

Conservation Area Applications Checklist – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

- | | | | | | |
|---|--------------------------|----------------|--------------------------|-------------------------------|--------------------------|
| Applicant Details | <input type="checkbox"/> | Agents Details | <input type="checkbox"/> | Site Address (inc. post code) | <input type="checkbox"/> |
| Ownership certificates | <input type="checkbox"/> | Proposal | <input type="checkbox"/> | Materials | <input type="checkbox"/> |
| Additional information (Please provide a list) | <input type="checkbox"/> | | | | |
| Completed and submitted on-line and copy saved. | | | | | <input type="checkbox"/> |
| Contact list included telephone number and e-mails (Not to be shown on the web) | | | | | <input type="checkbox"/> |

2. Site Plan

- | | |
|---|--------------------------|
| A site plan at a scale of 1:1250 or 1:2500 | <input type="checkbox"/> |
| Site Boundary indicated by a red line | <input type="checkbox"/> |
| Material Ownership of adjoining Land shown by a blue line | <input type="checkbox"/> |

3. Drawings

- | | | | |
|--|--------------------------|-----|--------------------------|
| All dimensions are in metric at a scale of 1:50 or 1:100 for floor plans, elevations, sections etc | <input type="checkbox"/> | | |
| Drawings have the scale or scale bar | <input type="checkbox"/> | | |
| Drawings have critical dimensions | <input type="checkbox"/> | | |
| North is indicated on all drawings | <input type="checkbox"/> | | |
| Detail plans at as scale of 1:20
(e.g. new doors, windows, panelling, moulding, decorative details etc) | <input type="checkbox"/> | | |
| Drawings showing the extent of demolition | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| List of Drawings submitted (e.g. Drawings register) | | | <input type="checkbox"/> |
| List of other document submitted (Schedule of document submitted) | | | <input type="checkbox"/> |
| Drawing file sizes not greater than 2Mb | | | <input type="checkbox"/> |
| List of materials submitted or links to Manufacturers web sites | | | <input type="checkbox"/> |

4. Photographs

List of Photographs/photo montages with context and purpose explained

Size of each photograph file is below 1Mb.

Link to web site showing digital photos or videos of the site and surrounding

Photographs provided on CD/DVDs

5. Supporting Statements

A list of supporting statements/impact studies

Planning

Heritage

Design

Structural/Condition Survey

Other (please attach a list)

Maximum size of each supporting documents is 2Mb

6. Other

Other information (Please attach list)

7. Pre-Application Discussion With

Local Planning Authority

English Heritage

Other

List of documents included e.g. letters, minutes etc