



Local Validation Requirements for Listed Building Consent Applications

This checklist sets out the information you need to submit with your application for Listed Building Consent within the Eryri National Park Authority.

We reserve the right to request further information that is reasonably required for the determination of a Listed Building Consent application.

How to apply for Listed Building Consent

You can apply for listed building consent by using the Welsh Government's 'Planning Applications Wales' service www.gov.wales/apply-planning-permission. PDF forms are also available to download on this service.

Supporting Documents

There are **National Minimum Requirement** of supporting documents that you must provide in order for your Listed Building Consent application to be registered.

In addition, Eryri National Park Authority will seek additional **Local Validation Requirements** in the form of such plans, drawings and information as are deemed necessary by the Authority to fully describe the works that you are proposing. These will assist the Authority in its assessment of the impact of your proposal on the Listed Building and its setting. Without this supplementary supporting documentation your application cannot be validated, processed and properly assessed by the Authority.

National Minimum Requirements

The level of detail you supply with your application must be sufficient to describe the works that you are proposing so that the authority is able to assess the impact that your proposal will have on the existing building structure, its architectural style, the floorplan/layout and the historic fabric of the Listed Building.

As a minimum, you must provide the following documents for your Listed Building Consent application to be registered. Missing, insufficient or incorrect National Minimum Requirements will mean that the application cannot be registered.

Document type	Is it required for my application?	What information is required?
Listed Building Consent Application Form	All applications.	<p>An application must be submitted on the Listed Building Consent form and the form must be fully completed.</p> <p>The declaration and relevant certificate signed and dated.</p>
Location Plan Scale 1:1250 or 1:2500	All applications.	<p>An up-to-date map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of North.</p> <p>A red line drawn around the proposed development area.</p> <p>A blue line drawn around any other land owned by the applicant, close to or adjoining the application site.</p>
Floor Plans – Existing and Proposed Scale 1:50 or 1:100.	Where demolition, alterations and/or extensions are proposed.	<p>It would be desirable if the Existing and Proposed floor plans are on the same page so that they can be readily compared.</p> <p>Existing and proposed uses of each room.</p> <p>Position of windows, doors, walls, internal partitions and any special fixtures or features such as fireplaces, panelling, etc – these should also be identified and explored within the HIA.</p> <p>Floor levels of the rooms being constructed, altered or extended, in relation to the remainder of the building.</p> <p>Show with cross hatching or shading any walls, partitions, structures or features that are proposed to be demolished, altered or extended.</p>

<p>Elevations – Existing & Proposed</p> <p>Scale 1:50 or 1:100</p>	<p>Where demolition, alterations and/or extensions are proposed.</p>	<p>It would be desirable if the Existing and Proposed elevations are on the same page so that they can be readily compared.</p> <p>Plans of each elevation of the building that is to be affected by the proposed development, and identified by the direction in which each elevation faces e.g. rear (south).</p> <p>Position and size of all windows and doors.</p> <p>Colour and type of finishing materials to be used.</p> <p>Where there is potential to affect the amenity of neighbouring properties, drawings of neighbouring properties must be at scale, or it must be made clear that they are not to scale.</p>
<p>Roof Plans and Sections</p> <p>Scale 1:50 or 1:100.</p>	<p>Where any roof covering or underlying structure (trusses, rafters, tie beams, collars, purlins, wall plates etc) is being demolished, altered or extended and the change cannot be adequately shown on the elevation drawings.</p>	<p>Shape and material of the roof covering.</p> <p>Location of any roof lights, atrium, flues, vents etc.</p> <p>Location and detail of the roof structure, showing the number and position of existing and proposed trusses, rafters, tie beams, collars, purlins, wall plates etc.</p>
<p>Design & Access Statement</p>	<p>Applications for listed building consent.</p> <p>If your proposal is for works to the Interior only of the Listed Building, then the access element of the statement is not required.</p>	<p>Explain the design principles and concepts that have been applied to the appearance, environmental sustainability, layout and scale of the works.</p> <p>Explain how the above design principles and concepts have taken account of the special architectural or historic importance of the building including setting.</p> <p>Explain how issues relating to access to the building</p>

		<p>have been dealt with; what alternative means of access have been considered? How have relevant Local Plan policies been considered.</p> <p>Explanation of how any specific issues which might affect access to the proposed development have been addressed.</p>
<p>Heritage Impact Assessment – following these published guidelines:</p> <p>Managing Change in World heritage Sites in Wales (gov.wales)</p>	<p>All Listed Building Consent Applications.</p>	<p>Describe the significance of any heritage assets affected, including any contribution made by their setting.</p> <p>Level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of your proposal on their significance.</p> <p>Consult the County Historic Environment Record, as a minimum, and assess the heritage assets using appropriate expertise where necessary.</p> <p>Consult conservation area appraisals where published.</p>

Plans and drawings must include a Title Block stating the paper size and metric scale, north point, address of the property, and whether the drawing is of the "Existing" situation or the "Proposed" situation.

Local Validation Requirements - Supplementary Supporting Documents

In addition to the National Minimum Requirements, Eryri National Park Authority may request that you submit supplementary supporting documents in order to more fully describe the works that are being proposed.

