APPLICATION FOR CONSERVATION AREA CONSENT

(GUIDANCE NOTES)

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE RELEVANT SECTIONS ON THE APPLICATION FORM

FAILURE TO ANSWER ALL QUESTIONS OR, TO PROVIDE ADEQUATE PLANS OR TO SIGN THE FORM AND APPROPRIATE CERTIFICATES WILL RENDER YOUR APPLICATION INVALID

1. & 2. Applicant/Agent Name and Address
You may submit the application yourself or employ an agent to do it on your behalf. All correspondence will be sent to your agent if you have one. If you are submitting the application yourself please state clearly your name, address.

3. Description of Proposed Works
Please describe the proposal accurately and concisely, and specify whether the proposal involves complete or substantial demolition of unlisted buildings. Please include details of the building(s) or part(s) affected.
Example:
• removal of front and rear boundary walls
• removal of shop front
• demolition of dwelling

If you feel more details need to be provided a letter should accompany the application to explain the proposal in more detail.

4. Site Address Details
Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. ‘Land to rear of 12 to 18 High Street’ or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

5. Related Proposals
Please provide details of proposals for new buildings or other works on the site which accompany this application. Where a proposal for the same site already has planning permission please provide a description of the proposal and the application reference number.

6. Pre-application Advice
If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state ‘Unknown’. This will assist the Council in dealing with your application as quickly as possible.

7. Neighbour and Community Consultation
The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council’s official letter of notification bring the application to their attention for the first time.
8. Council Employee / Member
You must declare whether the applicant or agent is a member of the council’s staff, an elected member of the Council or related to a member of staff or elected member of the Council.

9. Explanation for Proposed Demolition Work
Please provide a reasoned justification for the proposed works. In order for the Council to assess an application for demolition properly, it may be necessary to supply additional information such as a structural survey or other analysis of the character or appearance of the area or building. If you need more information please contact your planning authority.

Please note that in a conservation area you do not need consent to demolish a building which does not exceed 115 cubic metres or to take down any wall, gate or fence which is less than 1 metre high where abutting a highway, or less than 2 metres high elsewhere.

10. Certificates
If you are the sole owner of the land to which the application relates please complete Certificate A. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete Certificate B and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

It is an offence knowingly or recklessly to complete a false or misleading certificate.

11. Planning Application Requirements
Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

12. Declaration
Please sign and date your application.

13. & 14. Applicant & Agent Contact Details
Please provide contact information for the Applicant and Agent. Please note these details are not mandatory and will be available to view on the public file, however they will not be available to view on the website.

15. Site Visit
Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made.

Note 1 Written Justification
All applicants are obliged to give a written justification explaining (a) why the proposed works are required, (b) what their impact will be on the appearance and character of the Conservation Area and (c) why they are appropriate.

Note 2 Photographs
These are helpful as a supplement to drawings. They are not an alternative to drawings, except as an adjunct to an undertaking to produce an exact replica. At least two sets of coloured photographs should be provided. The other sets may be monochrome photocopies.

Note 3 Publicity for Applications
The Regulations require local authorities to advertise all applications for Conservation Area Consent and display a notice on or near the site. An application cannot be determined until a period of 21 days has elapsed from the date when the notice is first displayed.

Note 4 Other Statutory Consents
If proposals require planning permission or building regulations approval, separate applications should be made. Forms are obtainable from the Authority, or can be downloaded from [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)
The Plans to be Submitted

NOTE: ALL PLANS MUST BE SUBMITTED IN METRIC MEASUREMENTS

ALL applications must be accompanied by sufficient plans and illustrations to describe the works you are proposing. The following describes the most common types of plans that would normally accompany a Conservation Area Consent application. Remember although at least five copies are required, nine would be preferable to minimise delay in the consultation process.

A LOCATION plan: This is normally drawn to a scale of 1:1250 or 1:2500. This plan allows the identification of the land concerned. The land to which the application relates should be clearly marked with a RED line, the structure to be demolished is hatched in red and any other line in the applicant's ownership marked in a BLUE line. Ordnance Survey extracts for use by private individuals in their own application can be obtained on payment of a small fee.

A SITE plan: This plan will accurately identify the boundaries of the site and show not only any features within the site (trees, existing buildings, etc.) but also any adjoining or nearby buildings. It is usually drawn to a scale of 1:200 or 1:500.

