

# Validation Checklist V11

## Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

**PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING**

**PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION**

A MINIMUM OF 4 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY WHEN A SINGLE COPY IS SUFFICIENT. *Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.* THERE MAY BE CIRCUMSTANCES WHEN THE COUNCIL REQUESTS MORE COPIES.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

- **The Application Form completed, signed** (unless submitted electronically) **and dated**
  - **An appropriate Ownership Certificate completed, signed** (unless submitted electronically) **and dated:**
  - A** (included in Application Form: the applicant owns the land) **OR**
  - B** (Form Part 2(1)): the applicant does not own the land and has served notice on the owner(s)) **OR**
  - C** (Form Part 2(2)): the applicant does not own the land and has served notice on the known owner(s) but is unable to find out the names of other owners **OR**
  - D** (Form Part 2(2)): the applicant does not own the land but is unable to find out the names and details of the owner(s))
- Does your ownership status require you to complete Ownership certificates B, C or D?
- If **yes**, please provide the appropriate **certificate or evidence** that notice has been given and/or published
  - **A Design & Access Statement<sup>1</sup>**
  - **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site and any land necessary to carry out the development edged in red and

<sup>1</sup> See [Design and Access Statement Guidance Notes](#)

any adjoining or other nearby land owned by the applicant outlined in blue.

- **Other Plans and drawings necessary to describe the subject of the application. These may include:**
- Site Layout Plan (Scale 1:200 or 1:500)**
- Block Plan (Scale 1:100 or 1:200)**
- Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- Existing and proposed Floor Plans (Scale 1:50 or 1:100)**
- Existing and proposed Roof Plans (Scale 1:50 or 1:100)**
- **Plans (1:20) to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details**

## LOCAL REQUIREMENTS

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Advice Note.

- |                            |                            |                                |
|----------------------------|----------------------------|--------------------------------|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Biodiversity Survey and Report |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Heritage Statement             |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Photographs and photomontages  |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Planning Statement             |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Site Waste Management Plan     |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Structural Survey              |

**If you answer yes to any of the above but do not supply the information your application will be invalid.**

Signed:.....

Date:.....

**We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email [customerservices@dover.gov.uk](mailto:customerservices@dover.gov.uk).**