



A Guide to Making An Application for Conservation Area Consent

The following notes have been prepared to help applicants who are applying for conservation area consent. Please check whether you require planning permission or permission under any other enactments in addition to conservation area consent.

Attention given to the points set out below will ensure that your application is considered without delay and a decision issued in as short a time as possible.

Conservation area consent applies to the proposed demolition of unlisted buildings and certain other structures such as walls, gates, fences etc situated within a conservation area.

Some buildings and structures are exempt from conservation area consent and you are advised to seek advice on exemptions before completing the application form.

Consent for demolition will not normally be granted until there are acceptable proposals for landscaping or redevelopment of the site.

If the building involved is a listed building you should apply for listed building consent not conservation area consent.

You are also advised to read Historic Scotland's Memorandum of Guidance on Listed Buildings and Conservation Areas, published in 1998.

1 Name and Address of Applicant and/or Agent

If this form is completed by an agent (eg an architect or solicitor), all correspondence from this Service will be sent to the agent. If the agent is a firm or partnership, please give the name and phone number of the individual dealing with the application.

2 Address of the Application Site

State the full address, including postcode, of the application site.

3 Nature of Proposed Works

This should indicate the applicant's intentions.

4 Description of Work

This should clearly describe the work to be undertaken, including the proposed use of the site.

5 Existing Use

Complete for all applications and for all parts of existing buildings.

6 New Use

Complete for all applications. Please indicate proposed uses for all parts of the building and land.

7 Land Ownership

If the applicant does not own the land or building which is the subject of the planning application or if the land forms part of an agricultural holding, you must inform the owner and/or tenant by serving on them a land ownership notice and by completing this question. In most cases it will be appropriate to complete answer **A**, ie where the applicant is the owner of the ground or the lessee under a lease, the unexpired term of which is not less than 7 years. If the applicant is not the proprietor of the ground or the lessee under a lease, answer **B** will almost always be appropriate. As an alternative, the Council will advertise the application, at the applicant's expense, but only where it can be shown that the applicant has taken all reasonable steps to identify the owner.

Application Form

You must provide two copies of the completed and signed application form (one should be a photocopy).

Plans

You must submit four copies of each appropriate plan as follows:

- *A location plan, ideally based on an ordnance survey plan.*
- *A site plan to a scale of not less than 1:500 showing the site, adjoining properties and roads. A red line should be drawn round the site and the direction of North indicated. Any adjacent land owned or controlled by the applicant should be edged in blue. The position of existing buildings should be marked and the proposed demolition(s) clearly indicated.*

Land Ownership

You must serve the land ownership notification, as appropriate.

Completed Applications

Your completed application may be sent to the Executive Director (Environment), Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD or delivered by hand to Planning or to any of the Council's area offices during normal office hours. Failure to complete the forms satisfactorily or to provide all the necessary plans is likely to result in your application being delayed.

What Happens Next?

On receipt of the application, it will be checked by Planning. If the application is not complete, you will be sent a letter specifying the outstanding information that is required before the application can be registered. Once the application is complete, it will be registered, you will be sent a letter confirming the brief description of the proposed development, the application reference number, and the date of registration. You may appeal to the Scottish Ministers if the application is not determined within two months of the date of registration, unless you agree to an extension of time.

Planning will undertake appropriate consultations with other statutory agencies (such as Historic Scotland), if necessary publicly advertise the application, inspect the site, undertake a professional assessment of the proposed development, and either prepare a recommendation or determine the application.

The determination of the majority of applications is delegated to the Executive Director (Environment). Some applications are referred for decision to the Development Control Committee of the Council, which meets monthly, and which the public may attend. Certain decisions to approve the demolition of buildings in a Conservation Area require to be referred to Historic Scotland to be endorsed before the decision can be issued.

In due course, you will receive a written decision to approve, to approve with conditions, or to refuse the application. Reasons will be given for any conditions attached to an approval and reasons will be given for refusal of consent.

The pressure on Planning to determine a large number of applications as effectively and efficiently as possible means that the applicant, or the agent, will only be contacted when Planning requires the applicant to give further consideration to a particular issue, eg to provide additional information which may be required to enable a statutory consultee to respond, or to consider suggested design amendments to the proposal.