

Conservation Area Consent for Demolition in a Conservation Area

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). Drawings which say ‘Do not scale’, or similar will not be accepted.

- Indicate the direction of North on layout and location plans.

Drawings should also include the following information:

- A scale bar indicating a minimum of 0-10 meters.

- Have a title to identify the development and subject of the drawing (e.g. Residential development at Forest Road, Tunbridge Wells – 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 4 sets 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**
- **Ownership Certificate:**
- A** (included in Application Form: the applicant owns the land) **OR**
- B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
- C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
- D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- Agricultural Holdings Certificate**
- **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.

¹ See Fees for Applications Guidance Notes

Validation Checklist – V10

- **Site Layout Plan/Block Plan (Scale 1:100 or 1:200) showing any site boundaries**
- **Existing and Proposed Elevations (Scale 1:50 or 1:100)**
- **Existing and proposed Floor Plans (Scale 1:50 or 1:100)**
- **Existing and proposed Roof Plans (Scale 1:50 or 1:100)**

PART 2: OTHER REQUIREMENTS

Question 1:

YES NO

- Does your ownership status require you to complete Ownership certificates B, C or D?
- If **yes**, please provide evidence that notice has been given/ published appropriately.

Question 2:

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate box and submit the relevant documents with your application.

YES NO

- Biodiversity: Ecological Site Assessment, Ecological Survey and Protected Species Survey.
- Contaminated Land Investigation
- Heritage Statement
- Listed Building and/or Conservation Area Assessment
- Other Plans to describe the proposal
- Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)
- Structural Survey
- Tree Survey/ arboriculture implications
- Waste Management Plan

If you do not consider that any of the above are required to be submitted please explain why in an accompanying statement.

If you answered yes to any of the above but did not supply the information your application will be invalid. please explain why in an accompanying letter.

Validation Checklist – V10

Further guidance on completing and submitting a planning application is available on our web site.

If we require further information to process your application we will contact you: Your application will then be made invalid until the requested information is received.

If you believe that the information highlighted on the Checklist is not required then you must state the reasons why we should not make your application invalid.

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

If you require this information in other formats (large print, Braille, audiotape, other language) please phone 01892 526121 or planningcomments@tunbridgewells.gov.uk.

Signed:.....

Date:.....