

Local validation checklist – Listed Building Consent

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your Listed Building application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website www.planningportal.gov.uk
Alternatively, please submit one copy of each document and plan and send to planning@stroud.gov.uk

For further information about the level of detail required for plans, please view the Council's Drawing Standards document, available at:

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing planning@stroud.gov.uk

Please note: Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

National Requirement List	Tick when provided
<p>Completed application form (including ownership certificate) <i>If description of development is long, please detail specific items on a separate schedule of proposed works.</i></p>	
<p>Design and Access Statement Required for development:</p> <ul style="list-style-type: none"> • that is major development • of one or more dwelling in a Conservation Area • of 100sqm new floor space to be created in a Conservation Area • for applications for listed building consent 	
<p>Heritage Statement Must include a full schedule of proposed works. Required if the proposed development may affect a designated or undesignated heritage asset and</p> <ul style="list-style-type: none"> • including archaeologically sensitive areas, • Ancient monuments, • The building is Listed or may affect the setting of a Listed Building, • Registered Parks and Gardens, • Development in or affecting the character of a Conservation Area <p>For further information see the Historic England website, available at https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/</p>	
<p>Site location plan (at a scale of 1:1000, 1:1250 or 1:2500) Application site outlined in red All other land in the applicants' ownership outlined in blue</p>	
<p>Block Plan (at a scale of 1:200 or 1:500) (Existing and proposed)</p>	
<p>Elevations (at a scale of 1:100 or 1:50) (Existing and proposed)</p>	
<p>Floor plans (at a scale of 1:100 or 1:50)</p>	

(Existing and proposed)	
Roof plans (at a scale of 1:100 or 1:50) (Existing and proposed)	
Listed Building Drawings at a scale of not less than 1:20 <ul style="list-style-type: none"> To show joinery, panelling, fireplaces, plaster moulding etc. 1:5 sections may be required e.g. for glazing bar/cill sections 	

Local Requirement List	Tick when provided
<p>Archaeological Assessment For developments that includes new buildings or ground disturbance on or adjoining a heritage asset of archaeological importance. Further details and guidance can be found on the Gloucestershire County Council website, available at https://www.gloucestershire.gov.uk/planning-and-environment/archaeology/archaeological-planning-advice/</p>	
<p>Biodiversity Survey You should submit a biodiversity survey when the development proposal (including any off-site works) will affect:</p> <ul style="list-style-type: none"> Designated sites Priority Habitats Other biodiversity features Species protected by law Priority Species 	
<p>Other Plans Any other plans that may be required in order to determine the application such as detailed drawings of specific architectural features and joinery details. Drawn to a scale of at least 1:20.</p>	
<p>Photographs Including internal and external areas and features and any elements to be demolished.</p>	
<p>Structural Survey A survey of the building, including information on efforts to retain the structure in a sustainable condition.</p>	