



INFORMATION REQUIREMENTS AND VALIDATION

Applications for Listed Building Consent

In order to ensure that we are able to validate an application without delay the Council have published the criteria below. The requirements are based upon 'Guidance on Information Requirements and Validation' issued by the DCLG in April 2010.

Note: If the application isn't submitted electronically, one copy of every form, drawing or document is required, unless the site lies within a parish or town council area when two copies are needed.

Local Requirements:

- Block plan/site plan showing the site boundaries (usually 1:100 or 1:200 scale) including a north point. Only if all the above information is included on the layout or floor plans will the absence of a block plan not result in invalidity.
- Layout plans. Including a north point, rights of way, trees to be retained/removed, areas of hard and soft landscaping, accesses and parking areas.
- Existing and proposed elevations. If an extension is proposed the design of the existing windows and any other features of note should be shown. The proposed elevations should include facing materials and the style and finish of windows/doors
- Existing and proposed floor plans. Both should show complete floors and the purpose of the rooms. Windows and doors locations to be shown.
- Existing and proposed site sections, finished floor and site levels.
- These drawings should preferably be at 1:50 or 1:100 scale. Obviously not all the above are required if the works are very minor or internal.
- Drawings to a scale of not less than 1:20 to show all new features such as doors, windows and mouldings.

- The 'Planning Portal' provides additional guidance on other information which is required depending on whether demolition or alteration is involved; a copy of this is attached to the forms obtained from the Council.

National Requirements:

- Completed application form
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.
- A location plan which identifies the land to which the application relates drawn to an identified scale – usually OS based at no less than 1:2500 - it must be recent and extensive enough to ensure that the exact location is clear. The direction of north to be shown.
- Design and Access Statement, including a heritage statement which sets out how the design has taken account of, and seeks to preserve, the historic and architectural importance of the building, see. www.sheffield.gov.uk/planning-and-city-development/applications
- Other plans and drawings or information necessary to describe the subject of the application.

7th January 2013