of extensions”

A description in the following form would also be inappropriate as it is far longer than is needed and includes personal reasoning for proposals, which in most cases cannot be considered in the determination of the application (see [personal information section above](#)):

“Erection of two-storey side extension which would be 3m wide by 5m deep with pitched roof with 6 rooflights and gable facing the road containing a Juliet balcony. The extension will be finished in pink render with an artificial slate roof.

Erection of single-storey rear extension which would be clad in black weatherboarding, with bi-folding doors on the side elevation. The rear extension would be 4m wide by 4m deep with a flat roof containing a roof lantern.

The existing detached double garage within the side garden is to be demolished to enable the erection of the side extension.

The extensions are proposed to create a utility room, two new bedrooms, a bathroom and an enlarged living room with new internal doorways on the ground floor and removal of the internal walls between the kitchen, living room and dining rooms. All walls and ceilings to be replastered, and all internal doors to be replaced with ‘Georgian’ style composite doors painted neon pink. All bathroom suites and kitchen units to be replaced.

These are required due to a growing family and to modernise the property.”

A more appropriate form of description would be along the lines of:

“Erection of two-storey side extension and single-storey rear extension (existing detached garage to be demolished), and internal alterations including the removal of ground floor walls, new doors and works of making good walls and ceilings”

If the applicant/agent considers that the application needs context and justification for a proposal to be demonstrated for another reason, this should be in the form of a [Planning Statement](#), and/or within the required [Heritage Impact Assessment](#), and it should not be included as part of the application description on the application form.

Where an application is being submitted to seek to **retain existing physical works** this should be made clear in the description of development, by referring to the proposals as retrospective e.g.: Retention of physical changes cannot be consented retrospectively. They can only be consented from when any LBC is issued, and remain without consent up to that date. Thus, the term ‘retrospective’ should not be used in descriptions on any kind of LBC application. However, it can be useful to acknowledge within the description that the works have already been undertaken so that those consulted on the application understand the application is not seeking another opening, additional walls etc, For example a description could be:

“Insertion of new doorway on southern elevation (works already completed)”

Descriptions on combined Listed Building Consent and Planning Application Form

When the combined application form for Listed Building Consent and Planning Permission is being completed, applicants should be aware that the application description completed on the application form will normally be applied to both applications. However, in many cases a single description for both applications is inappropriate because such schemes include works that only require Listed Building Consent (i.e. internal works) and/or that only require Planning Permission (i.e. new detached buildings/dwellings etc). Therefore a specific description for each application type would be more appropriate.

In such cases the agent/applicant may be contacted by our Planning Support Team at registration stage to agree amended description(s) prior to the application progressing. In order to avoid the potential delays that may result, it can be advisable to set out the two descriptions (i.e. one for each application type) in a covering letter or within the [planning statement](#) or [heritage statement](#), and add a note to the

description box on the application form for readers to refer to that letter or statement. Our Planning Support Team can then input the relevant description on the appropriate application within our system.

Minimal Requirements

All applications for Listed Building Consent will require the following as a minimum:

- Application Form with appropriate Ownership Certificate,
- Fee
- Site Location Plan
- Existing and Proposed Block Plan/Site Layout Plans

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed in the sections below:

- [Extensions, and/or external or internal changes to the dwellinghouse or any other listed building,](#)
- [Construction, extension\(s\) to, other alterations\(s\) or demolition of outbuildings,](#)
- [Solar panels, air, ground or water source heat pumps, biomass boilers, wind turbines and/or other renewables,](#)
- [Satellite dishes and/or cctv cameras](#)
- [Works to walls, fences gates or other means of enclosure](#)
- [Installation of electrical outlet\(s\) on exterior of listed buildings for recharging vehicles,](#)

In addition to Listed Building Consent for internal and external works, Planning Permission may also be required for the external works and any material change of use. Therefore, the applicant/agent should also consult the other relevant application/development types within this guide to check if there are any other requirements for your proposal.

