

## Listed Building consent for alterations, extension or demolition of a listed building

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

## LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	<p>a) The site plan should indicate the application site edged red to include access to the public highway and with any adjoining land in the same ownership of the applicant edged blue.</p> <p>b) Photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals.</p> <p>c) 1:50 scale drawings will be required including, where demolition is involved, existing elevations, roof and floor plans to show areas to be demolished.</p>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
1	Biodiversity Survey and Report	Where a proposed development is likely to have impacts on wildlife and biodiversity, information should be provided. See Appendix 2 for further details which includes a Biodiversity and Landscape Checklist.
2	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	Where archaeological or historical features or remains maybe affected further guidance can be found in Appendix 4
3	Land Contamination Assessment	Where the proposed development is located on or could be affected by potentially contaminated land. Further guidance can be found in Appendix 5 and the on the <a href="#">Wealden website</a> .
4	Structural Survey	A structural survey may be required in support of an application if the proposal involves substantial alterations, for example, barn conversion, alterations

		and timber framed buildings
5	Sustainability Checklist	Required for any significant extensions to existing buildings and any proposed new dwellings or commercial premises. For further details please see Wealden forms <a href="#">PA9</a> and <a href="#">PA10</a> . For major applications a sustainability strategy will also be required.
6	Tree Survey/Arboricultural Implications	Where the development affects trees or hedges on or adjacent to the site or involves felling or trees or removal of hedgerows. For further details please see Appendix 8.

### Notes for Guidance

- a) [Wealden Design Guide](#) – this has been adopted by the Council as a Supplementary Planning Document (SPD) and is, therefore, an important reference document when development schemes are being considered. Reference to this document would assist in any application.
- b) The Council's [planning website](#) has many helpful links to guidance documents, for example, PPG's and PPS' and will assist in the development of any proposed scheme.

## APPENDIX 2 - BIODIVERSITY SURVEY AND REPORT

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for **long** term maintenance and management. This information might form **part of** an Environmental Statement, where one is necessary. Certain **proposals** which include work such as the demolition of older buildings **or roof spaces**. removal of trees, scrub, hedgerows or alterations to water courses may **affect** protected species and will need to provide information on them, any **potential** impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation - Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, DEFRA Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists.

Information submitted should include Phase 1 and protected species surveys. Mitigation and enhancement measures for important or protected habitats and species should be included with assessments submitted. For larger developments details of long term management are likely to be required.

Surveys should be undertaken by competent persons with suitable qualifications, membership of a relevant institute or a proven past record in ecological survey work. All surveys should be undertaken at an appropriate time of year for the feature or species concerned.

Detailed guidance on dealing with the impacts of development on biodiversity and geological conservation is given in **Planning Policy Statement 9: Biodiversity & Geological Conservation** and its accompanying Government Circular and Good Practice Guide (see <http://www.communities.gov.uk/index.asp?id+1143832>).

A Biodiversity and Landscape Checklist will be required to be completed and submitted with the application where appropriate.

Site Address:

## **BIODIVERSITY AND LANDSCAPE CHECKLIST**

### **PROTECTED SPECIES**

YES

NO

#### **Bats**

**Has the site been surveyed for bats?\***



**Are there any structures on site which have the potential to support roosting bats?\***



*Structures with high potential include all agricultural buildings, buildings with weather boarding, tunnels, mines, ice houses, bridges, cliff faces with crevices and woodland. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines' available from [www.bats.org.uk](http://www.bats.org.uk) and the Bat Mitigation Guidelines available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk)*

**Are there any trees on the site which have the potential to support roosting bats?\***



*Trees with high potential to support roosting bats include old and veteran trees and any tree with cracks or crevices. Where appropriate, foraging and commuting routes should be incorporated into the design of the scheme. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines'.*

#### **Barn Owls**

**Has the site been surveyed for barn owls?\***



**Is there any evidence of barn owls nesting on or near the site or are there suitable nesting areas on the development site?\***



*Barn owls often nest in farm buildings, dovecotes, bale stacks, hollow trees and a wide variety of derelict buildings. Barn owls require habitat which supports high number of small mammals including pasture, hedgerows and woodland. Further information can be found in 'Barn Owls On Site: A guide for developers' available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk)*

