

## Local validation checklist – Advertisement and Listed Building Consent

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your Listed Building application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)  
 Alternatively, please submit one copy of each document and plan and send to [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

For further information about the level of detail required for plans, please view the Council's Drawing Standards document, available at:

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

**Please note:** Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

National Requirement List	Tick when provided
<b>Completed application form</b> (including ownership certificate, either A, B, C or D) <i>If description of development is long, please detail specific items on a separate schedule of proposed works.</i>	
<b>Correct fee</b> (where necessary) Planning portal fee calculator <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region</a> Stroud District Council website <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>	
<b>Design and Access Statement</b> Required for development: <ul style="list-style-type: none"> <li>that is major development</li> <li>of one or more dwelling in a Conservation Area</li> <li>of 100sqm new floor space to be created in a Conservation Area</li> <li>for applications for listed building consent</li> </ul>	
<b>Heritage Statement</b> Must include a full schedule of proposed works. Required if the proposed development may affect a designated or undesignated heritage asset and <ul style="list-style-type: none"> <li>including archaeologically sensitive areas,</li> <li>Ancient monuments,</li> <li>The building is Listed or may affect the setting of a Listed Building,</li> <li>Registered Parks and Gardens,</li> <li>Development in or affecting the character of a Conservation Area</li> </ul> For further information see the Historic England website, available at <a href="https://historicengland.org.uk/services-skills/our-planning-services/chapter/working-with-us/">https://historicengland.org.uk/services-skills/our-planning-services/chapter/working-with-us/</a>	
<b>Site location plan (at a scale of 1:1000, 1:1250 or 1:2500)</b> Application site outlined in red	

All other land in the applicants' ownership outlined in blue	
<b>Block Plan (at a scale of 1:200 or 1:500)</b> (Existing and proposed)	
<b>Elevations (at a scale of 1:100 or 1:50)</b> (Existing and proposed)	
<b>Floor plans (at a scale of 1:100 or 1:50)</b> (Existing and proposed)	
<b>Roof plans (at a scale of 1:100 or 1:50)</b> (Existing and proposed)	

Local Requirement List	Tick when provided
<b>Lighting Assessment</b> – for all applications including floodlights or similar <ul style="list-style-type: none"> <li>• Technical details of all external lighting and hours of illumination</li> <li>• Light beam orientation plan</li> </ul>	
<b>Other Plans</b> Any other plans that may be required in order to determine the application such as detailed drawings of specific architectural features and joinery details. Drawn to a scale of at least 1:20.	
<b>Photographs</b> Including internal and external areas and features and any elements to be demolished.	