

Conservation Area Consent Application Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application. While best efforts have been made to cover most Conservation Area Consent applications, further information to that listed below may be required in some instances.

Definition

Hackney's Conservation Areas vary greatly in age, size, character and style and include the historic core of Hackney, centred on Clapton Square and also other historic urban open spaces such as Clapton Common and Clissold Park.

Other Conservation Areas protect large areas of Georgian and Victorian housing developments such as De Beauvoir Town and areas of Industrial heritage such as South Shoreditch.

If you wish to demolish or substantially demolish a building in a conservation area, you need to apply for Conservation Area Consent. You will be required to submit a supporting statement justifying the proposed demolition. Details of the criteria to address in a supporting statement are set out in government guidance note PPS5 – Planning and the Historic Environment under Policy HE6.

Conservation Area Consent applications must accompany a planning application for redevelopment of a particular site and we will consider the applications together. The conservation area consent process is therefore similar to and runs alongside the planning application process. Hackney will not permit the demolition of a building in a conservation area before it has approved the detailed design of its replacement.

Checklist

DOCUMENTATION REQUIREMENTS

To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).

Maximum file size is 5mb. Any file greater should be divided into parts and suitably named. (See submission guidance on last page).

Drawing Confirmation

All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Procedure) Order 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal.

Completed Application Form

The completed planning application forms, signed and dated.

Ownership Certificate (A, B, C or D as applicable)

The completed Ownership Certificate - A, B, C or D, as applicable and as required by Part 12 of

<p>the Town and Country Planning (Development Management Procedure) Order 2010. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.</p>
<p>Agricultural Holdings Certificate Agricultural Holdings Certificate as required by Part 12 of the Town and Country Planning (Development Management Procedure) Order 2010.</p>
<p>The Appropriate Fee The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.</p>
<p>Location Plan All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and should identify all the land to which the application relates. The original plus two copies (unless submitted electronically) should be submitted. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>
<p>The Site Plan A site plan should be submitted, the original plus two copies, unless submitted electronically. The site plan should be drawn at an identified standard metric scale. It should show accurately:</p> <ul style="list-style-type: none">▪ the direction of North;▪ the development in relation to the site boundaries and other existing buildings on the site;▪ all buildings, roads and footpaths on land adjoining to site including access arrangements; <p>and the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none">▪ all public rights of way crossing or adjoining the site;▪ the position of all trees on the site, and those on adjacent land;▪ the extent and type of any hardsurfacing;▪ boundary treatment including walls or fencing where this is proposed.
<p>Design and Access Statements – only where the application is submitted with a Householder or Full Planning Permission Application.</p> <p>A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.</p> <p>For further information refer to - www.hackney.gov.uk/designandaccessstatements or contact the Duty Planner to determine whether a Design and Access statement is required for your application.</p>

LOCAL REQUIREMENTS	
The following information is also required with all applications.	
	Notes
<p>Existing Elevations (at a 1:50 or 1:100 scale) These should show clearly the extent of the proposed demolition works. Where an existing elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	Required if demolition is proposed
<p>Existing Floor Plans (at a 1:50 or 1:100 scale) Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s)</p>	Required if demolition is proposed
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels Plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels, with levels related to a fixed datum point off site, and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the formulation of design and access statements.</p>	Required
<p>Roof Plans such as at a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p>	Required
<p>Other Plans – at a scale not less than 1:20. Show all new windows, doors, shop fronts, panelling, fire places, plaster moulding and other decorative details.</p>	Required
<p>Conservation Area Appraisal To form part of Design and Access Statement, where required, or to be an individual statement making reference to Listed Building Appraisal, where applicable, and/or local context.</p>	Required
<p>Air Quality Assessment An air quality assessment allows a full consideration of the impact of the proposal on the air quality of the area.</p>	If demolition is proposed the method of demolition required in areas of Air Quality Improvement
<p>Biodiversity Survey and Report Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981</p>	<p>Required if proposal is likely to have an impact on wildlife and diversity. Applications that may trigger the requirement for a protected species survey include:</p> <ul style="list-style-type: none"> ▪ Proposals within 50m of woodland, water, lines of trees or Sites of Importance for Nature Conservation; ▪ Proposals affecting any buildings,

<p>or the Conservation (Natural Habitats etc) Regulations 1994.</p> <p>The details of ways in which a development will protect and enhance biodiversity through on-site measures, including green roofs and walls, planting and artificial nesting sites should be set out. Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological conservation (PPS 9) (August 2005) and associated Circular 06/2005. Further guidance on the detailed validation requirements for biodiversity is available from the Council.</p>	<p>structures, features or locations where protected species are known to be present;</p> <ul style="list-style-type: none"> ▪ Proposals involving lighting of churches, listed buildings and open spaces; ▪ Proposals affecting trees, woodland and hedgerows; ▪ Proposals affecting derelict land, allotments, railway land, bridges tunnels, cellars and similar underground structures.
<p>Heritage Statement (Archaeological Assessment) The application must be accompanied by a desk based archaeological assessment and archaeological evaluation report in accordance with PPS5 Planning for the Historic Environment, policy HE6.</p>	<p>Required when any proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.</p>
<p>Heritage Statement (Listed Buildings Appraisal) This statement should include a schedule of works to the listed building (s). An analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further Guidance can be found in PPS5: Planning for the Historic Environment.</p>	<p>Required when the development affects a locally or statutory listed building, the setting of a locally or statutory listed building, the development is within a conservation area or affects the setting of a conservation area.</p>
<p>Land Contamination Assessment Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.</p>	<p>Required for contaminated sites, sites previously used for industrial processes, major developments and those on or adjoining public open space.</p>
<p>Photographs and Photomontages These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.</p>	<p>Required where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.</p>
<p>Site Waste Management Plan Proposed new development should be supported by site waste management plans.</p>	<p>May be required to indicate the type and volume of materials to be demolished/ excavated, to identify opportunities for</p>

	reuse of materials, and to demonstrate management of disposal.
<p>Structural Survey A structural survey may be required in support of an application if the proposal involves substantial demolition. This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property.</p>	<p>A structural survey will be required in the following circumstances:</p> <ul style="list-style-type: none"> ▪ demolition of a listed building(s); ▪ conversion of a listed building.
<p>Tree Survey / Arboricultural Implications A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS5837: 2005 Trees in Relation To Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	<p>Applicable where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area.</p>

Submitting an application via the Planning Portal or on CD

It is recommended that Conservation Area Consent applications are submitted using the Planning Portal. Subsequently, the following requirements must be met:

<p>File Type</p> <ul style="list-style-type: none"> ▪ All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files. ▪ Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.
<p>File Size</p> <ul style="list-style-type: none"> ▪ The maximum size of any single attachment must be no more than 5MB. ▪ All drawings submitted electronically must be A3 or smaller.
<p>Electronic Plan Information Requirements All drawings must include the following information:</p> <ul style="list-style-type: none"> ▪ The print paper size; ▪ The relevant scale at that print size such as 1:50, 1:100; ▪ A scale bar showing the length of one metre and ten metres; ▪ Key dimensions.

Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Phone: Monday to Friday 9am–5pm on 020 8356 8062.

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Email: planning@hackney.gov.uk