

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
APPLICATION (LOCAL LIST)

**APPLICATION FOR CONSERVATION AREA CONSENT FOR DEMOLITION IN A
CONSERVATION AREA**

Application Form

One completed original plus two copies of the mandatory Standard Application Form are required.

Note: you must sign and date sections 10 (ownership certificates) and 12 (declaration).

Fee

No fee is required.

Plans, Drawings and Supporting Information

You must provide enough information to describe your proposal.

The table below lists the types of plans, drawings and supporting information that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – if the proposal will alter an existing building footprint or create a new building footprint	✓
Heritage Statement (including photographs and a schedule of works) – if the proposal will affect a Heritage Asset	✓
Wildlife Trigger List (and, if required, Wildlife Report)	✓
Arboricultural Implications Assessment – if the proposal will affect trees or hedges on or adjacent to the site	

The 'glossary of terms for plans, drawings and supporting information' that supports this Local List provides for more information about each item.

Notes:

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be withdrawn and any fees paid refunded (unless a time extension has been agreed).
- 1 original and 2 copies of each plan, drawing and supporting document should be provided.
- The location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.