

**Application for
LISTED BUILDINGS CERTIFICATE OF LAWFULNESS
OF PROPOSED WORKS
REGULATIONS 2014
NATIONAL REQUIREMENTS**

- **Completed application form** (1 copy to be supplied unless the application is submitted electronically)
- **A location plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (1 copy to be supplied unless the application is submitted electronically)

The location plan must include a road name.

Planning Practice Guidance:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan 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.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Please do not show the proposal on the location plan

- **A copy of other plans and drawings or information necessary** to describe the subject of the application (1 copy to be supplied unless the application is submitted electronically). **Please see local requirements for specifics.**

- **A statement** explaining why the applicant believes the proposed works would not affect the character of the listed building(s) as a building of special architectural or historic interest.
- **Any evidence** they may have verifying the information included in the application.
- **A statement** setting out the applicant's interest in the listed building(s), the name and address of any other person known to the applicant to have an interest in the listed building(s) and whether any such other person has been notified of the application.

LOCAL REQUIREMENTS

- **All Plans:**
For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted
 - Proposed Site plan (e.g. at a scale of 1:100 or 1:200 showing the access, proposal, all site boundaries and position of all surrounding buildings)
 - Existing and proposed elevations in full (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
 - Existing and proposed floor plans in full (e.g. at a scale of 1:50 or 1:100) (Annotated plans also required for all Change of use applications)
 - Roof plans for all applications involving extensions and/or changes to roof forms (e.g. at a scale of 1:50 or 1:100)
 - Street scene plan - A plan showing the street scene at a scale of 1:200 for any proposals affecting the street scene i.e. new dwellings

Policy Driver: Policies LP2, LP14, LP16 and LP18 of the Fenland Local Plan 2014.