

**VALIDATION CHECKLIST – PLANNING PERMISSION FOR DEMOLITION IN A CONSERVATION AREA**

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

**National List of Requirements**

<b>Document Required</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Completed application form, ownership certificate and agricultural land declaration	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p>The ownership certificate must be provided where there are owners of the site other than the applicant.</p>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration">https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</a></p>		
Location Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li> <li>• Be up to date</li> <li>• Include the direction of north</li> <li>• Include sufficient named roads to identify the exact location of the site (wherever possible at least</li> </ul>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>		

	<p>two)</p> <ul style="list-style-type: none"> <li>• Include all the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>• Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site</li> </ul>			
Block Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:200 or 1:500 (metric)</li> <li>• Include the direction of north</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• Show all buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Show all public rights of way crossing or adjoining the site</li> <li>• Show the position of all trees on the site and adjacent land</li> <li>• Show the extent and type of any</li> </ul>	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development</p>		

	<p>hard surfacing</p> <ul style="list-style-type: none"> <li>• Show the type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul>			
Existing and proposed elevations (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Should clearly show the proposed works in relation to what is already there</li> <li>• Show all sides of the proposal</li> <li>• Show where a proposed elevation adjoins or is in close proximity to another building</li> <li>• Drawings should clearly show the relationship between the buildings and detail positions of the openings on each property</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development		
Existing and proposed floor plans (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Include written dimensions to show overall size of any new buildings or extensions.</li> <li>• Show where existing buildings or walls are to be demolished (if applicable)</li> <li>• Show details of the layout of existing building(s) as well as</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development		

	those for the proposed development			
Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100);	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)</li> <li>• Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development		
Roof plans (at a scale of 1:50 or 1:100).	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric).</li> <li>• Show the shape of the roof, its location and any features such as chimney positions or windows</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development		
Demolition Plans (at a scale of 1:100 or 1:50)	<p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric).</li> <li>• Clearly shows any parts of the building that are to be demolished</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development		

Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p>	<p>Please see <a href="https://www.planningportal.co.uk/services/help/faqs/applications/how-much-does-a-planning-application-cost">https://www.planningportal.co.uk/services/help/faqs/applications/how-much-does-a-planning-application-cost</a> to assist in the calculation of the planning fee</p>	<p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p>	
<b>Local List of Requirements</b>				
<b>Requirements</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Biodiversity Survey and Report	<p>You will need to provide this with applications where the type and location of development are such that the impact on biodiversity may be significant.</p> <p>A Preliminary Ecological Appraisal survey and report should provide an initial assessment of the impact of the proposed development on wildlife. Proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats, should also be included where appropriate. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and</p>	<p><a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a></p> <p><a href="https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx">https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx</a></p>	<p>National Planning Policy Framework</p> <p>Policy 106 of the St Albans District Local Plan Review 1994</p>	

	<p>habitats.</p> <p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations. The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.</p>			
<p>Environmental Impact Assessment.</p>	<p>Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development</p> <p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p>	<p><a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a></p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>Environmental Impact Assessment.</p>

	Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided			
Heritage Statement	<p>This is required for Applications which are likely to affect:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets (e.g. Conservation Areas)</li> <li>• Non designated heritage assets such as Locally Listed Buildings, Areas of local archaeological importance and Locally Listed Gardens</li> </ul> <p>The Statement should:</p> <ul style="list-style-type: none"> <li>• As a minimum reference the appropriate Historic Environment Records.</li> <li>• Shall state the significance of the heritage asset, including any contribution made by its setting. In some applications this may be limited to the areas affected by the proposals.</li> <li>• Shall contain an impact assessment which describes any potential impact of the proposals on the significance of heritage assets affected, including any</li> </ul>	<p><a href="https://historicengland.org.uk/content/docs/guidance/statements-of-heritage-significance-consultation-draft/">https://historicengland.org.uk/content/docs/guidance/statements-of-heritage-significance-consultation-draft/</a></p> <p>This information can be found by using the Planning Constraints map layers in our Local Information Service on the Council's website: <a href="http://gis.stalbans.gov.uk/wmlcustomerservice/">http://gis.stalbans.gov.uk/wmlcustomerservice/</a></p>	<p>National Planning Policy Framework</p> <p>Harpenden Neighbourhood Plan (policy ESD2)</p> <p>St Stephen Parish Neighbourhood Plan (policy S4)</p> <p>Sandridge Neighbourhood Plan (policy E5)</p>	

	<p>contribution made by their setting. In some applications this may be limited to the areas affected by the proposals</p> <ul style="list-style-type: none"> <li>• Include a structural survey (if required)</li> </ul>			
A Statement of Community Involvement	<p>This may be required depending on the type of the proposed development. (Introduced by Section 122 of the Localism Act 2011 amending Section 61 of the Town and Country Planning Act 1990.)</p>		National Planning Practice Guidance	
Street scene drawings.	<p>Normally required when there is a change in height between a proposed development and the neighbouring buildings or demolition of an existing building is proposed. These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Be of a scale of 1:100 or 1:200</li> <li>• As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors</li> <li>• Accurately show any differences in levels, including dimensions</li> <li>• Include written dimensions for gaps between buildings</li> </ul>	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p>	<p>National Planning Policy Framework</p> <p>See article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</p> <p>St Stephen Parish Neighbourhood Plan (policy S1) Sandridge Neighbourhood Plan (policy E2)</p>	

Structural Survey	<p>Applications involving the reuse of existing buildings or where it is proposed to demolish part of any heritage building due to its condition will require a structural survey.</p> <p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		<p>National Planning Policy Framework</p> <p>Policy 87 of the St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan – Policy H2</p>	
Tree Survey and Arboricultural Implications Assessment including Tree Protection Method Statement	<p>This is required where:</p> <ul style="list-style-type: none"> <li>• There are significant trees within the site or street trees that may be affected by the development or construction works, including storage of materials; or</li> <li>• There is a Tree Preservation Order protecting trees on the application site; or</li> <li>• The proposed development is sited near to a protected tree(s) on neighbouring land; or</li> <li>• For application sites within Conservation Areas where trees are present.</li> </ul>	BS5837:2012 Trees in relation to design, demolition and construction - Recommendations	<p>National Planning Policy Framework</p> <p>Policy 74 – Landscaping and Tree Preservation – St Albans District Local Plan Review 1994.</p>	
Any other relevant information necessary to describe the	Providing additional information at the application stage may help resolve the		National Planning Policy Framework	

<p>subject of the application. This could include:</p> <ul style="list-style-type: none"> <li>• Photographs</li> <li>• Schedule of works</li> <li>• Method Statement for the works/repairs</li> <li>• Technical specifications</li> <li>• Samples of proposed materials (to be viewed on site)</li> </ul>	<p>need for conditions on a decision notice. All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3. This information is required to provide clear information to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p>			
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Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>