

## Listed Building Local Validation List

### 1. Heritage Statement

This is required for any proposal affecting the historic environment. Essentially, the statement identifies the significance of the listed building, describes the proposed works and assesses the impact of the proposed works on the listed building, including the provision of a mitigation strategy (where necessary).

Please note that where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents the application may not be validated. Further information regarding this is provided with a separate guidance note.

### 2. Historical features /Archaeological Assessment

If a proposed development is likely to take place within a well-known area of historical interest, the LPA will expect an initial archaeological appraisal of the site and surrounding area to be undertaken. As a result of the initial appraisal, it may be necessary to commission a full archaeological investigation, the results of which would accompany the planning application.

Important existing historic features that may exist on, or adjacent to the application site, should also be recorded and presented as part of the application. This can be provided as part of the plans or a separate statement.

Further information is available from the County Archaeologist at West Sussex County Council.

### 3. Structural Survey

For all applications involving demolition, partial demolition or works of a structural nature (such as alterations to the roof; cutting of beams new openings in historic fabric etc.), a recent survey (not more than 12 months old) will be required.

### 4. Detailed drawings of new/replacement windows, doors, mouldings etc.

Plans should be provided to a scale of not less than 1:20 to show all new or replacement doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details etc. This will enable a thorough assessment of the works. Information regarding existing features will be required as part of point 9. If this information is not provided as part of the application, the information will be requested as part of a discharge of condition application.

## **5. Street Scene**

Street scene elevations are required to show the proposal in its context if it is considered to have a large-scale impact on the street scene or neighbouring listed buildings. This should identify the context with surrounding buildings.

## **6. Section Drawings**

Section drawings are required where there is an unusual floor pattern, the property is on many levels or to identify works of a structural nature such as the removal of an internal wall. These should:

- Be drawn to a recognised metric scale preferably at 1:50 or 1:100
- Show a cross section through the proposed building(s) and finished floor and site levels/other relevant details.

## **7. Other plans/information:**

Other plans and drawings or information considered necessary to describe the subject of the application in sufficient detail for the case officer to determine the application. Further plans/information may be identified as part of the informal listed building pre-application process with the Conservation Officer/Historic Buildings Advisor.

## **8. Schedule of materials:**

A detailed list of all the materials proposed as part of the proposal should be provided.

## **9. Photographs**

These provide useful background information. Applications should include photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals (internal or external). Photographs should be cross-referenced to corresponding drawings/plans.

## **10. Schedule of Works:**

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

## **11. Method Statement:**

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.