

# London Borough of Lewisham Validation Checklist: Listed building consent and certificate of lawfulness for works to a listed building (proposed)

The following tables set out what information must be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

**NB – The information requirements in the tables do not limit the Council’s ability to request additional information in the event that this is found to be necessary during the application’s determination period.**

## Pre-application Service

The Council offers a pre-application service through which you can discuss your proposals with a planning and conservation officer and receive written advice. Further details can be found on our website [here](#).

## Listed Building Consent National List of Requirements

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	<i>Completed application form (including ownership certificate)</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 listed building consent	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
2.	<i>Plans, drawings and information as are necessary to describe the works which are the subject of the application (see below)</i>	All submitted plans and drawings must: <ul style="list-style-type: none"> <li>include a title and drawing number (with the relevant revision number as necessary)</li> <li>show the direction of north</li> <li>be drawn to an identified metric scale (e.g. 1:5, 1:20, 1:50, 1:100)</li> <li>include key written dimensions and a scale bar showing a length of 1metre and 10 metres</li> <li>state at which paper size the scale applies e.g., scale 1:200 at A3 and include a scale bar</li> <li>show the proposed development in relation to the site boundaries, other existing buildings on the site, and buildings on adjacent sites.</li> </ul>	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
	<i>Site location plan</i>	<ul style="list-style-type: none"> <li>at a scale of 1:1250 or 1:2500 (or larger if appropriate)</li> <li>showing sufficient roads and buildings adjacent to the application site to identify it exactly</li> <li>show the direction of North</li> <li>boundaries of application site edged in red (including sufficient land to carry out the development i.e., access, landscaping, visibility splays and parking)</li> <li>any other land within the applicant's control edged in blue</li> </ul>	
	<i>Block Plans</i>	Existing and proposed at a scale of 1:500	
	<i>Floor Plans</i>	Existing and proposed, including roof, and showing finished floor and site levels at 1:50 Demolition Plans – required where removal of walls, floors, staircases (or parts of those building elements) is proposed at 1:50	
	<i>External elevations</i>	Existing and proposed at 1:50. Immediately adjoining/adjacent buildings must be included.	
	<i>Internal elevations</i>	Existing and proposed as necessary to show locations of alterations at 1:10.	
	<i>Street elevations</i>	Showing proposal in relation to street scene at 1:50 or 1:100.	
	<i>Sections</i>	Existing and proposed sections required to show <ul style="list-style-type: none"> <li>relationship of existing building to proposed buildings/extensions and in relation to adjoining buildings and spaces at 1:50</li> <li>where any floors, ceilings, staircases will be removed or inserted at 1:10</li> </ul>	
	<i>Details</i>	Plans at 1:5 to show altered or new doors, windows, panelling, fireplaces, plaster: <ul style="list-style-type: none"> <li>windows – vertical and horizontal sections showing joinery and glazing within the elevation, including reveals, cills and lintels</li> <li>balconies (if proposed).</li> <li>junctions between listed building and new extensions at 1:20</li> <li>junctions between different proposed materials</li> <li>mouldings and other decorative details, fixtures or fittings, as relevant</li> </ul>	

3.	<p><i>Design and Access Statement</i></p> <p><i>(required for all applications)</i></p>	<p>For proposals where external works to a listed building are proposed, a design and access statement must be submitted. This must include:</p> <p>The design principles and concepts that have been applied to the works; and how the design principles and concepts that have been applied to the works take account of:</p> <ul style="list-style-type: none"> <li>(i) the special architectural or historic interest of the building</li> <li>(ii) the particular physical features of the building that justify its designation as a listed building; and</li> <li>(iii) the building's setting; and</li> <li>(iv) how issues relating to access to the building have been dealt with.</li> <li>(v) explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account,</li> <li>(vi) state what, if any, consultation has been undertaken and what account has been taken of the outcome of any such consultation; and</li> <li>(vii) explain how any specific issues which might affect access to the building have been addressed</li> </ul> <p>The level of detail to be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance</p>	<p>The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)</p> <p>The <a href="#">NPPF</a> paragraphs relating to the Historic Environment</p> <p><a href="#">NPPG</a> on the Historic Environment</p> <p>Relevant policies on accessibility from the London Plan (March 2021 and relevant Local Development Plan Documents).</p>
4.	<p><i>Heritage Statement</i></p> <p><i>(required for all listed building consent applications)</i></p>	<ul style="list-style-type: none"> <li>• describe the significance of any heritage assets affected, including any contribution made by their setting</li> <li>• demonstrate how this has informed the development of the proposals.</li> </ul> <p>Level of detail to be proportionate to the asset's significance and sufficient to understand the potential impact of the proposal on that significance.</p>	<p>The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)</p> <p>The <a href="#">NPPF</a> paragraphs relating to the Historic Environment</p> <p><a href="#">NPPG</a> on the Historic Environment</p>

