Validation Criteria: Application for prior notification of proposed demolition

The original plus 1 copy 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 prior notification under the National and Local requirements. In all cases the information we request will be necessary and in proportion to the nature and scale of the proposal and a material consideration in determining the application. However if you do not submit the necessary details it may be invalid, resulting in delays.

National Requirements

The application shall comprise

- completed application form signed and dated or written description of the development
- a statement that the applicant has displayed the site notice
- the appropriate fee. If you consider that no fee is required please the previous notification number.
- a plan where the application site is clearly be edged with a red line and any other land owned by the applicant close to or adjoining the site should be edged with a blue line. The buildings to be demolished should be clearly marked on the plan.

Local Requirements

Bat survey
If the site is in an area where bats are known to be present or close to a bat roost, you will need to provide a bat scoping survey. This should confirm whether bats are or have been present within the building or its curtilage, using photographs of the soffits, ridge line and fascia boards, and within the roof structure. If evidence of bats is found, a bat survey will be required which meets the Minimum Standards for Bat Surveys in West Yorkshire ([http://www.ecology.wyjs.org.uk/wyjs-ecology-bats.asp](http://www.ecology.wyjs.org.uk/wyjs-ecology-bats.asp)) undertaken by a licensed bat worker. A copy of this report should be lodged with West Yorkshire Ecology to add to the Ecological Record.

Landscaping details
Existing trees and other vegetation should, where practicable, be retained and protected during the demolition. If landscaping is proposed a landscaping plan should be provided at scale of 1:200 including:

- details of existing planting and all trees/shrubs to be removed
- size, species, density and position of all shrubs and trees
- details of all existing and proposed boundary treatments hard standing/parking
- details of levels
Method of demolition and site restoration

Details of the method of demolition and site restoration should be provided

Photographs

Photographs should be provided showing the existing and adjacent buildings on the site.

Structural survey

A structural survey may be required in support of an application if the proposal involves 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 construction works. 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'.

Use of the site

Details of what the site will be used for.