

## Application for Conservation Area consent for demolition in a Conservation Area

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

### Part 1 Information Required- National Planning Application Requirements

1.	<p><b>Completed form</b></p> <ul style="list-style-type: none"> <li>• Including a signed ownership and agricultural holdings certificate (either A, B, C or D) and declaration</li> </ul>	
2.	<p><b>Location Plan at a scale of 1:1250 or 1:2500</b></p> <ul style="list-style-type: none"> <li>• Up-to-date, ordnance survey based showing the direction of North and two road names, if possible.</li> <li>• Identifies the land to which the application relates, with a red outline around the application site and all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway).</li> <li>• Blue outline around other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found.</li> <li>• Land registry documents will not be accepted unless accompanied with proof of purchase.</li> </ul>	
3.	<p><b>A copy of other plans and drawings or information necessary to describe the subject of the application including:</b></p> <ul style="list-style-type: none"> <li>• Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries</li> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	
4.	<p><b>Fire Statement</b></p> <p>Required for buildings that are 18 metres or higher or buildings that comprise 7 or more storeys, and the building contains 2 or more dwellings or educational accommodation. Further information is available <a href="#">here</a>.</p>	
5.	<p><b>The correct fee:</b> <a href="#">Planning Portal Fee Calculator</a></p>	
6.	<p><b>Where Ownership Certificates B, C or D have been completed</b></p> <ul style="list-style-type: none"> <li>• Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</li> </ul>	

### Part 2 Information Required- Adopted Local Application Requirements

1.	<p><b>Biodiversity Survey and Report</b></p> <p>A Habitats Regulations Assessment is required where an application may be connected to and impact upon any European/Internationally designated Site (i.e. Wetlands of International Importance (Ramsar Site), Special Areas of Conservation, Special Protection Areas as well as sites with candidate status).</p>	
2.	<p><b>Condition Survey</b></p>	

	<p>Applications for listed building consent where partial or total demolition is proposed.</p> <p>A detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information. The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets.</p>	
3.	<p><b>Historic Environment Statement</b></p> <p>Required for planning applications where heritage assets are affected. Heritage assets include:</p> <ul style="list-style-type: none"> <li>• Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields.</li> <li>• Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites.</li> <li>• Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation.</li> </ul>	
4.	<p><b>Tree Survey/ Arboricultural Assessment</b></p> <p>Required for:</p> <ul style="list-style-type: none"> <li>• Proposals affecting trees covered by a tree preservation order</li> <li>• Proposals involving development (including new buildings/extensions, hard surfacing, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or adjoining a site..</li> </ul> <p>Applications with implications for trees shall provide a tree survey drawing and schedule. The survey shall provide clear data regarding the species, size, age, condition and useful life expectancy of trees. The tree survey should be undertaken by a competent arboriculturist and should follow the guidelines set out in BS5837:2012 “ Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.</p> <p>Following an assessment of the tree survey, and depending upon the size and scale of the proposals, further assessment of the implications for trees may be required. This is likely to include the following:</p> <p><b>Arboricultural Constraints Plan (ACP)</b> – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and below- ground RPA constraints posed by the trees.</p> <p><b>Tree Protection Plan</b> – scale drawing produced by an arboriculturist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</p> <p><b>Arboricultural Method Statement (AMS)</b> – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. I also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.</p>	