In addition to Listed Building Consent and/or Planning Permission, Advertisement Consent maybe required for any signs or advertisements. The applicant/agent should check if this is required, and if such consent is required, and then consult the relevant section(s) of the [Local Validation List and accompanying guidance.](#)

For guidance on the submission requirements for applications for Advertisement Consent they should also consult the **Advertisement Consent Section** within this guidance to check if there are any other requirements for the proposal(s).

All applications for Listed Building Consent must include a **Heritage Statement and Heritage Impact Assessment**, in accordance with the requirements of the [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If you are not sure if your proposals require Planning Permission and/or Listed Building Consent it is recommended you use our [Pre-application Advice Service](#), through which you will be advised whether consent is required or not. In cases where consent is required, officers will also provide you with an informal view on whether consent is likely to be granted.

Prior to submitting a formal application for planning permission it is also recommended that applicants and agents read the guidance on the [Before submitting a planning application](#) page of our website.

Requirements based upon the proposed works

Extension(s) and/or external or internal alterations to the dwellinghouse or other listed building

If the proposal includes **extension(s) and/or external or internal alterations to the dwellinghouse or other listed building** (including porches, conservatories, solid extensions, changes to window or door positions/opening sizes, replacement windows, dormer windows, roof lights, chimneys, flues), or signs/advertisements attached to the building, the application for Listed Building Consent will need to include the following:

Such applications will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed.

The **Proposed Block Plan/Site Layout Plans** should include the position of any extensions.

In all cases the applicant/agent will need to supply **Existing and Proposed Elevational drawings** (may need to be internal elevations/combined with **cross sections** if the some of the works are internal).

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. installation of a satellite dish, advertisements or replacement windows) and such features are clearly shown on a block plan and elevational drawings will applications be accepted without floor plans.

In cases proposing **works to the roof**, which would involve altering its shape (including the attachment of two-storey or single-storey extensions), adding or removing volume (e.g. dormers and chimneys), **Existing and Proposed Roof Plans** will be required. Proposals which do not effect the existing roof do not need to supply the roof plan drawings.

If a proposal is seeking Listed Building Consent and/or Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) to **replace windows or doors**, the application will need to include full **Joinery and Window details** detailing the existing and proposed windows/doors. Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Signs/advertisements attached to the building may also require **Advertisement Consent**.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Construction, extension(s) to, other alteration(s) or demolition of outbuildings

If the application for Listed Building Consent includes the **construction, extension(s) to, other alteration(s) or demolition of outbuilding(s)** (including garages, carport, cartlodes, sheds, studio buildings, summerhouses, detached annexes etc), it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The **Existing Block Plan/Site Layout Plans** must include and label any structures or features that are to be demolished/removed including any trees (also see section in site features table below).

The **Proposed Block Plan/Site Layout Plans** must include the position of any new outbuildings and/or any extensions to existing outbuildings.

In the majority of cases applicant/agent will need to supply both **Existing and Proposed Elevational drawings**.

In cases which are not altering existing outbuildings (e.g. an application which is just for the erection of a shed), existing elevational drawings will not be required, but the applicant/agent will still need to supply proposed elevational drawings.

In the majority of cases the applicant/agent will also need to supply **Existing and Proposed Floor Plans**. Only in cases where there are no changes to the floorspace/layout (e.g. replacement of a chimney, installation of a satellite dish) will applications be accepted without floor plans.

If a proposal is seeking Listed Building Consent and/or Planning Permission (e.g. on a listed building, or in an Article (4) area of a Conservation Area, or if Permitted Development Rights for such works have been removed via condition on a previous consent) to replace **windows or doors**, the application will need to include full **Joinery and Window details** detailing the existing and proposed windows/doors, if the applicant wishes to avoid the potential need for an additional discharge of condition application and/or as a means to in part demonstrate how/why the new windows/doors would be appropriate as replacement for those proposed to be removed.

