

APPLICATION FOR DEMOLITION PRIOR APPROVAL

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

| | | |
|---------------------------------------|--------------|--|
| The completed application form | YES → | The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions. |
| | | Requirement Included Please tick <input type="checkbox"/> |
| The correct fee | YES → | Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees . The Planning Portal includes a fee calculator for applicants |
| | | Requirement Included Please tick <input type="checkbox"/> |

Reason not included:

The Location Plan

YES

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

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

Requirement Included Please tick

Site Plan

YES

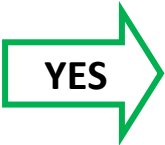
The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) All public rights of way crossing or adjoining the site
- e) The position of all trees on the site, and those on adjacent land
- f) The extent and type of any hard surfacing; and
- g) Boundary treatment including walls or fencing where this is proposed

Drawings (including floor plans and elevations)

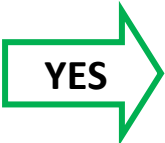


Requirement Included Please tick

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size).
The existing buildings to be demolished should be clearly shown.
Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

Requirement Included Please tick

Section drawing



Drawings at a scale of 1:50 or 1:100 showing a cross-section through the proposed building(s) are required:

- a) Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.
- b) On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.

Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections.

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Land Contamination Assessment

When required

- a) Any site situated within 250 metres of a former landfill site,
- and
- b) Any site where contamination is known to exist; or
- c) Any site where contamination is likely due to existing or previous uses.

YES

Information required

Government policy is set out in the [National Planning Policy Framework](#). Brownfield sites (development on previously-developed land) and some Greenfield sites have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, future buildings on the site and to the environment. A contaminated land assessment may also be required but the level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination:

See also Policies GEN1, GEN8 and GEN9 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Nature Conservation/Biodiversity/Ecological Assessment

When required

Any application where a Protected Species Survey is required following [Natural England's protected species flowchart](#).

YES

Information required

Applications should indicate any significant biodiversity or geological conservation interest and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), [Conservation of Habitats and Species Regulations, 2010](#) or other animals protected under their own legislation for example the [Protection of Badgers Act 1992](#). This information is important wherever the presence of protected species is suspected, or where the development is within or close to a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the [Bat Conservation Trust in its "Bat Surveys – Good Practice Guidelines"](#).

Where the [flowchart](#) indicates that there is a reasonable likelihood of a protected species a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on

[Natural England's website.](#)

The species protection provisions of the Habitats Directive, as implemented by the [Conservation of Habitats and Species Regulations, 2010](#), contain three "derogation tests" which must be applied when deciding whether to grant a planning permission for a development that may harm an European Protected species such as bats, great crested newts, dormice or otters. The three tests are that:

- the activity to be granted permission/consent must be for imperative reasons of overriding public interest or for public health and safety;
- there must be no satisfactory alternative; and
- favourable conservation status of the species must be maintained

See also Policies GEN1, CON1 to CON8 of [the Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#) and [Policy NRM6 of the South East Plan](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.