

Prior Notification of Proposed Demolition

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Proposed demolition of residential dwelling at 24 London Road, Stone – Existing Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee¹**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue.
- **A statement** that a site notice has been displayed at the appropriate location and for the appropriate length of time in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (as amended).
- **A written description of the proposed works**
- **A completed Validation Checklist**

Continued

¹ See [Fees for Applications Guidance Notes](#)

PART 2: ADDITIONAL REQUIREMENTS

Question 1:

Y N Is the demolition likely to impact upon any factors relating to biodiversity?

If **yes**, please provide a **Biodiversity Survey and Report**.

Question 2:

Y N Is the demolition likely to impact upon any trees?

If **yes**, please provide a **Tree Survey and Arboricultural Implications Report**.

Question 3:

Y N Is the proposal to demolish part of a building with part to remain and/or is the area to be demolished attached to any other building?

If **yes**, please provide a **structural survey** to include information on the structural integrity of the buildings or structures to remain.

Please also provide:

- A **Planning Statement**.
- Photographs/Photomontages** of the building(s)/structures proposed to be demolished.

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01322 343203.

Signed:.....

Date:.....