

APPLICATIONS FOR RELEVANT DEMOLITION OF AN UNLISTED BUILDING IN A CONSERVATION AREA

VALIDATION CHECKLIST February 2016

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Applications for relevant demolition of an unlisted building in a conservation area should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, 2 copies (1 original and 1 copy) will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List of Requirements

Information Item	Notes
1. Completed application form	NA
2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.	NA
3. The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015.	Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.

Local List Requirements

The information required may include any of the following. You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.

Information Item	Policy Driver	Types of application	When or what information is required
Plans and drawings including: <ul style="list-style-type: none"> • Existing floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200) • Existing elevations (eg at a scale of 1:50, 1:100 or 1:200) 	CLG circular - Guidance on information requirements and validation. London Plan Place Shaping policies. City of London Local Plan design and historic environment policies.	Relevant Demolition in a Conservation Area.	Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should highlight structures to be demolished.
Heritage Assets Conservation Areas	NPPF London Plan Policy 7.8. Local Plan policy CS12.	Relevant Demolition in a Conservation Area.	A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.
Heritage Assets Archaeological remains and Scheduled Ancient Monuments	NPPF London Plan Policy 7.8. City of London Local Plan CS12.	Relevant Demolition in a Conservation Area.	See above under Heritage Assets Listed Buildings. The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation.
Photographs/Verified rendered montages	LVMF City of London Local Plan policy CS10.	Relevant Demolition in a Conservation Area.	Required where proposals would involve the demolition of an existing building.