

APPLICATIONS FOR CONSERVATION AREA CONSENT

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate - A, B, C or D as required	
4. LOCAL REQUIREMENTS		
Heritage Statement	All applications for conservation area consent require a Heritage Statement	

Structural Survey	Where the proposal involves the demolition of a building in a conservation area	
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Notes/Explanation: (Please add any further comments to support the above submissions)