Listed Building Consent Application Checklist

Please note that this is a shortened version of the full checklist and is for Listed Building Consent applications only. **It captures the majority of types of documents and additional information that may be required to accompany a basic application for listed building consent.** However, there may be instances when further information is required for more complex proposals. For further information and all other types of application please see the full checklist.

For more significant proposals/changes to your property you might want to consider using our pre application advice service before making your application.

We also offer a validation advice service.

Our pre application advice service webpage has information about these services and how to apply. A fee will apply.

Making your application

We recommend you submit your application electronically via the Planning Portal. This reduces administrative process time meaning we can progress your application more quickly and efficiently.

Applications will also be accepted by email. Application forms can be downloaded from the Planning Portal. Your application should be e-mailed to the relevant Dorset Council area planning team.

Document	What / When	Full details in validation list
		Full checklist
Application Form	• Applications for Listed Building Consent must be made using the national Listed Building Consent application form. Apply online or download a form. See above. • All questions answered correctly. • Declaration signed and dated at the time of submission. • Note: If you need apply for **planning permission as well as Listed Building Consent,** you can use the **single form.** You will need to read this checklist in conjunction with the householder or full planning checklist to make sure that you submit the required information for both application types.	Section 1
Ownership Certificate	• The form includes ownership certificates - A, B, C or D. • The correct certificate must be completed stating the ownership of the application site and the date that any required notice was served or published if the applicant/s are not the sole owners.	Section 2

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	• Note: You cannot complete Certificate A when:
	  • the access to your development is not solely within your ownership, or is within a shared ownership, or is ownership is unknown;
	  • any part of the proposed development will touch, or overhang property or land owned by another person.
	Depending on the circumstances certificate B, C or D will be required instead. See the full local list for more information.
	Flats: If the proposal relates to a flat in a building with other flats, you will need to complete certificate B and serve Notice 1 on all the other flat owners providing you know who they are. See the full local list for more information.	

Correct Fee	• Applications for Listed Building Consent are free. • If you are applying for planning permission at the same time you will need to pay the relevant planning application fee. See the Planning Portal for current application fees and a fee calculator.	Section 8

Plans
- **All plans must:**
  ○ **Be up to date**
  ○ **Drawn to a metric scale**
  ○ **Show a scale bar**
  ○ **Include a north point**
  ○ **Be individually numbered for identification purposes**
  ○ **Submitted as single PDF documents. (JPG's, and photographs of plans and drawings are not acceptable because they cannot be accurately scaled).**
  ○ **Single line plans are not acceptable. Plans need to accurately show all architectural details.**
  ○ **We recommend that plans are prepared by a professional in most cases**		

Location Plan	It should: • Clearly identify the Listed Building/s to which the application relates. • Show the application site in relation to the surrounding area with named/numbered properties. • Be drawn to a metric scale, normally 1:1250 or 1:2500, or 1:5000 in for a rural area. • Identify at least 2 named roads, where possible. • Show direction of North. • Outline in a solid red line all the land necessary to carry out the development. This must include means of access to the adopted highway, even if there is no change to this access. See note above re ownership certificates.	Section 3

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	• Show a **blue** line showing other land owned by or within the control of the applicant, close to or adjoining the application site.	
Site or Block Plan	It should show: • The proposed development's location within the site, relative to boundaries, existing buildings/features, and neighbouring properties. **Block plans are not required** if the application is for: • Internal alterations only. • External alterations only comprising of alterations to the external fabric of the existing building e.g. replacement roofing, replacement windows, replacing other fabric. You will need a block plan if you are extending any part of the building.	Section 12
Existing and proposed floor plans	Required where internal works and/or new floorspace is proposed as an extension/alteration. All affected floors are required. Floor plans must: • Show the proposal in context to the existing building/s on the property and with the adjoining properties and their boundaries • Clearly show buildings/parts of buildings or walls to be demolished highlighted in a separate colour. • Show the internal floor layout of the proposal including all existing and proposed openings – for example doors, windows.	Section 12
Existing and proposed elevations	Required for all applications where changes are proposed to any part of exterior of the existing house (including doors and windows) or new free-standing buildings are proposed. All elevations are required. • Include all door and window openings, and blank elevations where there are none. • Detail proposed building materials, and the style, materials, and finish of windows and doors. • Show the relationship between adjoining or nearby buildings, including the positions of openings on each property. • Single line drawings are not acceptable.	Section 12
Existing and Proposed Roof Plans	Required when proposals involve a more complex roof design or where an existing roof is altered by the proposal. Include: • the shape of the roof and details such as dormer windows, rooflights, solar panels, chimneys, roofing materials	Section 12

