



# **Planning Permission for relevant Demolition in a Conservation Area Validation Checklist**

## **What information do I submit with my application?**

[www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)

## Introduction

This document should be used by applicants and agents intending to submit a planning application to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- ) Identify the type and extent of supporting material necessary
- ) Give you greater certainty
- ) Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

## National Requirements<sup>1</sup>

### Forms

- ) Completed form (3 copies to be supplied unless the application is submitted electronically)

### Plans

- ) The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- ) The subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - ) Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - ) Existing and Proposed Elevations (e.g. at a scale of 1:50 or 1:100)

### Certificates

- ) The completed Ownership Certificate (A, B, C or D - as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- ) In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation

### Other Information

- ) Design and Access Statement as required

## Local Requirements

Shall include the following as may be relevant to the application:

- ) A clear and full description of the proposed works
- ) Professional structural survey of the building
- ) Statement of significance in accordance with paragraph 189 of the National Planning Policy Framework (guidance document available at:

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<sup>1</sup>The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

<http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>

- ) Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- ) Planning Statement
- ) Biodiversity Survey and Report
- ) Protected Species Survey(Bats and Owl)
- ) All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material
- ) Unique reference numbers on plans and drawings
- ) ALL plans must include a scale bar.
- ) If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- ) Justification in accordance with Policy HE5: Demolition in a Conservation Area and the tests in national policy
- ) Re-development proposals /or environmental improvements for the site should ideally be submitted in a parallel planning application.
- ) Always, provide a clear description of the plan or document as your file name which accurately describes its content. Please do not provide a file name as a drawing number or reference only. Preferably, just the title of the plan or document although this could include a title of the plan/document and the drawing number.

**Finally....** It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - [planninghub@barrowbc.gov.uk](mailto:planninghub@barrowbc.gov.uk)

Using this mailbox you can:

- ) submit applications (up to 20MB).
- ) pay online securely via emailed link to applicant or agent.
- ) request editable versions of all forms.
- ) order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

**Contact us:**

Development Management  
People & Place Directorate  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD Tel 01229 876387 or Email: [planningapp@barrowbc.gov.uk](mailto:planningapp@barrowbc.gov.uk)