PLANS and ELEVATIONS: These plans have the purpose of accurately illustrating the internal layout, external design and appearance of the building. SURVEY plans of any existing buildings will normally be necessary to identify works. These are particularly important where the development requires substantial alterations to the existing building(s). Cross sections may also be required to clarify the proposals. Plans are usually drawn to a scale of 1:50 and are intended to be an accurate representation of what is to be demolished. It is rare that plans will be accepted at a smaller scale as it becomes difficult to illustrate features such as windows, eaves, detailing and architectural features. Often large scale drawings of details will be required e.g. joinery at 1:5 elevations with 1:2 sections.

Structural Engineers Report

The report of an engineer will be helpful in relation to major works and repairs. In some cases, such as alterations to main structural elements, they may be a prior requirement of consent.

Check List

Have you completed at least 4 copies of the application form?

Have you given full information of land ownership? If necessary, have the correct “Notice of Application” forms been served on the owner?

Have you provided at least 4 copies of all necessary plans?. Tick the relevant boxes to indicate the type of plans submitted. NOTE: ALL PLANS MUST BE SUBMITTED IN METRIC MEASUREMENTS.

Location Plans normally - 1:1250 or 1:2500 scale

Site Plan - 1:500 or 1:200

Justification Statement

Areas of demolition to be hatched in red

Plans and Elevations

Existing Drawing of Floor Plans - Scale 1:50
Existing Drawing of Front Elevation - Scale 1:50
Existing Drawing of Rear Elevation - Scale 1:50
Existing Drawing of Side Elevations - Scale 1:50
Photographs

Have you signed the declaration at the bottom of the form
<table>
<thead>
<tr>
<th><strong>All you need to know when putting in a planning application</strong></th>
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<tbody>
<tr>
<td><strong>Will you acknowledge my planning application?</strong></td>
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<tr>
<td>Yes, acknowledgements will be sent within 3 working days from the date received.</td>
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<td><strong>How long will it take to process my application?</strong></td>
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<td>A householder application will normally take 6 - 8 weeks to process</td>
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<td><strong>What if my application is invalid?</strong></td>
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<td>We will write to you or your agent clarifying what information is needed to make the application complete. You will be given 14 days to return the information</td>
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<td><strong>Do you consult people on my application or should I?</strong></td>
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<tr>
<td>We are responsible for consulting local people and other interested parties on planning applications. However, you may wish to mention your plans to your neighbours when you are submitting your application.</td>
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<td><strong>How do you consult on planning applications?</strong></td>
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<td>All planning applications are published in the local newspaper. We will also either send out a letter to neighbours within a 4m radius from the property (excluding roads) and/or put up a site notice on or near to the site. All applications are displayed on the web site and there is a facility to comment on the applications via the web site (<a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a>)</td>
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<tr>
<td><strong>What will the Planning Officer consider when looking at my planning application?</strong></td>
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<td>The Planning Officer will make a site visit before making a decision. Other material considerations include policies in the Adopted Local Plan, objection/support letters, national planning policy guidance, comments from Town/Parish Councils, comments from statutory consultees (e.g. highways)</td>
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<td><strong>Who will decide my planning application?</strong></td>
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<td>Planning Officers determine the majority of decisions (approx. 90%) Some applications may need to go to the Development Control Committee. This will be the case if the application is recommended for approval and if any of the following occur:</td>
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<td>• The application is a large-scale/major planning application which raises issues of more than local importance, this will go to the strategic planning committee</td>
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<td>• The Wiltshire Council division member for the area has requested that the application be considered by Committee.</td>
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<td>• The application for planning permission involves an elected member or senior officer of the council and objections have been received.</td>
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<td>• The authorised planning-officer considers the decision should be taken by Committee.</td>
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<td><strong>Can I speak about my application at the Development Control Committee?</strong></td>
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<tr>
<td>Yes, the public are encouraged to speak at the Development Control Committee. To register to speak please contact the committee administrator on 01225 718377</td>
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<td><strong>How often do Development Control Committees take place?</strong></td>
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<tr>
<td>The committee takes place every 3 weeks. They are held in the Council Offices and start at 6 o clock.</td>
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<td><strong>How long will it take to receive my decision after it has been made?</strong></td>
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<tr>
<td>Decision Notices are sent out within 3 working days.</td>
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<td><strong>Will I be told if my application is going to committee?</strong></td>
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<tr>
<td>Yes, the agenda is published 7 days prior to the meeting taking place. A letter to notify you of this will be sent to all agents or applicants (if no agent is employed) a week before the meeting.</td>
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