Where the windows/doors to be removed are historic, the application should also include a justification statement supported by evidence that the windows/doors are beyond repair.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

If the new floorspace would be close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the application will also need to include a CIL Additional Information Form.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Signs/advertisements attached to the building may also require **Advertisement Consent**.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph**

showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Solar panels, Air, Ground or Water Source Heat Pumps, Biomass Boilers, Wind turbines and/or other renewable energy equipment and/or air conditioning equipment

If the proposal includes: Solar panels, Air, ground or water source heat pumps, Biomass boilers, Wind turbine(s) and/or Other renewable energy equipment , the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The applicant/agent will also need to submit all drawings/documents that are relevant as detailed below.

The application will need to include details on the **Proposed Elevational drawings**, **Proposed Block Plan/Site Layout Plan**, and Existing and Proposed Roof Plans and **Noise Impact Assessment and/or Acoustic Report** etc as applicable, as outlined in **Chapter 3: Solar Power, air source heat pumps, Biomass Boilers and other renewables**.

An **Ecological Assessment** will be required on this and any associated Planning Application if the building meets any of the criteria in the [Suffolk Biodiversity Validation Checklist](#). This particularly needs to capture the potential for bats to be roosting in buildings. Impacts on European Protected Species need to be considered as part of determining listed building applications as it falls within the Local Planning Authorities duties under the Habitats Directive (and Habitats Regulations).

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**

- **Additional drawings and/or documents may be required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Satellite dishes and/or CCTV cameras

If the proposal includes **Satellite dishes and/or CCTV cameras**, the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

The application must also include;

- full details of their vertical and horizontal position on the **Proposed Elevational drawings**,
- their dimensions,
- depth of projection from the wall or roof surface to which they are to be fixed,
- the direction in which they are to be pointed

and

- full details of their external appearance.

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**

- **Additional drawings and/or documents may be required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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Walls, fences, gates or other means of enclosure

If the proposal includes alterations/works to or new **walls, fences, gates or other means of enclosure**, then the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

On the **Proposed Block Plan/Site Layout Plan**, the applicant/agent will need to include full details of the location and position of all proposed walls, fences, gates or other means of enclosure.

The applicant/agent will also need to include full details of the height, materials, colour, finish and appearance of all proposed walls, fences, gates or other means of enclosure. This should ideally be in the form of **Elevational Drawings**.

However, in the case of fences and gates it maybe possible to submit the necessary details in the form of photograph(s) that are fully annotated with their height in metric, materials, colour and finish.

In the case of walls, the applicant/agent will need to submit plans because the application will need to include details of any piers (on the **Proposed Block Plan/Site Layout Plan** and Proposed **Elevational Drawings**) and any top dressing, capping stones or other detailing (on the Elevational Drawings).

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**
- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
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- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Installation of electrical outlet(s) on the exterior of listed buildings for recharging vehicles

If the proposal includes the installation of **electrical outlet(s)/upstands for recharging vehicles**, the application will need to include:

- **Application Form with appropriate Ownership Certificate**, General guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- **Existing and Proposed Block Plan/Site Layout Plans**
- a **Heritage Statement and Heritage Impact Assessment**

On the **Proposed Block Plan/Site Layout Plan**, the application will need to include the position of the outlets/upstand in relation to the parking space(s) they are to serve.

The applicant/agent will also need to supply details of the proposed height above ground level which could be annotated on the proposed block plan.

Details of the appearance of the units will also be required. These are usually within a brochure or the specification provided by the manufacture on their website (we will need a copy of the page in pdf or other format, as we cannot accept web addresses as they are not stable/the content can be altered)).

Please note:

- **Many of these types of works may also require Planning Permission. A joint application form can be submitted seeking both Planning Permission and Listed Building Consent under one submission, but the applications will still need to include the drawings/documents to meet the requirements for both application types in this validation guidance.**
- **Additional drawings and/or documents maybe required based upon the existing features of the site and/or any designations (e.g. trees, habitats for protected species, risk of flooding, Listed Buildings, Conservation Areas, Coastal Management Area etc.). See [Additional requirements, based upon the existing physical features that exists within/adjoining the site and any designations](#)**

- **Submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.**
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