Additional Information	Additional information to be submitted with an application for Listed Building consent when relevant to the proposal. • Window replacement of historic windows – annotated elevation plans listing each window affected and a joinery report of the existing windows with photographs of each window taken externally and internally and labelled to show dimensions including glazing bars and confirming why replacement and not repair is being proposed • Wood burners in thatched buildings should include external alterations to chimneys and fire surrounds should be included on floor plans, • A service plan and detailed methodology outlining treatment and method of installation of new services • Re-thatching works should include a structural survey of the roof and justification for wholesale replacement Where a different thatching material is proposed, consideration should be given to Historic England's advice and information to be provided in support of and application for listed building consent for a change of thatching material should be provided. • A structural survey maybe required– please seek advice from the conservation team if your proposal includes complete or substantial demolition or structural alterations to a listed building. • Photographs and photomontages – may help to explain or justify your proposals.	Section 12
Design and Access Statement	Design and access statements for listed building applications must explain how the design concept has considered the special architectural or historic importance of the building, the physical features that justify the building being listed, and the buildings setting. Photographs of the context and specifics of the proposal(s) should be provided. The level of details in the statement needs to be proportionate to the complexity of the application, but it need not be overly long or complex. **You can combine your Design and Access Statement with your Heritage Statement (see below) into a single document, but it must be called Design, Access and Heritage Statement.** **Please mention access, even if it is only to say that there is no change to the existing access arrangements.**	Section 5
Heritage Statement	As a minimum, a heritage statement should include: • a comprehensive, yet proportionate, explanation of the development, form, materials, national/local context of the affected build, archaeological, or area-specific assets, including	Section 26

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	photographs of the existing site/building(s) and detailed photographs of the areas for proposed works; • an analysis of the significance of any affected designated or non-designated heritage assets, including any contribution made by their setting; • an assessment of the impact of the proposals on the significance of all affected heritage assets, utilising the National Planning Policy Framework terminology of 'no harm', 'less than substantial harm' or 'substantial harm', as appropriate; • where relevant, an explanation of how the proposals avoid, minimise or mitigate harm to the significance of any affected heritage assets; • where relevant, an explanation of how the proposals enhance or better reveal the significance of any affected heritage assets; • photographs to show the context and identify the areas of the building or site impacted by the proposals; and • if your proposals refer to works in response to specialist advice e.g. rethatching, cob repairs, structural interventions, damp issues, window/door replacement etc then you should supply a copy of the associated technical report(s) and recommendations to support your application. You may wish to complete your written heritage statement using our heritage statement template.	
Ecological survey and report	Planning Portal application forms include a biodiversity check list. Answer all the questions correctly to find out if you need a survey and/or report to submit with your application. If you are not submitting using the Planning Portal you will need to download and complete the check list Where the application form/biodiversity checklist indicates that ecological information is required, this information must be submitted with the application at the validation stage. Read more information at Biodiversity - Dorset Council including guidance on the ecological survey season, types of survey and wildlife legislation All surveys and reports should be prepared by a suitably qualified competent person/organisation with acknowledged experience in undertaking this type of work. Surveys/reports should be up-to-date and no more than 2 years old unless the competent person advises otherwise and must be undertaken at the appropriate time of year. **Important: If your application is submitted without all the required surveys and reports, and these can't be completed because of the time of year, your application will be closed as invalid, your fee returned, (minus any planning portal service charge). You will need to reapply when the surveys and reports have been completed by your ecologist.**	Section 23