#### **Breeding birds**

**Has the site been surveyed for breeding birds?\***



**Will areas of hedgerow/scrub/woodland/trees or other features likely to be used by nesting birds be affected by the proposal?\***



*If 'Yes' then mitigation measures to ensure occupied nests are protected should be included with the application.*

#### **Badgers**

**Has the site been surveyed for badgers?\***



**Is there any evidence of badgers on or near the application site?\***



**Are badgers commuting through the site to foraging areas?\***



*Badgers use a wide variety of habitats and setts can be found in hedgerows, woodlands, scrub and field margins. Where appropriate, safe routes to foraging areas should be incorporated into the development proposals. Further information can be found in 'Badgers and Development' available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk)*

#### **Dormice**

**Has the site been surveyed for dormice?\***



**Is there suitable habitat for dormice on, or close to the application site?\***



*Dormice are found in a variety of habitats including ancient semi-natural woodland, scrub, young plantations (both broadleaved and coniferous) and hedgerows. Occasionally they are recorded in gorse scrub, heathland and alder trees in reedbeds. Further information can be found in The Dormouse Conservation Handbook available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk)*

**Great crested newts**

Has the site been surveyed for great crested newts?\*

Is there suitable habitat for great crested newts on, or close to the application site?\*

Great crested newts are often recorded in ponds, reedbeds, ditches and mineral workings. Terrestrial habitat used by newts is varied and includes semi-natural grassland, woodland, hedgerows and pasture and are often found in urban sites including gardens. Further guidance on great crested newts can be found in the Great Crested Newt Mitigation Guidelines available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk) and the Great Crested Newt Conservation Handbook available from [www.froglife.org](http://www.froglife.org)

**Reptiles**

Has the site been surveyed for reptiles?\*

Is there suitable habitat on the site for reptiles?\*

Reptiles use a variety of habitats including rough grassland, heathland, allotments, scrub, brownfield sites, field margins and abandoned gardens. Further information can be found in 'Reptiles: Guidelines for Developers' available from [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

**Other protected species (e.g. otters, water voles, white-clawed crayfish)\*#**

Has the site been surveyed for (Species Name).....?\*

Is there suitable habitat on the site for (Species Name).....?\*

\*If 'Yes' then the survey report should include details of the species concerned, the population level at the site, the direct and indirect effects of the development upon that species, full details of any mitigation or compensation required and whether the impact is acceptable and/or licensable.

# A current list of protected species is available from <http://www.jncc.gov.uk/page-1377> and [http://www.opsi.gov.uk/si/si1994/Uksi\\_19942716\\_en\\_8.htm](http://www.opsi.gov.uk/si/si1994/Uksi_19942716_en_8.htm)

**DESIGNATED NATURE CONSERVATION SITES**

Is the development... On

Adjacent to

Within 400 metres of

**A Designated Nature Conservation Site** (e.g. a Site of Special Scientific Interest<sup>§</sup>, Special Area of Conservation<sup>§</sup>, Special Protection Area<sup>§</sup>, Ramsar Site<sup>§</sup>, Local Nature Reserve<sup>§</sup> or Local Wildlife Site

<sup>§</sup>Details of designated sites can be found at [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk) and [www.magic.gov.uk](http://www.magic.gov.uk)

If 'Yes' which one(s)?.....

If 'Yes' the application should include a full assessment of the direct and indirect effects of this proposal on the features for which the site is notified and should identify such mitigation measures as may be required in order to avoid, minimise or reduce any adverse impacts.

**Please note:** Certain types of development may have effects on designated nature conservation sites at a distance greater than 400 metres, due to impacts on air quality, water quality, hydrology, recreation and noise disturbance. In such cases, a full assessment of impacts is needed.

