



Northumberland

County Council

Quick Reference Checklist for

1. **Listed Building Consent** | [View Listed Building Consent guidance.](#)
2. **Demolition in a Conservation Area** | [View Demolition in a Conservation Area guidance.](#)

The information listed below must be submitted to make the above application types valid. Use this checklist to identify the documents required, then refer to the detailed guidance matching the corresponding 'Note' in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?	
		1 - Listed Building Consent	2 - Demolition in a Conservation Area
Application Form and Certificate	Note 1	Always - Form title: <i>Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building.</i>	Always - Form title: <i>Application for Planning Permission for Relevant Demolition in a Conservation Area.</i>
Correct Fee	Note 2	Not required – exempt from fees	Not required – exempt from fees
Location Plan	Note 3	Always	Always
Existing and Proposed Site Plans	Note 4	Yes – for any external changes. No - if the changes are internal only e.g. change of use or for replacement windows/doors with no change to position or size.	Always
Design & Access Statement	Note 5	Always - (can be included as part of a Heritage Statement).	Not required
Existing and Proposed Elevations	Note 8	Yes - for new buildings or structures or where existing elevations are to be altered including window, door or shop front alterations or replacement. No – if change is internal only.	Yes – however proposed plans are not required if total demolition with no elevation remaining.

Boundary Details (fence/ wall/ gate)	Note 8	Yes - for new or altered fences, walls or gates. No – for like for like repair.	Yes - for demolition of a fence, wall or gate.
Existing and Proposed Floor Plans	Note 8	Yes - for all new or altered buildings. No – if no change to the floor layout or window / door size or location.	Yes – existing and proposed required for partial demolition (proposed plans are not required if total demolition with no elevation remaining).
Existing and Proposed Roof Plans	Note 8	Only if – any changes to the existing roof are proposed including structure, shape or material, rooflights, solar panels etc.	Only if – partial demolition is proposed and the remaining roof shape will change as a result.
Window / Door Details	Note 8	Only if – alterations to or replacement of windows or doors are proposed. No – like for like repair.	Not required
Archaeological Building Assessment	Note 11	Yes – for demolition of a listed building or if requested following pre-application advice or by the Case Officer.	Only if – requested following pre-application advice or by the Case Officer.
Ecology Checklist	Note 15	Yes – for any external works. No – for window or door replacement (including skylights/ rooflights/velux/dormer).	Yes
Ecology Report	Note 15	Only if - the Ecology Checklist or a pre-application response indicates a report is required.	Only if - the Ecology Checklist or a pre-application response indicates a report is required.
Heritage Statement	Note 18	Yes – must include photos (can be included as part of a Design and Access Statement).	Yes – must include photos (can be included as part of a Design and Access Statement).
Structural Survey	Note 30	Only if – proposing structural alterations to a listed building.	No
Structural Statement	Note 30	Not required	Yes
Tree Report/Plan	Note 34	Only if – requested by the Case Officer during consideration of the application.	Only if – requested by the Case Officer during consideration of the application.

Government legislation requires that **Listed Building Consent and Demolition in a Conservation Area applications should be decided within 8 weeks**. This timescale begins when your application has everything we require to assess the proposal and make that decision (and not necessarily the date you submit it).

To help prevent an invalid application [submit your planning application using the Planning Portal](#).

Get it right first time – top 6 invalid reasons to avoid!

If an application is submitted without the required information it will be placed on hold (invalid) until we receive the necessary amendments or documents. Check for and avoid the following:

1. Plans don't measure correctly

- Check every plan states the correct scale e.g. 1:100 means 1cm on the plan equals 100cm (1metre) in reality. A metric scale ruler can be used to draw and measure to these scales.
- Check your plans measure to the scale shown especially after you have scanned or photocopied then as they can be distorted/shrunk down e.g. an A3 plan reduced to an A4 size will mean the scale stated no longer applies meaning they will not measure correctly.
- We cannot accept photographs of plans. If you are unable to scan plans find a company/local library who can and request them as PDF documents.

2. Plans are not correctly labelled, do not match or are missing

- Put a meaningful title on each plan to show what it is and whether it's existing/proposed e.g. existing / proposed site and roof plan, existing front elevation, proposed ground floor etc.
- Check window and door positions and sizes on elevations match those on the floor plan(s).
- All external elevations where the change would be seen from must be provided.
- Both existing and proposed site, floor and elevation plans are required in most cases.

3. Location plan is missing/incorrect

- The red line should only include only the land which is required for the proposed works e.g. the building plus access and turning and delivery/storage of materials etc and no more.
- The red line must meet the highway where required by Note 3 (whether or not you own the access route).
- If you own other land/buildings adjoining the site outline that in blue.

4. Incomplete/unsigned application forms

- Answer every question, sign and date the correct ownership certificate and declaration. The guidance notes will explain which certificate applies to you.

5. Documents are missing

- Check the above list and any pre-application response you have received.
- Do not send an incomplete application while waiting for a survey you intend to send later.
- Links to online documents/product brochures or websites or sites such We Transfer etc will not be accepted. To upload large documents above the Portal / email limit use [Cryptshare](#).
- A Heritage Statement must be submitted and include photographs to be valid.
- The Ecology Checklist is intended to help you identify when to submit the relevant report(s). It will add a considerable delay if we have to wait for these to be completed and sent later.

6. Insufficient detail provided

Our conservation/archaeology teams will be consulted on your application and will assess the information submitted before making their comments. Your application will be made invalid if we require documents such as window/door details or structural survey etc and they are not submitted because our consultees cannot comment without this level of detail.

If, after reading this you are still uncertain what application type you are required to submit we can advise you further via our [Pre-application service](#). A fee applies for this service.

If you are unsure how to provide drawings/reports yourself and require someone to make the application on your behalf you can appoint a professional planning consultant. If a consultant (agent) is named on the form all communication will go directly to them. To find an approved Planning Consultant [search the RTPI Directory](#).