

**VALIDATION CHECKLIST: PRIOR NOTIFICATION OF PROPOSED DEMOLITION**

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	<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><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>	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
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 two)</li> <li>• Include all the surrounding buildings, roads and footpaths on</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>	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	

	<p>land adjoining the site</p> <ul style="list-style-type: none"> <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>			
A statement that the applicant has displayed a site notice in accordance with B.2 (b)(ii) and (iv) of Part 11 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).	The statement must confirm that the applicant has displayed a site notice by site display on or near the land on which the building to be demolished is sited.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
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://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</a> to assist in the calculation of the planning fee</p> <p><a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a></p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	

**Local List of Requirements**

<b>Requirements</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
<p>A copy of other plans and drawings or information necessary to describe the development which is the subject of the application (1 copy to be supplied unless the application is submitted electronically) including:</p> <ul style="list-style-type: none"> <li>Existing Block plans of the site (at a scale of 1:100 or 1:200) showing building to be demolished and any site boundaries and neighbouring dwellings/buildings.</li> </ul>	<p>Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p>		<p>Town and Country Planning (General Permitted Development) (England) Order 2015 as amended</p>	
<p>Biodiversity (ecology) survey and report.</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.</p>		<p>Town and Country Planning (General Permitted Development) (England) Order 2015 as amended</p> <p>Conservation and Habitats and</p>	

	The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.		Species Regulations 2010	
<p>Planning Statement to include:</p> <ul style="list-style-type: none"> <li>• Current/last use</li> <li>• Detailed justification for the demolition</li> </ul>	To advise if the building is used, or was last used, for a purpose falling within Class A4 (drinking establishments) of the Schedule to the Use Classes Order, including a purpose as described in Class AA (drinking establishments with expanded food provision) of Part 3 of Schedule 2 to this Order.		Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
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;</li> <li>• The Impacts Assessment should set out how trees will be protected during the demolition and site clearance works.</li> </ul>	BS5837:2012 Trees in relation to design, demolition and construction - Recommendations	Town and Country Planning (General Permitted Development) (England) Order 2015 as amended	
Demolition Method Statement	<p>Required</p> <ul style="list-style-type: none"> <li>• To include details of how the land will be left/made good, following demolition.</li> </ul>			

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2019) 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: <http://www.stalbans.gov.uk/planning/makingaplanningapplication/householderpreapp.aspx>