



## Listed Building Consent Application Validation Checklist

Complete this checklist and submit it with your application to extend or demolish any part of a listed building or where the part is considered curtilage listed.

**You will need to submit this completed checklist with your application. It will not be accepted without it.**

Guidance and information on the drawing and documents listed below can be found on our website [Planning application: what you need for a planning application | Central Bedfordshire Council](#)

### National requirements

Requirement	Included – Y/N	If No, short statement why detail is not required
<a href="#">Completed application form, signed and dated</a>		
<a href="#">Completed Ownership Certificate (A, B, C or D as appropriate) – within application form</a>		
<a href="#">Correct application fee</a>		
<a href="#">Location Plan</a>		
<a href="#">Proposed Site/Block Plan</a>		
<a href="#">Existing and Proposed Elevations</a>		
<a href="#">Existing and Proposed Floor Plans</a>		
<a href="#">Existing and Proposed Roof Plans</a>		

<p><a href="#">Site sections and finished floor and site levels</a></p>		
<p><a href="#">Design and Access Statement</a></p> <p><b>Required for the following:</b></p> <ul style="list-style-type: none"> <li>• Listed Building Consent applications</li> <li>• Application within a conservation area, where new floor space would exceed 100m<sup>2</sup></li> </ul> <p>To find out if your property is Listed or within a Conservation Area visit our website <a href="#">My Central Bedfordshire - Central Bedfordshire Council</a></p>		

## Local List Requirements

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see [Planning application: what you need for a planning application | Central Bedfordshire Council](#) for further advice on the information which may need to be submitted with your application.

Requirement	Included – Y/N	If N short statement why not required
<p><a href="#">Photographs of the site</a></p> <p><i>Photographs should show all relevant parts of the site and clearly show the relationship with neighbouring properties. Please include context and reference points in the photographs.</i></p>		
<p><a href="#">Completed Ecology and Trees Checklist</a></p> <p><a href="#">(link to checklist)</a></p> <p><b>(This should be completed for all applications and will identify if further documents required)</b></p>		
<p><a href="#">Ecology Report</a></p> <p>Required if identified as requirement in Ecology and Trees Checklist</p>		
<p><a href="#">Tree Report</a></p> <p>Required if identified as requirement in Ecology and Trees Checklist</p>		

[Heritage Statement](#)

Required for the following:

- All Listed Building applications
- Planning applications affecting any of the following, or their setting:
  - Listed buildings
  - Conservation areas
  - Scheduled ancient monuments
  - Registered parks and gardens
  - Non-designated heritage assets

To check whether any of the above constraints apply visit [My Central Bedfordshire - Central Bedfordshire Council](#)

[Heritage Statement Template](#)

January 2024