

Listed Building Consent Application Checklist

Part One:		
Minimum Statutory Requirements to make an Application Valid		
Requirement	Description	Required
Completed Application Form	4 copies of all forms completed, signed and dated. Applicants may use the Aberdeenshire Council planning forms or the e-form produced by Scottish Government.	✓
Ownership Certificate	The appropriate certificate must be completed, signed and dated.	✓
Location Plan	Based on an up-to-date Ordnance Survey map at a scale of 1:2500, or smaller (1:1250 for urban sites), clearly identifying: <ol style="list-style-type: none"> a. the land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land (land within 20m of the boundary of the site to be developed); b. the site boundary shown in red including any access route up to the public highway; c. Other adjoining land owned by the applicant outlined in blue; d. Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear; e. At least 2 named roads should be identified; and f. If the site is in the countryside an Ordnance survey plan at a scale of 1:10,000 for identification purposes. 	✓
Site Plan	This should be of a scale of 1:500 or 1:200 as appropriate, showing: <ol style="list-style-type: none"> a. The direction of north; b. The site boundary clearly shown in red; c. Identify the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those on the boundary; and d. Boundary treatment, where forming part of the listed structure and where alterations or demolition are proposed. 	✓
Existing and Proposed Elevations	This should be at a scale of 1:50 or 1:100, showing: <ol style="list-style-type: none"> a. The existing building, in the form of survey plans; b. The proposed works in relation to what is already there - with proposed alterations coloured or highlighted to show what is new; c. Show all sides of the development; d. Full details including all external materials to be used which should be clearly annotated on the plans; e. Blank elevations, if only to show that this is in fact the case; and f. Where a proposed elevation adjoins another building (e.g. a terrace or semi detached property) or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on g. each property. 	✓
Existing and Proposed Floor Plans	This should be at a scale of 1:50 or 1:100 showing: <ol style="list-style-type: none"> a. The proposal in detail; b. Where existing buildings or walls are to be demolished; and c. Details of existing building(s) as well as those of the proposed development. 	✓

Existing and Proposed Site Sections and Finished Floor and Site levels	Extensions to listed structures should include a plan at 1:50 or 1:100 showing: a. A cross section through the building or structure; b. Include full information to demonstrate how the altered structure relates to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site e.g. a road), and also show the proposals in relation to adjoining buildings; and c. In the case of sloping sites it will be necessary to show how the proposals relate to existing levels or where ground levels outside a building are to be modified.	✓
Roof Plans	This should be at 1:50 or 1:100 scale, showing the shape of the roof and specifying details such as the roofing material, vents and their location.	✓
Other Plans/information	Plans as appropriate. a. A Plan no less than 1:20 scale showing all new windows, doors, shop fronts, panelling, and other decorative details proposed or altered on a listed structure; b. In terms of new or replacement windows, the type of construction, opening method, astragal details, type of material, and final treatment details; c. In terms of demolition, it may be useful that applications are accompanied by photographs of the parts of the listed building affected as well as survey drawings of the structure; and d. Interior work – any proposals to alter internal fittings and fixtures of any great age, quality or interest should be shown by submitting photographs of the interior features affected.	✓

Notes:

Do not scale - Plans must not say “do not scale”. Alternatively, plans submitted showing all scaled dimensions, including the distance to boundaries would be accepted. Scaled dimensions must be metric.

Number of Plans - Generally 4 copies of all documents, forms and plans should be submitted. In certain circumstances, particularly larger applications additional sets may be required for consultation purposes. For electronic submissions (unless submitted via the Scottish government’s e Planning online planning applications system) plans, documents and individual files should not exceed 5mb and should be in PDF format.

Plan titles and number - ensure that plans are titled, include the site address, have a drawing number, and revision number where applicable.