

LEWISHAM VALIDATION CHECKLIST – LISTED BUILDING CONSENT AND CERTIFICATE OF LAWFULNESS FOR WORKS TO A LISTED BUILDING (PROPOSED)

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid. We encourage you to submit your application online using the Planning Portal. If you choose to post it, please provide 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development. If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. The guidance below provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application.

Pre-application Service

The Council offers a Pre-application Service through which you can discuss your proposals with a planning/conservation officer and receive advice on the validation requirements for your application. Further details can be found on our website:

<https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/get-planning-advice/Pages/default.aspx>

National List of Requirements

<i>Completed application form</i>	The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring advertisement consent.
<i>Site location plan</i>	<p>The site location plan must:</p> <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking) • show any other land within the applicant's control edged in blue
<i>Plans and drawings or information necessary to describe the subject of the application</i>	<p><u>Minimum requirements</u></p> <p>Block Plans: existing and proposed at 1:500 scale Floor Plans: existing and proposed, including roof plans, at 1:50 scale Elevations: existing and proposed at 1:50 scale Sections: showing finished floor and site levels at 1:50 scale</p>

	<p>Street elevations: showing proposal in relation to streetscene at 1:50 or 1:100 scale Site sections: showing the proposal in relation to adjoining buildings and spaces at 1:50 scale Plans to a scale of 1:5 to show all new or any alterations to doors, windows, panelling, fireplaces, plaster moulding and other decorative details as relevant existing and proposed internal elevations as necessary to a scale of 1:10.</p> <p><u>General plan requirements</u> All submitted plans and drawings must:</p> <ul style="list-style-type: none"> - include a title and drawing number (with the relevant revision number as necessary) - show the direction of north - be drawn to an identified metric scale (e.g. 1:5, 1:20, 1:50, 1:100) - include key written dimensions and a scale bar showing a length of 1metre and 10 metres - state at which paper size the scale applies e.g. scale 1:200 at A3 - show the proposed development in relation to the site boundaries and other existing buildings on the site <p>The scale bar, written dimensions and paper size are required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p> <p>Block Plans must show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas (including wheelchair parking), footpaths, any existing rivers, landscaping (including the extent and type of hard surfacing), boundary treatments including walls and fences where proposed, trees, buildings and other structures (e.g. cycle and refuse stores). Floorplans must indicate the position and size of wheelchair units proposed.</p> <p>Levels shown on section drawings must relate to a fixed datum point off site.</p> <p>We recommend grouping together plans by type within multi page pdf documents (eg existing plans together, or proposed plans and elevations together). For small scale proposals (e.g. related to a single building), it can be helpful to show existing and proposed situations on one drawing.</p> <p>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>
<p><i>Design and Access Statement</i></p>	<p><u>When required</u> All applications.</p> <p><u>Minimum Requirements</u> A Design and Access Statement should be proportionate to the scale of the development. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p>

All design and access statements must:

- explain the design principles and concepts that have been applied to the development;
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the policy adopted as to access, and how policies relating to access have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.
- an explanation of how the historical and architectural importance of the listed building – in particular its physical features and setting – has been considered when designing the proposed development should also be provided.

Where a heritage statement is included, this must be a clearly titled standalone section within the document (see guidance on Heritage Statements).

Guidance

Design and Access Statements are about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. This should help to explain the design process behind a scheme. A successful design process is key for all applications and the Council encourages early pre-application engagement based around an emerging design and access statement.

The Design and Access Statement is a useful tool to show how a site has been analysed and understood, the opportunities and constraints and how these have informed the design development. The former Commission for Architecture and the Built Environment (CABE), produced guidance on how to write, read and use design and access statements (2006). This includes helpful information about the D&AS preparation – in particular the need to consider Design and Access issues at an early stage when preparing your development proposal <http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf>

Guidance on design and access statements with best practice guidance on the form and content of such documents, beyond the minimum requirements for validation purposes, can be found on the Council's website at <https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Documents/DesignandAccessStatementsGuide.pdf>.

Advice on inclusive design is available in CABE's Principles of Inclusive Design, the LDA's Inclusive Design Toolkit and the GLA's Supplementary Planning Guidance Accessible London: achieving an inclusive environment: <http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/the-principles-of-inclusive-design.pdf>

	<p>http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-inclusive-design-toolkit</p> <p>http://www.london.gov.uk/priorities/planning/publications/accessible-london-achieving-an-inclusive-environment</p>
<i>Evidence to verify the subject of the application</i>	<p><u>When required</u> Applications for Certificate of Lawfulness.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> • detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected • detailed information to substantiate that the proposed works do not affect the special architectural or historic interest of the listed building.
<i>The appropriate fee</i>	No fee required for applications seeking only Listed Building Consent or a Certificate of Lawfulness for works to a Listed Building (Proposed).

Local List of Requirements

<i>CGIs</i>	<p><u>When required</u> New development in the curtilage or setting of Listed Buildings.</p> <p><u>Minimum requirements</u> CGI images showing the proposed development in the context of the Listed Building and surrounding development</p>
<i>Heritage Statement</i>	<p><u>When required</u> Listed building consent applications.</p> <p><u>Minimum requirements</u> Applications must be accompanied by a description of the significance of the heritage asset affected, the contribution of the setting to that significance, the impact of the proposals on the significance. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.</p>

	<p>The amount of detail provided should be proportionate to the importance of the asset. Applications, where the extent of the proposal's impact on the significance of any heritage assets affected cannot be adequately understood from the application form and supporting documents, will not be validated. Photographs may be helpful in support of applications affecting and listed buildings.</p> <p>Lewisham guidance on the writing of Heritage statements can be found here: https://www.lewisham.gov.uk/holdingarea/old-planning-april-2016/Planning-backup/planning/conservation/conservation-areas/Documents/HeritageStatements.pdf</p>
<p><i>Materials and architectural details</i></p>	<p><u>When required</u> All applications.</p> <p><u>Minimum requirements</u> Details of materials set out on plans for approval (not illustrative plans). These plans shall be separate to the Design and Access Statement. The details shall include:</p> <ul style="list-style-type: none"> • a full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. The specification must be accompanied by a statement explaining the choice and appropriateness of materials proposed and set out the core design principles that will underpin the scheme. • elevations and sections at a scale of at least 1:20 showing a bay study of the building(s) which shall include - a window within a façade and the reveals, cills etc and - balconies (if proposed). • plans of at least 1:20 of the corner of the building(s) and detailed elements where different materials meet/join • all service routes (including pipes, ducts, vents etc) to the building must be shown. <p><u>Guidance</u> Good design is indivisible from good planning and the detailing of a scheme and how that is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of the necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed upfront within an application</p>
<p><i>Photographs & CGIs</i></p>	<p><u>When required</u> Listed building consent applications.</p> <p><u>Minimum requirements</u> Photographs of existing areas that are proposed to be altered.</p>
<p><i>Structural Survey</i></p>	<p><u>When required</u> Listed building consent applications involving works where the structure is to be changed significantly.</p> <p><u>Minimum requirements</u></p>

The survey shall describe, explain and illustrate:

- the current condition of the property,
- the structural problems,
- the options for and cost of repair of the building,
- a methodology for undertaking the proposed demolition works.

The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings.

Guidance

Where substantial structural alterations to a heritage asset are proposed, an application will need to demonstrate that the alterations proposed can be carried out without unacceptable harm to the integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements. Further advice should be sought from the Council's Conservation Team.