



Brunel House, St George's Road, Bristol, BS1 5UY
0117 922 3000

www.bristol.gov.uk/planning



Checklist

Application for listed building/conservation area consent

Please use this checklist to ensure that you have supplied all the information required to validate your application. **Two copies** of all documents are required, unless submitted electronically.

Site Address	
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National requirements (documents always required)	Included ✓
Completed application forms	
Ownership certificate (A, B, C or D as applicable)	
Site location plan	
Site layout plan	
Design and Access Statement (not required for applications for conservation area consent)	

Other plans and drawings (where applicable)	Included ✓
<ul style="list-style-type: none"> • Existing elevations • Proposed elevations 	
<ul style="list-style-type: none"> • Existing floor plans • Proposed floor plans 	
<ul style="list-style-type: none"> • Existing roof plans • Proposed roof plans 	
<ul style="list-style-type: none"> • Street scene or context plans 	
<ul style="list-style-type: none"> • Photographs and photomontages 	
<ul style="list-style-type: none"> • Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, and should • be to a scale of 1:20 • show small units of construction or detail, (eg all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) • indicate the relationship of the proposed works to adjacent existing structures/details. 	

You may also need to provide one or more of the documents listed in the local list of planning requirements. For more information about any of the documents or explanation of the criteria, please refer to the [Planning Applications Requirements Local List](#) or contact Development Services.

Local requirements (where applicable)	Included ✓
Biodiversity Survey and Report	
Heritage Statement	
Land Contamination Assessment	
Tree Survey/Arboricultural Statement	

Please carefully review the list before you submit your application. Where an item is not provided, you should explain in a covering letter why you consider the information to be unnecessary.

It is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined favourably. The list set out here, therefore, does not limit the council's ability to request additional information in the event that further issues arise during the determination period, for example, as a result of consultation responses or following a site visit by council officers. **If you need advice on any of these points, please contact us on 0117 922 3000 or email development.management@bristol.gov.uk**