

# 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. 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
<b>The Standard Application Form</b>	<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 <a href="http://www.bradford.gov.uk/planning">www.bradford.gov.uk/planning</a> .</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>
<b>Ownership Certificates</b>	<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>
<b>Notice(s)</b>	<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 <a href="http://www.bradford.gov.uk/planningforms">www.bradford.gov.uk/planningforms</a>.</p>
<b>Location plan</b>	<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. In particular such a statement should address:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The special architectural or historic interest of the building;</li> <li><input type="checkbox"/> The particular physical features of the building; and</li> <li><input type="checkbox"/> The building's setting</li> </ul> <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> <p>Further information about how to prepare a Design and Access Statement is set out in the Council's guidance document "<a href="#">Design and Access Statements for Planning Applications and Applications for Listed Building Consent</a>".</p>

## Bradford Local Information Requirements

This section sets out what information should be submitted with planning applications in addition 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.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
<b>Plans</b>			
Block Plan	Planning Policy Statement 1 – Delivering Sustainable Development	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	Planning Policy Statement 1 – Delivering Sustainable Development	All applications where new building work is proposed	<p>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.</p> <p>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.</p>
Existing and proposed floor plans	Planning Policy Statement 1 – Delivering Sustainable Development	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>If the application simply relates to a change of use, and no development work is to be carried out, a floor plan may not be necessary.</p>

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
Existing and proposed site sections and finished floor and site levels	Planning Policy Statement 1 – Delivering Sustainable Development	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	Planning Policy Statement 1 – Delivering Sustainable Development	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	Planning Policy Statement 1 – Delivering Sustainable Development	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
<b>Information Requirements</b>				
<b>Heritage Statement</b>	Planning Policy Statement 5 – Planning for the Historic Environment, policy HE6  Unitary Development Plan – Policies BH1, BH2, BH4, BH4a, BH5, BH6, BH7, BH8, BH9, BH10, BH11, BH12, BH13, S/BH14, BS/BH15, BH16, BH17, BH18, BH19, BH20  Supplementary Planning Document - Shopfront Design Guide	Planning applications which are likely to affect the following designated heritage assets or which might impact upon their setting: <ul style="list-style-type: none"> <li>• Listed buildings</li> <li>• Conservation Area Saltaire World Heritage Site</li> <li>• Registered Historic Parks and Gardens</li> <li>• Scheduled Monuments</li> <li>• Registered Battlefield at Adwalton</li> <li>• Non designated heritage assets such as non-scheduled archaeological sites and locally important historic buildings</li> </ul> Applications for Listed Building Consent  Applications for Conservation Area Consent	Policy HE6 of PPS5 requires applicants to provide: <ul style="list-style-type: none"> <li>• A description of the significance of any heritage assets affected by their proposals</li> <li>• An assessment of the contribution which the setting makes to that significance</li> <li>• An assessment of the impact which their proposal would have on the significance of any heritage asset.</li> </ul> Where an application either includes or is likely to include archaeological remains, the Heritage Statement will be expected to include an appropriate desk based assessment of the impact which the proposals might have upon the these remains. In certain circumstances where desk based assessment is insufficient to properly assess the likely impact, a field evaluation may be required instead.	<a href="#">Planning Policy Statement 5 – Planning for the Historic Environment</a>  <a href="#">Planning for the Historic Environment: Historic Environment Practice Guide</a>  <a href="#">Shopfront Design Guide</a>  Details of designated heritage assets including listed buildings and conservation areas can be found at <a href="http://www.bradford.gov.uk/planning">www.bradford.gov.uk/planning</a>