

## VALIDATION CHECKLIST – LISTED BUILDING CONSENT



### NATIONAL REQUIREMENTS

- 3 Completed application forms, signed and dated (1 copy if submitted electronically)
- 1 Completed Ownership Certificate (A, B, C or D), signed and dated
- Certificate A if works are solely within site boundary and the applicant is the owner of the site
  - Certificate B if the applicant does not own the site, notice B(1) must be served on the relevant landowner(s)
  - Certificate C if the applicant does not own the site but knows some of the relevant landowner(s)
  - Certificate D if the applicant does not own the site and does not know any of the landowner(s)
- 3 x Site Location Plans (ordnance survey based) to a scale of 1:2500 or 1:1250 and showing the direction of North (1 copy if submitted electronically) to include a drawing number with the application site outlined in red and any other land owned by the applicant in blue
- 3 x Design and Access Statement in accordance with Department of Communities and Local Government Circular 01/2006 (1 copy if submitted electronically)
- 3 x Plans or information necessary to describe the subject of the application (1 copy if submitted electronically)
- Existing and proposed block plans to a scale of not more than 1:500 to include drawing numbers
  - Existing and proposed elevations to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
  - Existing and proposed floor plans to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
  - Existing site levels and proposed site and finished floor levels to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers