

Application for prior notification of proposed demolition

Checklist and Advice

- Completed form or written description of the proposed development
All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.

- A statement that the applicant has displayed a site notice
A notice to owners of the application site must be completed and served in accordance with accordance with [A.2\(b\)\(III\) of Part 31 of Schedule 2 to the General Permitted Development Order 1995](#)

- Fee

- Photographs/photomontages
Showing the whole building and its setting and/or the particular section of the building affected by the proposals.

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.

- 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 authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

- Land contamination assessment
Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with [Planning Policy Statement 23: Planning and Pollution Control \(November 2004\)](#). 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. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.