

**Local Requirements/Validation Checklist for Advertisement Consent and Listed Building Consent for alteration, extension or demolition of a listed building and advertisement consent**

**List of National Requirements – mandatory.**

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the methods and colour(s) of illuminations (if applicable))
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and access statement
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation
- The appropriate fee

**List of additional requirements that may be required by the Local Planning Authority – Local Requirements**

Document	When/Additional Information	Tick if included
All completed forms, plans and documents (except Ownership Certificates)	5 copies of each is required between size A4 and A0 and on white paper, unless submitted electronically. Plans should include title, reference number, paper size, key dimensions, scale, and a scale bar indicating a minimum of 0-10 metres)	

Air quality assessment	As required by West Somerset, in line with the guidance set out in <a href="#">Planning Policy Statement (PPS) 23: Planning and Pollutions Control (November 2004)</a>	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	Always required. To take account of “impact on” and the “setting of the historic environment” including individual historic assets. See also <a href="#">PPG 15: Planning and the Historic Environment (September 1995)</a> and <a href="#">PPG 16: Archaeology and Planning (November 1990)</a> and “ <a href="#">A Charter for English Heritage Advisory Services</a> ”.	
Land contamination assessment	Required for contaminated sites, sites previously used for industrial processes and major developments (10 or more residential units, 1,000 square metres non-residential floorspace) and those on or adjoining public open space. See also <a href="#">PPS 23: Planning and Pollution Control (November 2004)</a>	
Lighting assessment	Required for illuminated advertisements/ signs. Include a light pollution assessment. See also “ <a href="#">Lighting in the Countryside: Towards good practice (1997)</a> ”	
Photographs & photomontages	Useful background information. If included to be listed with context and purpose explained.	
Planning Statement	Including details of any pre-applications consultations, and how development accords with planning policies	
Site waste management plan (including relevant refuse disposal details)	As required by West Somerset. See also Site Waste Management Plans: guidance for construction, contractors and clients	
Structural survey of the building	Required for applications if substantial demolition involved, e.g. the conversion of a rural building.	
Tree survey/arboricultural implications	See also the current BS5837 – “Trees in relation to construction – Recommendations”. Required if building works are within 5 metres of a tree.	

**Please seek further advice from West Somerset planning officers if you are unsure if a particular document is required for your proposed development.**

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