

Prior Notification of Proposed Demolition 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 planning applications, further information to that listed below may be required in some instances.

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 should include: correct scale; key dimensions; key to scale as well as a drawing numbers.

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.

Statement

A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.

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.

The Appropriate Fee

The correct fee as outlined in Communities and Local Government Circular 04/2008 Planning-Related Fees.

LOCAL REQUIREMENTS <i>The following information is also required.</i>	
	Notes
<p>Existing Elevations (at a 1:50 or 1:100 scale) These should show clearly the proposed works in relation to what existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p> <p>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
<p>Existing Floor Plans (at a 1:50 or 1:100 scale) These should explain the proposal in detail. 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) as well as those for the proposed development.</p>	Required
<p>Existing Site Sections and Finished Floor and Site Levels Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the existing building(s). Full information should be submitted to demonstrate how existing buildings relate to existing site levels and neighbouring development.</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>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>	Required when any proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.
<p>Photographs and Photomontages These provide useful background information and can help to show how large 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>	Required for all Major applications- minimum of 2 3D visuals showing context. Also where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building all telecommunication mast applications and retention of mobile classrooms.
<p>Planning Statement A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning</p>	A supporting planning statement will be required for all major applications, major change of use applications or listed building applications, and proposals involving demolition.

<p>authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.</p>	
<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> <ol style="list-style-type: none"> 1. The demolition of a listed building(s); or 2. The 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 on CD

It is recommended that Prior Notification Telecommunications Applications are submitted using the Planning Portal and the following requirements 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 (eg 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