

# Validation Checklist

## Application for Listed Building Consent

### Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	<ul style="list-style-type: none"> <li>• Missing or incorrect sizes of doors and windows.</li> <li>• Inconsistent measurements when comparing plans.</li> <li>• Drawings do not have scale bars on them.</li> <li>• Drawings are not to scale.</li> <li>• Drawings have not been provided in a metric scale.</li> <li>• Missing chimneys.</li> </ul>
Missing plans	<ul style="list-style-type: none"> <li>• Site location plan at 1:1250 or 1:2500</li> <li>• Scaled existing and proposed block plan 1:200 or 1:500</li> <li>• Existing and proposed full floor plans and elevations</li> </ul>
Incorrect or missing form	<ul style="list-style-type: none"> <li>• Every application type needs an application form in order to meet national requirements.</li> <li>• Ensuring the correct certificate has been signed.</li> </ul>

### Information Only

Please Be Aware that you may need to apply for Householder Planning Permission or Full Planning Permission.

**NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)**

Forms, plans and documents	Yes
<b>Application form</b> Fully completed including description of development, declaration and applicant details. <i>[For further information refer to the <a href="#">Planning Portal</a>]</i>	<input type="checkbox"/>
<b>Certificate of ownership</b> Completion of certificate A, B, C or D.	<input type="checkbox"/>
<b>Heritage Statement</b> Heritage statements are required for all listed building applications.  Must Include: Assessment and description of the significance of the heritage asset; description and particular contribution of to that significance of any features which would be affected by the proposal, or of its setting if it is affected by the proposal; impact assessment of the proposals on heritage significance.  Where development also affects other designated and non-designated heritage assets, and their setting, which are defined as the following: Listed Buildings; Conservation	<input type="checkbox"/>

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Forms, plans and documents	Yes
<p>Areas; World Heritage Sites; Registered Parks and Gardens; Scheduled Monuments, the heritage statement should refer to these. [For further information see <a href="#">Historic England Guidance</a>].</p>	
<p><b>Design &amp; Access Statement</b> All Listed Building Consent Applications require a Design &amp; Access Statement. For further information, see <a href="#">National Design and Access guidance</a>.</p>	<input type="checkbox"/>
<p><b>Location Plan</b></p> <ul style="list-style-type: none"> <li>• Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue.</li> <li>• Red line should extend up to the public highway where works to a building(s) or alterations to parking and access are proposed.</li> <li>• Direction of north indication.</li> <li>• Relationship to neighbouring properties or sites to enable the application site to be located.</li> </ul>	<input type="checkbox"/>
<p><b>Site/Block Plan</b> Must include:</p> <ul style="list-style-type: none"> <li>• Set to 1:200 or 1:500 scale, with matching scale bar.</li> <li>• Changes in footprint of the building(s).</li> <li>• Relationship to the site boundaries and other existing buildings on the site.</li> <li>• The existing and proposed parking arrangements, details of the access to the highway (with visibility splays) where relevant to proposed works.</li> </ul> <p>See <a href="#">Kent County Council's Design Guide</a> for more information.</p> <ul style="list-style-type: none"> <li>• Any changes to the boundaries and landscaping of the site.</li> </ul>	<input type="checkbox"/>
<p><b>Floor Plans</b> Existing and proposed plans required when any alterations, extensions and new buildings are proposed. Floor plans also required for buildings/outbuildings proposed to be demolished.</p> <p>Must include:</p> <ul style="list-style-type: none"> <li>• Set to 1:50 or 1:100 scale with scale bar to match.</li> <li>• Clearly showing all windows, doors and rooflights to match elevations.</li> <li>• Must include any internal changes, including positioning of new doors (and enclosure of existing doorways) and removal of any internal walls.</li> <li>• All floors of the existing dwelling and outbuildings where they are curtilage listed.</li> </ul>	<input type="checkbox"/>
<p><b>Elevations</b> Existing and proposed plans showing any external alterations, including fenestrations and roof openings, boundaries and enclosures, and any other structures i.e. renewable energy sources. All relevant elevations should be shown.</p> <p>Same parameters as section above.</p>	<input type="checkbox"/>
<p><b>Roof Plans</b> Where any roof is being altered and the change cannot be adequately shown on the elevation plans. Must include:</p> <ul style="list-style-type: none"> <li>• 1:50 or 1:100 scale and matching scale bar.</li> </ul>	<input type="checkbox"/>

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<p><b>Site Sections:</b> Required where development results in changes to the site topography, or where there are existing significant level changes. Sections to also show any excavation/below ground works, and any patios, raised platforms and decking.</p> <p>Must include</p> <ul style="list-style-type: none"> <li>• 1:100 or 1:200 scale and matching scale bar.</li> </ul>	<input type="checkbox"/>

**Additional information that may be required for the application, subject to site constraints.**

*Note - the following might not be requested to make the application valid, though it may be helpful to submit additional information to address issues that may arise during the course of the application - where they are relevant to the proposal.*

Forms and documents	Yes	N/A
<p><b>Joinery details</b> 1:5 or 1:10 scaled sectional (horizontal and vertical) drawings of any proposed joinery i.e. windows/doors and their surrounds, rooflights and other openings.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Structural survey</b> May be required for conversions of existing buildings, particularly those of some age.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Technical or Manufacture specifications</b> Technical documentation for plant and equipment i.e. Air source heat pumps, Solar panels, Air Conditioning units.</p>	<input type="checkbox"/>	<input type="checkbox"/>