**OTHER FEATURES OF NATURE CONSERVATION INTEREST**

**Does the application site support Habitats of Principal Importance or Local Biodiversity Action Plan Priority Habitats?**

*Details of Habitats of Principal Importance can be found at <http://www.defra.gov.uk/wildlife-countryside/cl/habitats/habitats-list.pdf> and BAP Habitats can be found at [www.natureonthemap.org.uk](http://www.natureonthemap.org.uk). Where such habitats are present on site, the application should include details of the habitat, the significance and recommendations for mitigation and compensation.*

If 'Yes' list types of habitat.....

**Does the application site support Species of Principal Importance or Local Biodiversity Action Plan Species?**

If 'Yes' list species.....

*Details of Species of Principal Importance can be found at <http://www.defra.gov.uk/wildlife-countryside/cl/habitats/habitats-list.pdf>. Where such species are present, the application should include details of the species, the significance and recommendations for mitigation and compensation.*

**Have details of biodiversity enhancements been included with the application?**

**LANDSCAPE DESIGNATIONS**

**Is the application within, or adjacent to:**

- **An Area of Outstanding Natural Beauty (AONB)?**.....
- **A National Park?**.....
- **A Heritage Coast?**.....

If 'Yes' which one(s)?.....

*Full regard should be paid to the AONB Management Plan for detailed guidance on ways in which landscape character and local distinctiveness can be preserved. For developments likely to impact upon nationally important landscapes, the application should include a full assessment of the potential impacts of the development on local landscape character using landscape assessment methodologies following good practice guidelines for Landscape Character Assessment.*

## **APPENDIX 4 - HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

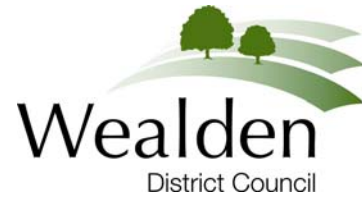
For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within **an Area of Archaeological Potential** as defined in the development plan **or in other areas** in the case of a major development proposal or significant **infrastructure works**, an applicant



may need to commission an assessment of existing **archaeological** information and submit the results as part of the Heritage Statement.

Where the proposals form part of the site, setting, or visual envelope of a Historic Park or garden of national or local importance there will be a requirement for a Heritage statement to include impacts on Registered Historic Parks and Gardens and those parks and gardens found, under the Wealden Historic Parks and Gardens Survey (WHiGS), to be of national or local importance. This is likely to be a requirement under the long-awaited Heritage review/white paper/act . There may be a case for a Heritage statement if the proposals would affect the remoteness, tranquillity of the Park or Garden but are not in the site, setting or visual envelope of the Park or Garden

For heritage assets, advice is provided in ***Planning Policy Guidance Note 15 Planning and the Historic Environment***, (September 1994). For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16: Archaeology and Planning*** (November 1990).

## APPENDIX 5 - LAND CONTAMINATION ASSESSMENT

Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with **Planning Policy Statement 23: Planning and Pollution Control** (November 2004). Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Planning legislation, policy and guidance places the responsibility on owners and developers to establish the extent of any potentially harmful materials on their sites. The Council's duty is to ensure that owners and developers carry out the necessary investigations and formulate proposals for dealing with any contamination in a responsible and effective manner.

For development on land that could be affected by contamination the applicant should provide, as a minimum, a desk study and site walkover report in support of their planning application. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

An extended assessment may be required in some circumstances, specifically where contamination is known or suspected, or the proposed use would be particularly vulnerable. Please refer to Planning Policy Statement 23: Planning and Pollution Control for guidance.

## **APPENDIX 8 – TREE SURVEY/ARBORICULTURAL IMPLICATIONS**

Tree Survey, Arboricultural Implications Assessment & Arboricultural Method Statement to accord as a minimum standard with BS5837 (Latest edition).

WDC Design Guide and the Landscape & Arboriculture section guidance notes, particularly 'Trees First Help Kit for Planners & Developers' and guidance note no.13 'Protection of Trees' can help in advising as to the level of detail required.

With due reference to these documents surveys would be required where, development affects in any way trees and hedgerows & hedges.

NB: To accord with Wildlife legislation, ecological reports and special measures may be required if the development was to impact on habitat & commuting routes of species. This could include changes to the layout and design of the built form and proposed landscape works and retention of natural habitat which may otherwise be removed