

Listed Buildings Applications Checklist – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

Applicant Details Agents Details Site Address (inc. post code)

Ownership certificates Proposal Materials

Agricultural Certificate completed

Additional information (Please provide a list)

Completed and submitted on-line and copy saved.

Contact list included telephone number and e-mails (Not to be shown on the web)

2. Site Plan

A site plan at a scale of 1:1250 or 1:2500

Site Boundary indicated by a red line

Material Ownership of adjoining Land (shown by a blue line)

3. Drawings

All dimensions are in metric at a scale of 1:50 or 1:100 for floor plans, elevations, sections etc

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

Detail plans at as scale of 1:20 (e.g. New doors, windows, panelling, moulding, decorative details etc)

Drawings showing the extent of demolition N/A

List of Drawings submitted (e.g. Drawings register)

List of other document submitted (Schedule of document submitted)

Drawing file sizes not greater than 2Mb

List of materials submitted or links to Manufacturers web sites

4. Photographs

- List of Photographs/photo montages with context and purpose explained
- Size of each photograph file below 1Mb.
- Link to web site showing digital photos or Videos of the site and surrounding
- Photographs provided on CD/DVDs

5. Supporting Statements

A list of supporting statements/impact studies

- Planning Heritage Design
- Structural/Condition Survey Other (please attach a list)
- Maximum size of each supporting documents is 2Mb

6. Other

- Other information (Please attach list)

7. Pre-Application Discussion With

- Local Planning Authority English Heritage Other
- List of documents included e.g. letters, minutes etc