

Validation Criteria: Application for Conservation Area consent for demolition in a Conservation Area

The original plus 3 copies of the information referred to below shall be provided unless the application is submitted electronically.

Introduction

For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. These notes explain what should be provided for conservation area consent under the National and Local requirements. If you do not submit this information, or include written justification about why it is not relevant, your application will be invalid.

Statutory National Requirements

The application shall comprise

- completed **application form** signed and dated
- completed and dated **Ownership Certificate** (either A, B, C or D) including details of Notice No. 1 or 2 if relevant

Plans and drawings

Location plan based on an up-to-date map. It should:

- be at a scale of 1:1250 or 1:2500
- show at least two named roads
- show surrounding buildings
- show properties numbered or named
- show the direction of North
- the application site should be clearly edged with a red line and any other land adjacent to the application site which is in the applicant's ownership should be edged with a blue line.

Block plan of the site which should:

- be at a scale of 1:100 or 1:200
- show all site boundaries
- show the position, type and height of boundary treatment (walls, gates, fences etc);
- show the position of any building or structure on the other side of such boundaries
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Local Requirements – Plans and Drawings

Existing relevant elevations at a scale eg of 1:50 or 1:100

- show all sides of the building including any blank elevations
- show the style, materials and finish of windows and doors

- where any existing elevation adjoins another building (or is in close proximity) the relationship between the buildings and the position of the openings in each property should be clearly shown
- all existing structures and features to be demolished or removed

Local Requirements – Information Requirements

The following information should accompany the application if appropriate. Each section indicates the circumstances when such information should be provided as not all the information specified will need to be provided with every application.

Heritage statement (including historical, archaeological features and Scheduled Ancient Monuments)

A written statement that includes a structural survey, an analysis of the character and appearance of the building/ structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

(See Planning Policy Statement 5 Planning for the Historic Environment March 2010)

[Planning for the Historic Environment Practice Guide](#)

Biodiversity survey and report

A Protected Species Survey and Assessment must be provided where a proposal is likely to affect protected species. Please refer to Part 1 of the [Local Requirements Template](#) for Biodiversity and Geological Conservation on our website for details of the criteria, indicative thresholds and species likely to be affected.

An Ecological/Geological Survey and Assessment must be submitted where a proposed development is likely to affect a designated site or priority habitat. Refer to Part 2 of the Local Requirements Template for details.

(Planning Policy Statement 9: Biodiversity and Geological Conservation, UDPR Policy N49, N50 & N51, Biodiversity and waterfront development SPD) [Natural England](#)

Photographs

Photographs should be provided showing the existing buildings on site showing all elevations and the building as a whole in its setting.

Structural survey

A structural survey may be required where there is substantial demolition.

Tree survey/Arboricultural implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the demolition (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during demolition. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'.

(PPS1, PPG2, PPS9, UDPR Policies GP5, SA1, N8, N12, N23, N24, LD1, SPG13 – [Neighbourhoods for Living](#), SPG25 – Greening the Built Edge)