

**VALIDATION CHECKLIST**  
(Please complete and submit with application)

**Conservation Area Consent for Demolition in a Conservation Area.**

<b>NATIONAL REQUIREMENTS*</b> (Original +Three copies required unless submitted electronically)	<b>Provided</b> (circle as appropriate)
Completed Form	Y
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Y
Block plan of the site (1:100 or 1:200) showing any site boundaries	Y
Existing and proposed elevations (1:100 or 1:200) (Where total demolition is involved only the existing elevations should be shown. Otherwise, all sides of the existing and the proposed remaining elevations must be shown including any remedial works following demolition.	Y
Ownership Certificates (A, B, C or D – as applicable)	Y
Notice	Y N
<b>LOCAL REQUIREMENTS*</b> - may include some or all of the following (Original +Three copies required unless submitted electronically)	
Biodiversity survey and report	Y N
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	Y
Photographs/photomontages	Y

\* See guidance notes

**Guidance notes for Conservation Area Consent for demolition in a Conservation Area**

Document/Plan	Additional Notes
<b>NATIONAL GUIDANCE</b>	
Completed Form	Ensure all questions are answered; the relevant Certificate completed; Agricultural declaration signed; form signed.
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Plans should wherever possible show at least two named roads and surrounding buildings/land named or numbered. The red line should include all the land necessary to carry out the development
Site Plan or block plan drawn at a scale of 1:500 or 1:200.  (For large scale developments a plan at 1:500 is more suitable. For small schemes a plan at 1:200 is more suitable.) <b>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon</b>	Site Plan or Block plan of the site should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences, etc); the position of the structure to be demolished any other building(s) or structure(s) to be retained and where relevant those building(s) or structure(s) on the other side of such boundaries.
Existing and (if relevant) proposed elevations (1:50 or 1:100 scale).	These should show clearly the proposed works in relation to what is already there. Where total demolition is involved only the existing elevations should be shown. Otherwise all sides of the existing and the proposed remaining elevations must be shown including any remedial works following demolition.
Ownership Certificates (A, B, C or D - as applicable)	Please ensure that Certificate A, B, C or D is signed.
Notice(s)	Notice under Regulation 6 of the Planning [Listed Building and Conservation Areas] Regulations 1990) must be given and/or published, where Ownership Certificates B, C or D have been completed.

**LOCAL REQUIREMENTS**

Biodiversity survey and report	Information should be provided on the existing biodiversity at a site; habitats, protected species and designated sites with the level of information provided appropriate to the site's importance within the international, national, and local hierarchy and the
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	<p>contribution the site makes to wider ecological networks. Information should also be provided on possible impacts, mitigation measures (e.g management plan) and compensatory measures and proposed enhancements.</p> <p>A survey should be provided for all works affecting designated sites and on sites where protected species are known or suspected to be present</p>
Photographs	Required where involving a Conservation Area demolition.

**July 2013**