

Checklist for Listed Building Consent

Recommended Information sought to validate and enable timeous processing of an application

It is important that all the required information is submitted at the start of the planning process in order to avoid unnecessary delay. Failure to submit the information may result in an application being refused. Please seek pre- application advice for clarification on the level and detail of information required.

https://www.highland.gov.uk/info/205/planning_-_policies_advice_and_service_levels/785/pre-application_advice

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 requires that any works which affect the character of a listed building in respect of its architectural or historic significance require listed building consent. Where external works are proposed planning permission may also be required under the provisions of the Town and Country Planning (Scotland) Act 1997.

Plans should be submitted through the eDevelopment.scot portal facility
<https://www.edevelopment.scot/eDevelopmentClient/>

Plans should show all scaled dimensions, including the distance to boundaries. Scaled dimensions must be metric and a scale bar should be included. Plans must not say "do not scale".

Plans should preferably be sized A3 or A4 where possible. Plans, documents and individual files should not exceed 5MB and should be in PDF format. Please ensure that plans are titled, include the site address, a drawing number, and revision number and date where applicable.

In certain circumstances, particularly larger applications, additional paper copies may be consultation purposes.

Requirement	Description	Required
Completed Application Form	1 copy of the Listed Building Consent form completed, signed and dated. Applicants should use the <i>e-application form</i> available from the Scottish Government website or The Highland Council website. Applications should be submitted on-line or sent to the EPC at the address given on the form.	<input type="checkbox"/>
Ownership Certificate	The appropriate certificate must be completed, signed and dated.	<input type="checkbox"/>
Location Plan	The location plan should be based on an up-to-date Ordnance Survey map at a scale of 1:2500, (1:1250 for urban sites), clearly identifying: <ul style="list-style-type: none"> a. the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land; b. the site boundary shown in red must include all of the elements that require permission and to facilitate development eg: foul drainage, curtilage, access to public road; c. all other adjoining land owned by the applicant outlined in blue or clearly stated d. surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the 	<input type="checkbox"/>

	<p>site is clear;</p> <ul style="list-style-type: none"> e. at least 2 named roads (if appropriate) should be identified if possible; f. if the site is in the countryside, an Ordnance Survey plan at a scale of 1:10,000 must be included for identification purposes; g. the direction of north 	
Site Plan	<p>This should be of a scale of 1:500 or 1:200 as appropriate, showing:</p> <ul style="list-style-type: none"> a. the direction of north; b. the site boundary clearly shown in red including any access route up to the public highway; c. the access arrangements (this shall also include details of the visibility splays required and within the applicants control); d. car parking - proposed and/or existing car parking layouts; including surfacing and the layout of the spaces defined; e. identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundaries; f. boundary treatment, including walls or fencing where this is proposed; and g. any trees on site, plotted as accurately as possible 	<input type="checkbox"/>
Existing and Proposed Elevations	<p>This should be at a scale of 1:50 or 1:100, showing:</p> <ul style="list-style-type: none"> a. the existing building, in the form of survey plans this should include all significant details such as staircases, fireplaces, openings and may include internal and external joinery details, cornice details, plasterwork, fireplaces etc. b. the proposed works in relation to existing development with proposed alterations coloured or highlighted to show what is new and should clearly demonstrate how the proposed works relate to the listed building in terms of location, grain, scale and massing; c. provide details of all elevations of the development; d. full details including all external materials to be used which should be clearly annotated on the plans; e. where a proposed elevation adjoins another building (e.g. a terrace or semi-detached property) or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property. 	<input type="checkbox"/>
Existing and Proposed Floor Plans	<p>This should be at a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> a. the proposal in detail; b. details of any existing buildings or walls which are proposed to be demolished; and c. details of existing building(s) as well as those of the proposed development. 	<input type="checkbox"/>
Existing and Proposed Site Sections and Finished Floor and Site levels	<p>Extensions to listed structures should include a plan at 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> a. a cross section through the building or structure; b. include full information to demonstrate how the altered structure relates to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site e.g. a road), and also show the proposals in relation to adjoining buildings; and c. in the case of sloping sites it will be necessary to show how the proposals relate to existing levels or where ground levels outside a building are to be modified. 	<input type="checkbox"/>
Roof Plans	<p>This should be at 1:50 or 1:100 scale, showing the shape of the roof and specifying details such as the roofing material, vents and their</p>	<input type="checkbox"/>

	location.	
Additional Information, supporting information and plan details.	<p>Applications for listed building consent will require a Justification Statement if the works are considered to impact on the character or appearance of the building. The Statement should include a detailed methodology for the way in which the proposed works will be undertaken.</p> <p>Plans should include:</p> <ul style="list-style-type: none"> a. a plan no less than 1:20 scale showing all new windows, doors, shop fronts, panelling, and other decorative details proposed or altered on a listed structure; b. in terms of new or replacement windows, a detailed condition survey including photographs of all existing windows, the type of construction, opening method, astragal details, type of material, and final treatment details of any proposed new windows; c. in terms of demolition, applications should be accompanied by photographs of the parts of the listed building affected as well as survey drawings of the structure. In the case of total demolition a report to demonstrate how the application meets the tests for demolition in the Scottish Historic Environment Policy. The Council will always seek to secure repair and retention of listed buildings; d. interior work – any proposals to alter internal fittings and fixtures should be shown by submitting photographs of the interior features affected; e. demonstrate an understanding of the importance of the individual building or site, establish its historical and architectural significance and context locally, and where applicable regionally and nationally. 	<input type="checkbox"/>