



Northumberland County Council

Validation Checklist for: Listed Building Consent

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Application for listed building consent for alterations, extension or demolition of a listed building.
Application fee	Note 2	No, these are exempt from fees.
Location plan	Note 3	Yes.
Site plans	Note 4	Yes, unless: <ul style="list-style-type: none">the building footprint or site layout won't change.the window or door position or opening size won't be altered. We don't need these for replacement windows in existing openings.
Design and access statement	Note 5	Yes.

Local planning application requirements

Requirement	Refer to	Do I need to submit this?
Application drawings - Elevations	Note 8	Yes, for: <ul style="list-style-type: none"> • new buildings or structures (including outbuildings). • alteration to existing elevations (including outbuildings, window or door alteration or replacement). • demolition.
Application drawings - Floor plans	Note 8	Yes, for: <ul style="list-style-type: none"> • internal changes. • new or altered window or door openings. • demolition.
Application drawings - Roof plans	Note 8	Yes, for: <ul style="list-style-type: none"> • any change to the roof of a building (including solar panels). • demolition.
Application drawings – Boundary elevation drawings	Note 9	Yes, for new or altered fences, walls or gates that: <ul style="list-style-type: none"> • exceed 1m above ground level and will be located adjacent to a highway (or 2m for a school/nursery). • exceed 2m above ground level elsewhere.
Application drawings – Window and door detail drawings	Note 9	Yes, for: <ul style="list-style-type: none"> • any alterations to windows and doors (including replacement).
Archaeological building assessment and recording	Note 12	Only if: <ul style="list-style-type: none"> • The proposal includes demolition of a building or structure (but not a boundary wall).
Ecology reports	Note 19	You'll need to self-assess the need for this. Note 19 explains how to check if your proposal needs a report.
Heritage statement	Note 23	Yes.

Requirement	Refer to	Do I need to submit this?
Structural survey	Note 34	<p>Only for conversion of a listed building that involves:</p> <ul style="list-style-type: none"> • structural alteration of supporting members. • demolition of supporting members. <p>Supporting members of a building or structure can include:</p> <ul style="list-style-type: none"> • load bearing internal or external walls. • columns, beams or girders. • floor or roof joists. • staircases.

If a requirement (or note number) is not mentioned above we don't need it for this application type.

Timescale for a decision

Government legislation requires us to decide listed building consent within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

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