A fully documented Listed Building Consent application is more likely to be validated and assessed without delay by the Authority within the eight week timeframe required to make a decision on your application. Requests by the Authority for supplementary supporting documents after the application has been validated will inevitably lead to delays, so it is in your interests to provide as much supporting documentation as possible right from the start.

Eryri National Park Authority strongly recommends that you look through this list of supplementary supporting documents and consider which are relevant to your proposal. This supplementary information is required to enable us, and the people who will be consulted, to fully understand and assess the impact of your proposal upon the Listed Building and/or its curtilage and/or its setting.

Document type	Is it required for my application?	What information is required?
Existing and Proposed Longitudinal and/or Cross-Section Drawings Scale 1:50 or 1:100	For proposals affecting the interior of a Listed Building. For example, where demolition, alteration or extension involves the <i>insertion</i> or <i>removal</i> of a wall, partition or staircase; or the insertion or removal or raising/lowering of a floor or ceiling. For the conversion of a listed building for example a barn into a dwelling or an office.	Location and details of existing and proposed roof, floor and ceiling structures. Location of existing and proposed room partitions, door openings staircases, chimney stacks etc.
Specific Detailed Plans and Drawings Scale 1:20, 1:5 or 1:1.	Where it is proposed to demolish, alter, extend or replace existing features, or insert new features, whether internal or external. For example, doors, windows, shutters, panelling, chimneys, fireplaces, wall and ceiling plaster, shopfronts, signage, or any other details.	Design of existing and proposed features, and details of materials and finishes. Joinery details should show the mode of construction of new replacement doors, windows, shutters, panelling, etc. and include elevations at metric scale of 1:20 or 1:5, horizontal and vertical sections at a scale 1:20 or 1:5, and glazing bar profiles/ sections at a scale of 1:5 or 1:1 as appropriate.

<p>Topographic Survey or spot heights, Site Sections, Site Levels and Finished Floor Levels – Existing and Proposed</p> <p>Scale of 1:50 or 1:100</p>	<p>All applications involving extensions or conversion and new buildings linked to or adjacent to the Listed Building.</p> <p>Where development is on a steep incline/decline.</p> <p>Where any development is proposed below ground level.</p> <p>Where site levels are proposed to be altered.</p>	<p>Topographic Survey or spot heights across the site to show how your proposal will affect the setting of the Listed Building(s).</p> <p>Existing and proposed site sections, site levels and finished floor levels, related to a defined datum point to show how your proposal will affect the setting of the Listed Building(s).</p>
<p>High Resolution Quality Photographs/ Photomontages</p>	<p>All applications involving demolition, alteration, extension or conversion of Listed Buildings.</p>	<p>In your photos try to show the building and it's setting, in addition show the details of the particular section of the building or particular features affected by your proposals.</p> <p>Describe/annotate what the photo is showing e.g. Front of house, Rear of Barn, Lounge window, Kitchen fireplace etc.</p>
<p>Surveyors Report (Conservation Accredited Surveyors who understand historic buildings)</p>	<p>Proposals that involve demolition, partial demolition, alteration or extension that are of a structural nature.</p> <p>Proposals that involve the conversion of an existing building to a new use involving structural works such as barn conversions etc.</p>	<p>Describe and demonstrate how the part(s) of the Listed Building affected by your proposal will be impacted by the structural alterations.</p> <p>Will historic building materials/fabric be removed and replaced? What modern structures (e.g. lintols/beams etc) are you proposing to put in and where?</p> <p>For significant works include a method statement and details of materials to be used.</p>
<p>Engineers Report (Conservation Accredited Engineers who understand historic buildings)</p>	<p>Proposals that involve demolition, partial demolition, alteration, extension or insertion of significant structural features such as structural walls, floors, beams and roof members.</p>	<p>Structural calculations that demonstrate what impact your proposal will have upon the existing structure, what remedial or additional structural work will be required and what that entails.</p>

	Proposals for the conversion of an existing building to a new use involving structural works such as barn conversions etc.	
Supporting Planning Statement	Desirable if it helps to explain the context of your proposal.	Set out the context and need for the proposed development, details of consultations with the local planning authority, statutory consultees and the wider community.
Schedule of Works	Desirable if your proposal involves a large number of alterations.	A numbered list of each of the alteration works that you are proposing for easy reference.
Landscape Plan	Desirable if your proposal involves altering the setting of the Listed Building through reconfiguring the land levels surrounding the building/s, or building or demolishing walls and fences, removing or planting trees and hedges etc.	A plan showing the alterations in levels, the position of existing and proposed walls, fences, trees and hedges, etc.

Legislation requires that the National Amenity Societies be consulted on all Listed Building Consent applications. The National Amenity Societies comprise of the following: The Society for the Protection of Ancient Buildings (SPAB), The Georgian Group, The Victorian Society, The Twentieth Century Society, The Gardens Trust, Historic Buildings and Places (formerly the Ancient Monument Society), Council for British Archaeology. The application will also be circulated with Cadw. Your application may also be circulated or made available to non-professional, non-technical bodies such as members of the Planning Committee, Community Councils, the public or neighbours who are consulted on your proposal. Their assessment will be based wholly upon the information submitted with the application; they won't necessarily visit the site in person.

The Authority and the bodies/people they consult need as much information as possible in order to fully understand and assess/comment on the impact of your proposal upon the Listed Building and/or its curtilage and/or its setting.