Application for Planning Permission for Relevant Demolition in a Conservation Area
Planning (Listed Buildings and Conservation Areas Act) 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Description of Proposed Works

Please describe the proposal accurately and concisely, and specify whether the proposal involves complete or substantial demolition of unlisted buildings. Please include details of the building(s) or part(s) affected.

Example:

- *removal of front and rear boundary walls*
- *removal of shop front*
- *demolition of dwelling*

4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

5. Related Proposals

Please provide details of proposals for new buildings or other works on the site which accompany this application. Where a proposal for the same site already has planning permission please provide a description of the proposal and the application reference number.

6. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

7. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

8. Council Employee/Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

9. Explanation for Proposed Demolition Work

Please provide a reasoned justification for the proposed works. In order for the Council to assess an application for demolition properly, it may be necessary to supply additional information such as a structural survey or other analysis of the character or appearance of the area or building. If you need more information please contact your planning authority. Additional advice is contained in *Planning Policy Guidance Note 15 (PPG 15):*
http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8

Please note that in a conservation area you do not need consent to demolish a building which does not exceed 115 cubic metres or to take down any wall, gate or fence which is less than 1 metre high where abutting a highway, or less than 2 metres high elsewhere.

10. Certificates

If you are the sole owner of the land to which the application relates please complete **Certificate A.** (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

It is an offence knowingly or recklessly to complete a false or misleading certificate

11. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

12. Declaration

Please sign and date your application.

13. Applicant Contact Details

Please provide contact information for the applicant.

14. Agent Contact Details

Please provide contact information for the agent.

15. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.