

Application for a Certificate of Lawfulness of Proposed Works to a Listed Building - Checklist

2 complete sets of each application are required (unless submitted electronically). Plans should be dated and numbered, show their metric scale, a scale bar and include key dimensions.

National Requirements		
Requirement	Included	Reason if not included
<ul style="list-style-type: none"> ▪ Form including the completed Ownership Certificate 		
<ul style="list-style-type: none"> ▪ Location Plan 		

The local requirements **highlighted in yellow**, where applicable, are mandatory.

Local Requirement		
Requirement	Included	Reason if not included
<ul style="list-style-type: none"> ▪ Block Plan 		
<ul style="list-style-type: none"> ▪ Proposed and Existing Elevations 		
<ul style="list-style-type: none"> ▪ Proposed and Existing Floor plans 		
<ul style="list-style-type: none"> ▪ Roof Plans 		
<ul style="list-style-type: none"> ▪ Proposed and Existing Site Sections and Site Levels 		
<ul style="list-style-type: none"> ▪ Additional Plans 		
<ul style="list-style-type: none"> ▪ Biodiversity Checklist / Survey & Report (where applicable) 		
<ul style="list-style-type: none"> ▪ Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) 		
<ul style="list-style-type: none"> ▪ Structural Survey (if required for justification) 		
<ul style="list-style-type: none"> ▪ Tree Survey / Aboricultural Implications (where applicable) 		
<ul style="list-style-type: none"> ▪ 		

Such evidence verifying the information included in the application as can be provided.

Please note it is up to the person applying for a Certificate of Lawfulness of Proposed Works to provide the proper evidence to show that the proposed works do not require listed building consent.