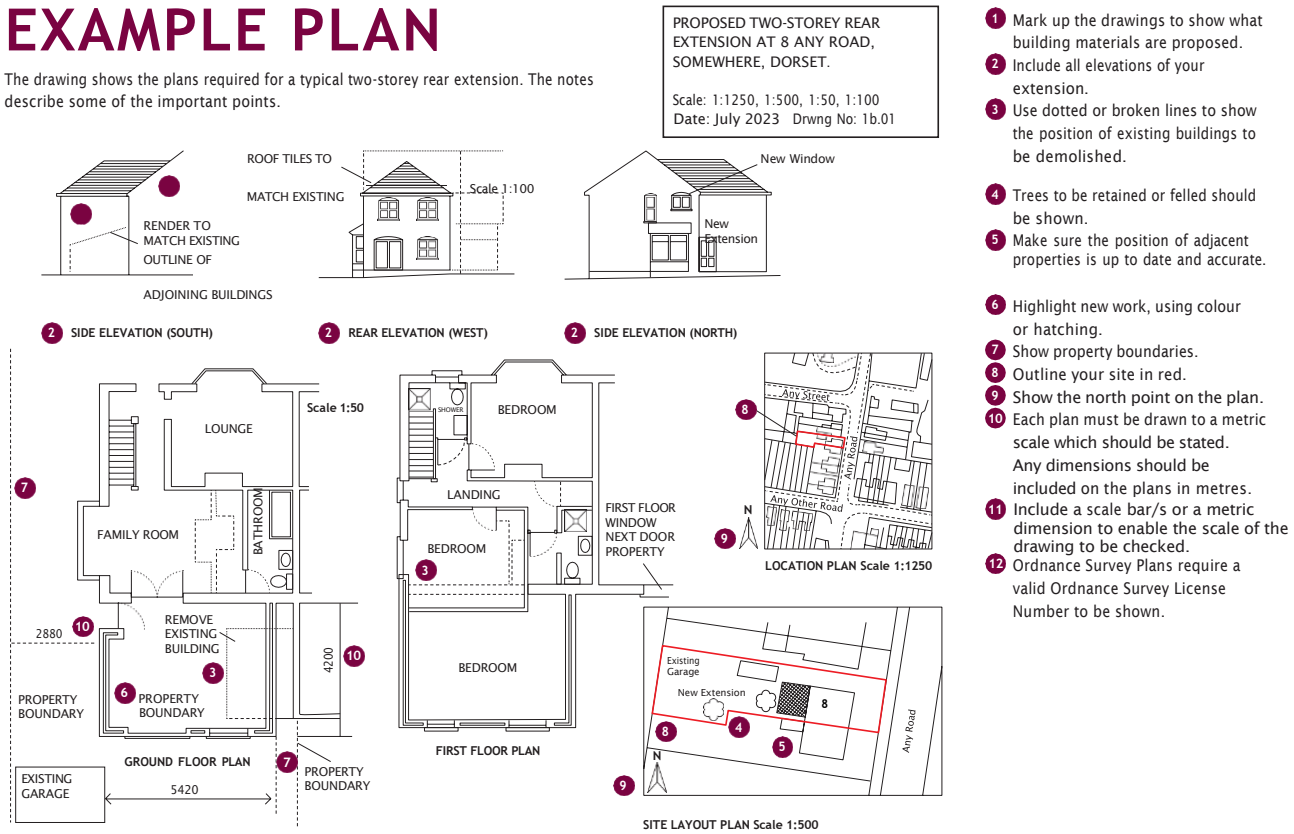
Dorset Council's preferred mechanism to review ecological information is through [The Dorset Biodiversity Appraisal Protocol (DBAP)]The DBAP service allows your biodiversity information to be reviewed by the Council's Natural Environment Team (NET) who liaise with your ecologist to agree any amendments required with a view to issuing a Certificate of Approval.

Your ecologist will need to complete the following and provide it to the Natural Environment Team at biodiversityprotocol@dorsetcouncil.gov.uk

- Further copies of the completed ecological surveys and reports
- For householder, listed building and barn conversion (where there is no other development) a Biodiversity Plan – download the template at The Dorset Biodiversity Appraisal Protocol (DBAP)
- Make the payment of the DBAP fee

You can obtain your NET certificate of approval before making your application.

Example plan. Note details required do not all need to be submitted on a single page, provided they meet the all the requirements as set out above.



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