



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

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - 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
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement

A Design and Access Statement will be required for all listed building consent applications.

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design

and access statement is set out in article 4C of the General Development Procedure Order 1995

- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

LOCAL REQUIREMENTS

Additional Mandatory Documents	Photographs and photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
	<p>Heritage statement.</p> <p>Guidance for the preparation of Heritage Statements is provided on the Council's website at the following link:</p> <p>http://www.iwight.com/living_here/Conservation_and_Design/Heritage_Statements/</p> <p>The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the heritage asset. As a minimum the relevant historic environment record should have been consulted and the heritage assets themselves should have been assessed using appropriate expertise where necessary given the application's impact. The scale of the proposed development will also be relevant. All Major applications are more likely to have an impact on adjacent heritage assets.</p> <p>Where an application site includes, or is considered to have the potential to include, heritage assets with archaeological interest, applicants will be required to submit an appropriate site-based assessment and, where desk-based research is insufficient to properly assess the interest, a field evaluation.</p>

Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	<p>Required in all cases where:</p> <ul style="list-style-type: none"> • New buildings are proposed • There is a change in ground level • The site slopes. <p>All plans must have a scale bar and set out key dimensions such as height and distance of the development from the boundaries of the site and height of nearby properties. The original paper size must be indicated, together with a north point.</p>

	Roof Plans Scale 1:50 or 1:100	<p>Required for all planning applications involving extensions to buildings existing roofs and for roof details of proposed new buildings.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans must have a scale bar and set out key dimensions such as heights and distance of the development from the boundaries of the site and adjoining on nearby buildings. The original paper size must be indicated, together with a north point. The plans must indicate the shape of the roof and materials, vents and other key features.</p>
	Structural survey	Required if structural work is included.