## Local List

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
5.	Materials and Architectural Details	<p>Details of materials set out on plans for approval (not illustrative plans). These plans shall be separate to the design and access/Heritage Statements. The details shall include:</p> <ul style="list-style-type: none"> <li>• a full specification of all materials (including windows, doors and balconies) with manufacturers details where relevant or photographs of samples of the materials. 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.</li> <li>• all service routes (including pipes, ducts, vents flues etc) to the interior and exterior of the building must be shown on plans, sections and elevation drawings. Where service routes are to run in the floor/ceiling void the direction of joists must be indicated on the plans.</li> </ul>	To ensure the proposed works are appropriately detailed and located so as to preserve the special interest of the listed building
6.	<p><i>Structural Survey</i></p> <p><i>(Required where work is proposed that involves additional strengthening, underpinning, removal of walls or other structural building elements)</i></p>	<p>The survey shall describe, explain and illustrate:</p> <ul style="list-style-type: none"> <li>• the current condition of the property,</li> <li>• the structural problems,</li> <li>• the options for repair of the building,</li> <li>• a methodology for undertaking the proposed works.</li> <li>• A statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works.</li> </ul> <p>The survey shall be prepared by a suitably qualified professional, with demonstrable experience and/or accreditation in historic building conservation.</p>	To ensure the proposed works preserves or enhances the Listed Building relative to its significance.
7.	<i>Photographs and Computer-Generated Images (CGIs)</i>	<p>Photographs of areas that are proposed to be altered, cross referenced to a plan.</p> <p>Depending on the scale and location of the proposed works, CGIs to visualise the proposals in the context of the listed building.</p>	To ensure that officers are able to understand the existing conditions and impact of the proposed works.
8.	<i>Schedule of Works</i>	Required where comprehensive refurbishment of a building is proposed.	To ensure that officers are able to understand the existing conditions and impact of the proposed works.
9.	Schedule of individual features	For example, doors. Required where comprehensive refurbishment/alteration/replacement is proposed	To ensure the proposed works preserves or enhances the Listed Building relative to its significance.

## Certificate of Lawfulness (Listed buildings) National List of Requirements

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	<i>Completed application form (including ownership certificate)</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.	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014 (as amended)
2.	<i>Site location plan</i>	<ul style="list-style-type: none"> <li>• at a scale of 1:1250 or 1:2500 (or larger if appropriate)</li> <li>• showing sufficient roads and buildings adjacent to the application site to identify it exactly</li> <li>• show the direction of North</li> <li>• boundaries of application site edged in red (including sufficient land to carry out the development i.e., access, landscaping, visibility splays and parking)</li> <li>• any other land within the applicant's control edged in blue</li> </ul>	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014 (as amended)
3.	<i>Plans, drawings and information as are necessary to describe the works which are the subject of the application</i>	See No. 2 of the 'Listed Building Consent National List of Requirements' above.	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014 (as amended)
4.	<i>Heritage Statement</i>	<p>A statement explaining why the applicant believes the proposed works would not affect the character of the listed building or buildings as a building or buildings of special architectural or historic interest.</p> <p>Level of detail to be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance</p>	<p>The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014. (as amended)</p> <p>The <a href="#">NPPF</a> paragraphs relating to the Historic Environment</p> <p><a href="#">NPPG</a> on the Historic Environment</p>
5.	<i>Evidence verifying the information included in the application</i>	Primarily photographs, and any other information the applicant see as relevant evidence.	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014 (as amended)