

Application for Planning Permission for Relevant Demolition in a Conservation Area

Town and Country Planning 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 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, 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. Each plan should show the direction of North.

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.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

9. Explanation for Proposed Demolition Work

Please provide a reasoned justification for the proposed works. In order for the authority 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:

- [National Planning Policy Framework \(Section 12\)](#)
- [Planning Practice Guidance \(Conserving and enhancing the historic environment\)](#)

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

10. Certificates

An ownership certificate must be completed stating the current ownership of the land to which the application relates under Article 14 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

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

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

• **Certificate A - Sole Ownership and no agricultural tenants**

Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Similarly, Certificate A does not apply if there are agricultural tenants of the land to which the application relates. Therefore, in these circumstances, the applicant should complete certificate B, C or D (see details below).

...continued on next page...

- **Certificate B - Shared Ownership (All other owners/agricultural tenants known)**

Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).

[Notice 1](#) must also be completed and sent to all known owners/agricultural tenants.

A copy of the notice should be sent with the application to the local authority.

- **Certificate C - Shared Ownership (Some other owners/agricultural tenants known)**

Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

[Notice 1](#) must be completed and sent to all known owners and/or agricultural tenants. Where the owners or agricultural tenants are unknown, [Notice 2](#) must be published in a local newspaper.

A copy of the notice should also be sent with the application to the local authority.

- **Certificate D - Shared Ownership (None of the other owners/agricultural tenants known)**

Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

[Notice 2](#) must be published in a local newspaper.

A copy of the notice should be sent with the application to the local authority.

11. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may 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.