

South Lakeland District Council

Conservation Area Consent Application Pack



This pack contains:

- IAPP Form
- Guidance Notes



Development Control
 South Lakeland District Council
 South Lakeland House
 Lowther Street
 KENDAL
 Cumbria
 LA9 4DL
 Tel: (01539) 733333 Fax: (01539) 717355
 Email: development.control@southlakeland.gov.uk

Application for conservation area consent for demolition in a conservation area. Planning (Listed Buildings and Conservation Areas) Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Description of the Proposal

Please describe the proposed works:

3. Description of the Proposal (continued)

Has the work already started? Yes No

If Yes, please state the date when the work was started (DD/MM /YYYY):

(date must be pre-application submission)

Has the work been completed? Yes No

If Yes, please state the date when the work was completed (DD/MM /YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

6. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? Yes No

If Yes please describe and include the planning application reference number(s), if known:

Description	Reference number

7. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM /YYYY):
(must be pre-application submission)

Details of pre-application advice received?

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes, please provide details:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? Yes No

If Yes, please provide details:

10. Explanation for Proposed Demolition Work

Why is it necessary to demolish all or part of the building(s) and/or structure(s)?

11. Certificates

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Certificate under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

§ Neither Certificate A or B can be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY):

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

§ Certificate A cannot be issued for this application

§ All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form:

3 copies of other plans and drawings or information necessary to describe the subject of the application:

3 copies of a plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North:

3 copies of the completed dated Ownership Certificate (A, B, C, or D - as applicable):

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

 Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (*Please select only one*)

 Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:



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Conservation Area Consent for Demolition in a Conservation Area Validation Checklist

National Requirements

Forms

- Completed application form (4 copies to be supplied (3 copies plus original) unless the application is submitted electronically)

Plans

- A plan which identifies the land to which the application relates in red drawn to a scale of either 1:1250 or 1:2500 with the direction of North clearly marked. Any other adjoining land under the applicants control or ownership should be outlined in blue (3 copies to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe 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

Local Requirements

May include some or all of the following:

- Archaeology statement
- Conservation area assessment
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Structural survey of the building
- Tree survey in accordance with BS5837/Arboricultural method statement

Guidance

Further details of the local requirements listed above and when they apply is available in paper form by request or from the Council's website: www.southlakeland.gov.uk



Guidance for Conservation Area Consent Applications

Listed Building and Conservation Area Assessments

What information should a Listed Building and Conservation Assessment contain?

The objectives of a listed building assessment is to describe in simple terms the proposal and need for the proposed alterations, justifying why this option has been adopted as opposed to possible alternatives. Key matters include the design principles and concepts that have been applied to the works including consideration of the impact of scale, layout, appearance, character and any potential new use. Applicants should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural features and compliment the external features of the original building. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer before any application is made.

When is a Listed Building and Conservation Assessment required?

All listed building consent applications and applications within conservation areas will require design and access statements. It is anticipated that the detail within design and access statements will negate the requirement for conservation area appraisals to be submitted with applications.

Further Guidance

Guidance is also available in **PPG 15** (para 3.16 to 3.19 and 4.25 to 4.49)

Listed buildings – what does listing mean?

Archaeological Assessment

When is an archaeological assessment required?

An Archaeological Assessment will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential as defined in the local plan, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in **Planning Policy Guidance Note 15 'Planning and the Historic Environment'** (September 1995) paragraphs 3.16 to 3.19.

For archaeological remains, advice is provided in **Planning Policy Guidance Note 16 'Archaeology and Planning'** (November 1990) section B, paragraphs 18 to 26.

Cumbria County Councils archaeology service can also provide further details.

Structural Survey

When is a structural survey required?

A structural survey is required in support of a proposal if it involves substantial demolition of a building or the conversion of a traditional rural building, for example a barn.

Guidance should be sought from a planning officer if you are unsure whether a structural survey is required. Any structural survey required should be compiled by a suitable qualified surveyor.

Photographs and Photomontages

These provide useful background information and are helpful to fully illustrate a proposal. Photomontages are particularly useful to show how large developments can be satisfactorily integrated within the street scene or landscape.

When are photographs required?

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.