



Validation Criteria for applications for Listed Building Consent

If you are making a planning application for Listed Building Consent, the following plans or information should be provided. Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
Completed form (signed and dated)			
Design and access statement			
Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres			
<p>Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below).</p> <p>This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue.</p> <p>Where possible plans should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.</p>			
<p>Site/Block plan (at a scale of 1:200 or 1:500).</p> <p>This should accurately show:</p> <ol style="list-style-type: none"> the direction of North; the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; all the buildings, roads and footpaths on land adjoining the site including access arrangements; all public rights of way crossing or adjoining the site; the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment including walls or fencing where this is proposed. 			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p>Existing and proposed elevations (at a scale of 1:50 or 1:100). Where necessary, when the works proposed visually affect external elevations of the Listed Building, full elevations should be provided to show clearly the proposed works in relation to what is already there.</p>			
<p>Existing and proposed floor plans (at a scale of 1:50 or 1:100). These should show the existing and proposed layout of the building. All floors should be shown separately and indicate clearly the location of the proposed development and the various uses of the floorspace. Where existing and proposed works are shown on the same drawing, new work must be indicated. Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>			
<p>Detail Plans (at a scale of not less than 1:20) To show all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding or other details.</p>			
<p>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100) Such plans should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extensions would be modified.</p>			
<p>Historical, archaeological features and scheduled ancient monuments/Heritage Statement (Required for developments near or within a S.A.M., Historic Site or a listed building)</p>			

In addition to the information that **MUST** be submitted with your application, the following information may also be required, dependant on the particulars of your application (see Validation Checklist Guidance Note).

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
Supporting planning statement (Including one may assist Officers when considering your application)			
Planning Obligations (See Guidance Note or seek advice before submitting your application)			
Tree survey/Arboricultural statement (Applications involving building works within 5 metres of a tree or works to trees)			
Structural survey (See Guidance Note or seek advice before submitting your application. This is likely to be required for works of structural alteration to a Listed Building)			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact:

Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB

Tel: 01993 861420 Fax: 01993861451 Web: www.westoxon.gov.uk email: planning@westoxon.gov.uk