**Listed Building consent for alterations, extension or demolition of a listed building**

**NATIONAL REQUIREMENTS**

* **Completed application form** (1 copy to be supplied unless the application is submitted electronically)
* **A location plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (1 copy to be supplied unless the application is submitted electronically)

The location plan must include a road name.

Planning Practice Guidance:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan 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 on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Please do not show the proposal on the location plan

Please show a written scale

* **A copy of other plans and drawings or information necessary** to describe the subject of the application (1 copy to be supplied unless the application is submitted electronically). **Please see additional guidance for specifics.**
* **The completed Ownership Certificate and Agricultural Holdings certificate** (A, B, C or D - as applicable) and as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
* **In addition where Ownership Certificates B, C or D have been completed**, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article.
* **Design and access statement is required for all Listed building applications**

**Additional guidance on national requirements**

* **All Plans:**
  + Existing and Proposed Site plan (at a recognised scale e.g. 1:200 or 1:500 showing
    - Written scale
    - Direction of north
    - Unique drawing number
    - The proposed development with written dimensions to the front, side(s) and rear boundaries from any new buildings or extensions
    - All buildings roads and footpaths on land adjoining the site including access arrangements
    - Position of trees on and adjacent to the site
    - Parking and access arrangements if loss or gain in parking provision
    - Parking and cycle storage
  + Existing and proposed elevations in full showing all sides of the proposal (at a recognised scale e.g. 1:50 or 1:100) showing
* Written scale
* Written (external) dimensions on proposed elevations to show overall height (inc. chimney), width and length of any new buildings or extensions.
* Unique drawing number
* Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property.
  + Existing and proposed floor plans in full (at a recognised scale e.g. 1:50 or 1:100). showing
* A Written scale
* Written (external) dimensions on ALL proposed floor plans to show overall width and length of any new buildings or extensions
* A unique drawing number.
* Where existing buildings or walls are to be demolished (if applicable).
* Details of the layout of existing building(s) as well as those for the proposed development. This should include annotation of rooms
* Annotated plans also required for change of use applications.
  + Site sections: Existing and Proposed and finished floor and site levels (at a recognised scale) where there are changes in ground levels or sloping sites or a critical issue in terms of design, showing
* A Written scale
* A unique drawing number
* Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)
* Details of existing and proposed foundations and eaves and how encroachment onto adjoining land is to be avoided
  + Proposed roof plans for all applications where a roof would be created or altered (at a recognised scale e.g. 1:50 or 1:100) showing:
* Written scale
* Unique drawing number
* Roof plan to show shape of the roof, its location and any features such as chimney positions or windows
  + Street scene elevations (at a recognised scale e.g. 1:100 or 1:200) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less, and to show:
* Written scale
* **Biodiversity Checklist/Report**

Completion of the checklist is required **FOR ALL** applications with an accompanying ecology report if required as indicated on the checklist; the report to be undertaken by a qualified Ecologist.

<https://www.fenland.gov.uk/planningforms>

Ecology reports, undertaken by a qualified Ecologist, are also required if the site is within any international, national, regional or locally designated area for nature conservation

**More Information at:**

<http://www.naturalengland.org.uk/>

(Search for: ‘Standing Advice’)

* **Heritage Statement**

**Required for applications where it affects a heritage asset or the setting of one being:**

**Listed Buildings or affecting the setting of listed buildings, conservation areas or the setting of a conservation area, scheduled ancient monuments or the setting of a scheduled ancient monument.**

**More information at:**

Please refer to our website (link below) for further information on Heritage Statements and what these should contain

[Heritage Statements - Fenland District Council](https://www.fenland.gov.uk/article/13302/Heritage-Statements)

* **Structural survey**

A recent survey (not more than 12 months old) is required for all proposals for conversions of barns.

**Policy Driver:** NationalPlanning Policy 2021.

* **Schedule of Works:**

A schedule of works should show clearly what changes are proposed in each room affecting the layout, or any feature, including method of undertaking repairs

**More information at:**

<http://www.communities.gov.uk/>

(Search for ‘National Planning Policy Framework)

**Tree Report/Arboricultural Implications**

Required where there are trees or hedges within or adjacent to the application site that could influence or be affected by the proposed development (e.g. trees or any part of a tree including canopy and root protection area **within 10 metres of the proposed development)**

* **Invalid planning fee charge:**

**The extra administration fee does not apply for Listed Building consent.**