



## Application for prior notification of proposed demolition

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email [planning.mail@cotswold.gov.uk](mailto:planning.mail@cotswold.gov.uk)

**Once you have completed this checklist please send it or a copy to us with your application.**

Information required	Tick when provided
<p><b><u>Completed Application Form</u></b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"> <li>All applications</li> </ul> <p><b>Information Required:</b></p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><b>A statement</b> that the applicant has displayed a site notice in accordance with Part 11 of Schedule 2 of the <i>The Town and Country Planning (General Permitted Development) (England) Order 2015</i></p>	
<p><b><u>Correct Planning Application Fee</u></b></p> <ul style="list-style-type: none"> <li><a href="#">CDC web-site Planning Fees page</a></li> <li><a href="#">Planning Portal Fee Calculator</a></li> </ul>	
<p><b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b></p> <p>For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a></p>	
<p><b>Site Location Plan:</b> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p>	



<p><b>When required:</b></p> <ul style="list-style-type: none"><li>• All applications</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found</li><li>• <b>Red</b> outline to identify the application site (including visibility splays) and access point to the site from the public highway</li><li>• <b>Blue</b> outline to identify other land owned by the applicant.</li></ul>	
<p><b><u>Existing and Proposed Site Block Plan:</u></b> at a scale of at least 1:500</p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>• All applications</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• The existing site plan must show the existing structures, boundary treatments, trees etc. on the site</li><li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li><li>• Any trees or hedges within the application site or on adjoining properties which are within falling distance of the proposed development</li><li>• Any new boundary walls or fencing proposed as part of the development</li><li>• The existing and proposed parking arrangements and details of access to the highway</li></ul>	
<p><b>Demolition Method Statement</b></p>	
<p><b>Additional information that may be required</b></p>	<p><b>Tick when provided</b></p>
<p><b><u>Biodiversity Survey and Report</u></b></p> <p><b>When Required:</b></p> <ul style="list-style-type: none"><li>• If proposals could affect any wildlife site, habitat, natural feature or species.</li></ul> <p><b>Information required:</b></p> <ul style="list-style-type: none"><li>• Further advice on when an assessment is required can be found <a href="#"><u>here</u></a>.</li><li>• Further advice on what information is required can be found <a href="#"><u>here</u></a>.</li></ul> <p>Please note that if surveys are required following the desk based assessment these <b>will</b> be required to be submitted with the planning application.</p>	



<p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	
<p><b>Photographs of the building(s) / Structure(s) to be demolished</b></p>	
<p><b><u>Tree Survey/Arboricultural Impact assessment</u></b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>• Any proposal involving development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) which could affect trees or hedges within or bounding a site.</li><li>• This applies to any tree or hedge with a stem diameter greater than 75mm when measured at 1.5m above ground level.</li></ul> <p><b>Information required:</b></p> <ul style="list-style-type: none"><li>• Where an application involves works or development that affect trees within a site, the species, position of trees and canopy spread should be accurately shown on a site plan.</li><li>• Shall be carried out in accordance with the guidance in <i>British Standard 5837 Trees in relation to design, demolition and construction – Recommendations</i>.</li><li>• Following the tree survey, and depending upon the size and scale of the proposals, an Arboricultural Impact Assessment maybe required and shall include a tree protection plan, plan indicating trees for retention and removal, an evaluation of impact of proposed tree losses, any specialist issues that may need to be addressed by an arboricultural method statement</li></ul> <p>Further guidance can be found <a href="#"><u>here</u></a>.</p>	

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**