

## **Application for a Certificate of Lawfulness of Proposed Works to a listed building**

The application should include the following:-

- (a) a detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected
- (b) the reasons the applicant thinks they are entitled to a Certificate of Lawfulness of Proposed Works i.e. why they think the proposed works do not affect the special architectural or historic interest of the listed building
- (c) any other relevant information
- (d) existing and proposed floor plans to a metric scale of 1:50 or 1:100
- (e) existing and proposed elevations to a metric scale of 1:50 or 1:100
- (f) existing and proposed sections to a metric scale of 1:50 or 1:100
- (g) an Ordnance Survey based plan to a scale of 1:1250 with the application site edged red.
- (h) a statement as to the applicant's interest (ownership, tenancy etc.) in the listed building(s) and any interest of any other person
- (i) details of listed building grading – if not known, this information can be found in the National Heritage List for England, which is available on Historic England's website at: (<https://www.historicengland.org.uk/listing/the-list>)

Any figured dimension must be given in metres and a scale bar should be included. Each plan should show the direction of North.

The burden of proof in an application for a Certificate of Lawful Development lies firmly with the applicant and therefore clear and precise information, supported by sufficient evidence, must be provided to enable the council to make a complete and accurate assessment against current planning legislation.

Failure to submit all the required information may result in the refusal of your application.