



Vale of White Horse District Council – Planning Services

Validation Checklist for applications for Listed Building Consent for the alteration, extension or demolition of a listed building

Please submit this list with your completed application.

The following plans or information **MUST** be provided:

Requirement	Tick if provided ✓	
	Yes	No
Completed Application Form		
Completed Certificate of Ownership (A, B, C or D) (included on the Application Form)		
Design and Access Statement		
Site Location Plan (at a scale of 1:1250 or 1:2500)		
Block Plan (at a scale of 1:500 or 1:200)		
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)		
Existing and Proposed Floor Plans and (at a scale of 1:50 or 1:100)		
Roof Plan (at a scale of 1:50 or 1:100)		
Site Sections and Finished Floor and Site Levels (at a scale of 1:50 or 1:100)		
Additional Drawings (showing new doors, windows, shopfronts, panelling, fireplaces, chimneys, staircases and decorative details, and any proposed alterations to existing features and details – at a scale of 1:20)		
All plans and drawings must show the paper size, scale and north point. 4 copies of the forms, plans and drawings are required unless the application is submitted electronically.		

In addition to the information that **must** be submitted with your application, the following information **may also** be required, depending on the particulars of your application. See the **Validation Checklist Guidance Notes** for further advice on the information which may need to be submitted with your application.

Requirement	Tick if provided ✓	
	Yes	No
Planning Statement (optional, but it may assist the Council when considering your application)		
Heritage Statement		
Biodiversity Survey / Protected Species Report		
Tree Survey		
Structural Survey		
Photographs and Photomontages		