

National and Local Information Requirements – Listed Building Consent for Alterations, Extension and Demolition

National Information Requirements

Planning applications are required to be accompanied by the following national information requirements. The basis for these requirements is the Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended. If you fail to provide this information the Council will declare your application invalid. Documents not of sufficient quality to be scanned will also be returned.

Item	Requirement
The Standard Application Form	<p>All applications should be presented on a standard application form.</p> <p>The Council encourages the submission of applications electronically via the Planning Portal Government. Applications can be submitted at www.bradford.gov.uk/planning and click on "Make a Planning Application".</p> <p>If the application is submitted in paper format the Council requires one original and one copy of the completed standard application form to be submitted.</p>
Ownership Certificates	<p>Under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990, ownership certificates must also be submitted for applications for listed building consent and conservation area consent for demolition.</p> <p>For all applications for planning permission a completed ownership certificate A, B, C or D must be submitted. Ownership certificates are incorporated within the standard application form.</p> <p>For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.</p>
Notice(s)	<p>A notice to all owners of the application site must be completed and served in accordance with Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990</p> <p>The relevant notices can be obtained from the Planning Portal or the Council's website at www.bradford.gov.uk/planningforms.</p>
Location plan	<p>All applications must include a location plan (unless submitted electronically) based on an up to date map. These should be at an identified metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).</p> <p>If the application is submitted in paper format the Council requires one original and one copy of a location plan to be submitted.</p> <p>Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</p> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>An up to date Ordnance Survey map for this purpose can be purchased from the Planning Portal or the Council.</p>

Item	Requirement
Design and Access Statement	<p>A Design and Access Statements is required for all applications for Listed Building Consent</p> <p>A Design and Access Statement in conjunction with a listed building consent application should:</p> <p>Explain how the design principles and concepts that have been applied to the works take account of:</p> <ul style="list-style-type: none"> (i) the special architectural or historic importance of the building (ii) the particular physical features of the building that justify its designation as a listed building (iii) the building's setting <p>Explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in the development plan have been taken into account</p> <p>Explain how the policy as to access takes account of:</p> <ul style="list-style-type: none"> (i) the special architectural or historic importance of the building; (ii) the particular physical features of the building that justify its designation as a listed building; and (iii) the building's setting <p>State what consultation if any has been undertaken and what account has been taken of the outcome of any such consultation</p> <p>Statements setting out issues relating to access are not required for applications for works affecting the interior of the building only</p> <p>Where there is a planning application submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both.</p>

Bradford Local Information Requirements

This section sets out what information should be submitted with planning applications in additional to the national requirements. Local information requirements are at the discretion of the Council, but are based on national or adopted local policy requirements or 'policy drivers'. If you fail to provide this information the Council may declare your application invalid.

If the application is submitted in paper format the Council requires two copies of all relevant items to be submitted.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
Plans			
Block Plan	National Planning Policy Framework - Paragraph 192	Applications for listed building consent Applications for conservation area consent	These should be drawn at a scale of 1:100 or 1:200 and show site boundaries; the type and height of boundary treatment (e.g. walls or fences) where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
Existing and proposed elevations	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	These should be drawn at a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All external sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of doors and windows. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building 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.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
Existing and proposed floor plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing walls or buildings are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p> <p>Existing and proposed floor plans are also required for changes of use where no external work or alterations are to be carried out.</p>
Existing and proposed site sections and finished floor and site levels	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>Section drawings should be drawn at a scale of 1:50 or 1:100 and show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both the existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate 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) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.</p> <p>Details of the design and location of any retaining walls should also be included.</p> <p>Where no changes to levels are proposed, the submitted plans should clearly state that this is the case.</p>
Roof Plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	These should be drawn at a scale of 1:50 or 1:100 and show details of any roof that would be altered by the proposed development. Details such as the roofing materials, vents and their location should be specified on the roof plan.
Detailed Plans	National Planning Policy Framework - Paragraph 192	Applications for listed building consent	These should be drawn at a scale of not less than 1:20 and show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required	Further information
Information Requirements				
Heritage Statement	National Planning Policy Framework Paragraph 128 PPS5: Planning for the Historic Environment: Practice Guide	<ul style="list-style-type: none"> • Planning Applications affecting a listed building, its curtilage or setting • Planning Applications affecting a Conservation Area or its setting • Planning Applications affecting Saltaire World Heritage Site or its setting • Planning Applications affecting Registered Historic Parks and Gardens or their setting • Planning Applications affecting a Scheduled Ancient Monument or its setting • Planning Applications affecting Adwalton Registered Battlefield or its setting • Planning applications affecting non designated heritage assets such as non-scheduled archaeological sites and locally important historic buildings • Applications for Listed Building Consent • Applications for Conservation Area Consent 	<p>A Heritage Statement should contain a description of the significance of the heritage asset affected by the proposal including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate Desk based assessment and, where necessary, a field evaluation.</p> <p>Further information about the preparation of a heritage statement can be found in the Council's Heritage Statements - Guidance for Applicants</p>	<p>PPS5: Planning for the Historic Environment: Practice Guide</p> <p>Shopfront Design Guide</p> <p>Conservation Areas in the Bradford District</p> <p>Descriptions of Listed Buildings in the Bradford District</p>

Applications into the Planning Service

Consulting

Applicant(s) should be aware that under the terms of Articles 16 of The Town and Country Planning (Development Management Procedure) (England) Order 2010, the Local Authority must consult with other internal departments and external organisations for planning purposes. A list of consultees on planning applications can be found on our website at www.bradford.gov.uk/planning. The Local Authority will need to pass on those details that you submit on your application form in order to determine the planning application. Without this data collection, we could not process the application. Applicant signatures and email addresses will not be available outside the Local Authority. If you have any queries regarding this consultation process please telephone 01274 434605.

Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

Publicity

Applicant(s) should be aware that under the terms of Article 13 and 36 of The Town and Country Planning (Development Management Procedure) (England) Order 2010 and the Local Authority Publicity Code of Practice the Local Authority may legally be required to publicise or register your application in the press, and/or by site notice, neighbour notification letter and our online planning system. This is to notify people who may be affected/interested by a Planning Application or other planning matter and to seek their views in accordance with the Planning Legislation and Local Authority Publicity Code of Practice. Applicant signatures and email addresses will not be available outside the Local Authority. If you have any queries regarding this publicity process please telephone 01274 434605. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

(Please note if you are submitting an application on behalf of the applicant you must ensure that the above information is relayed direct to that person)