



Working in Partnership

Listed Building Consent Checklist

Application for listed building consent for alterations, extensions or demolition of a listed building.

We encourage documents to be submitted electronically through the Planning Portal or via email to planning@nelincs.gov.uk. Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

Fee

Submitted

There is no fee for listed building consent unless submitted alongside a full application where the full fee still applies. These can be submitted separately or as part of a combined form.

Application Form

One copy of the completed listed building consent application form. The correct certificate must be completed.



Site Plans

Base Ordnance Survey site plans can be purchased by calling 01472 326289 selecting option 1. You will then need to add the relevant information as detailed below.

Site Location Plan

A site plan to a scale of 1:1250 or 1:2500 with the application site edged clearly with a continuous red line adjoining the adopted highway. It must outline all land required for the works to be carried out. Any adjoining owned land must be outlined in blue. A north point must be clearly shown and sufficient road names and/or buildings on land adjoining the site must be shown in order to clearly identify the site.



Block Plan

A site plan to a scale of 1:500 or 1:200 clearly showing the proposed works to scale, a north point, all adjoining land and/or buildings and named roads. It must show an accurate representation of the proposed site including all trees (identifying any covered by a TPO), boundary treatments and outbuildings.



We require finished floor levels and existing and proposed ground levels if changes are being made to these.

Note: If your application is for or includes a new access, car park or dwelling, you will require an existing block plan to the same specifications as above showing the site as existing.

Drawings

All plans must be on a plain, white background in black ink. The scale, drawing number and the title of the plan (ie, existing elevations) must be clearly stated on the plan. Plans must be annotated to describe the proposed works.

Floor Plan

Existing and proposed floor plans must be at a scale of 1:100 or 1:50. All windows and doors should be shown, room uses labelled and all impacted floors should be supplied. Walls must be shown at true thickness. These must correspond with the elevations provided.

Where altered or new electrics, drainage or plumbing routes are being proposed, these must be annotated on existing and proposed floor plans.

Exceptions: Existing floor plans are not required for new structures. Floor plans are not required for boundary treatments and new access or car park applications.

External Elevations

Existing and proposed elevations must be at a scale of 1:100 or 1:50. All windows and doors must be shown which should correspond with the floor plan (if required) and must be supplied for all affected elevations. Elevations must include all building detail. For example, headers, sills, rain water goods, fascia's, blocked openings and all other fixtures or features.

Existing elevations are required if alterations or extensions are being made to an existing building/structure or boundary treatment.

Proposed elevations are required when erecting a new building/structure, erecting extensions, alterations and new, replacement or altered boundary treatments.

Existing and proposed profile and cross sections of detail should be provided at a scale not less than 1:20 for details such as shop fronts, windows and doors.

Internal Elevations

Internal elevations are required for all internal alterations.

Existing and proposed elevations must be at a scale of 1:100 or 1:50. All windows and doors should be shown which should correspond with the floor plan (if required) and must be supplied for all affected elevations. Elevations must include all building detail. For example, skirting, architrave, coving and all other fixtures and features.

Existing elevations are required if alterations or extensions are being made to an existing building/structure.

Proposed elevations are required when erecting a new building/structure and alterations.

Existing and proposed profile and cross sectional details must be provided at a scale not less than 1:20 of details such as skirting, architrave, doors and fireplaces.

Please note: Where extensions are proposed, those elevations that were external and become internal will need to be provided.

Mandatory Documents

Heritage Assessment

Required for listed building consent. Also required to appraise impacts on a conservation area, locally listed assets, scheduled monument's, above or below ground archaeology and other non designated assets. As a minimum the relevant historic environment record should have been consulted.



Design & Access Statement

Required for a listed building consent application



Documents

The following documents are only required in the circumstances set out below. If you are unsure if this is the case, please call 01472 326289 selecting option 1.

Please note further documents may be requested during the validation or application process.

Technical Specifications

Required to give manufacturers details of an item or items included as part of your application.



It is recommended that materials are supplied at submission. This can prevent delays during the application process.