



## **Conservation Area Consent Submission Checklist**

**This checklist sets out the minimum information required for a valid application. If you do not supply the information listed below your application will not be registered.**

If you require any additional information on what is required to be submitted for a valid application please contact our Customer Service Centre on 01738 475300 or email [planningvalidupdates@pkc.gov.uk](mailto:planningvalidupdates@pkc.gov.uk)

- **Drawings must be drawn to a recognised scale and include an accurate metric scale bar.**
- **All 'DO NOT SCALE' disclaimers should be removed or reworded e.g. 'scale only for planning purposes' or 'do not scale for construction purposes'**
- **Only one complete set of drawings are required for all applications**
- **Ensure that plans are titled, include the site address, have a drawing number and revision number where applicable**

<b>Requirement</b>	<b>Description</b>	<b>Required</b>
Application Form	One copy of the Conservation Area Consent application form must be completed in full, signed and dated. The application can be made online on the e-planning website at <a href="http://www.eplanning.scot">www.eplanning.scot</a> .	✓
Land Ownership Certificate	The appropriate certificate (obtained as above) must be completed, signed and dated. The applicant is required to certify if the applicant owns the land and if there are any other owners or agricultural tenants.	✓
Location Plan	At a scale of 1:1250 or 1:2500 (or larger). This must show; <ol style="list-style-type: none"> <li>a) A north point</li> <li>b) The land to which the proposal relates (the site) and its situation in relation to the locality and in particular neighbouring buildings and land (land within 20m of the boundary of the site to be developed);</li> <li>c) The application site must be outlined in red. The site boundary should include all the proposed works and be one continuous site</li> <li>d) Any adjoining land in the ownership or control of the applicant should be outlined in blue.</li> <li>e) Surrounding buildings should be accurately shown and numbered or named to ensure that the exact location of the site is clear</li> <li>f) At least 2 named roads should be identified</li> </ol>	✓

	<p>g) Should be based on an up-to-date Ordnance Survey map and ideally extend to a full A4 paper size.</p> <p>h) In rural situations or if the site is located out with a settlement boundary a 1:10 000 scale location plan (or other suitable equivalent scale) should be submitted.</p>	
Site Plan / Block Plan	<p>At a scale of 1:200 or 1:500. This must show;</p> <p>a) The position of existing buildings on the site and clearly identify the buildings or part buildings proposed for demolition</p> <p>b) The site boundaries should be outlined in red to mirror the location plan submitted</p> <p>c) Where possible show all buildings, roads and footpaths on land adjoining the site including the access arrangements</p> <p>d) A north point</p> <p>e) The extent and type of any hard surfacing</p> <p>f) Boundary treatment, including walls or fencing</p> <p>g) Any trees on site, positioned as accurately as possible</p>	✓
Elevations	<p>At a scale of 1:50 or 1:100 showing;</p> <p>a) All elevations of the existing building including orientations (North/East/South/West)</p> <p>b) Coloured photographs can also be submitted but do not replace the need for scaled drawings.</p>	✓
Supporting Information	<p>You should provide supporting information to address the points that will enable the Planning Authority to give effective and efficient consideration of your application. This should set out your case for demolition on one or more of the following:</p> <ul style="list-style-type: none"> <li>• If you believe that the building does not make a positive contribution to the character of the conservation area, you should include a statement outlining the evidence to support this assertion;</li> <li>• If you believe that the building is incapable of repair, a detailed survey should be provided highlighting the issue(s) which cannot be resolved;</li> <li>• If you believe that the building is capable of repair but that this is not economically viable to achieve, a detailed survey should be provided together with a priced schedule of works for the repair of the building and evidence of the value of the building once repaired. In addition, it will normally be important to show that the building has been marketed for a reasonable period, normally not less than 6 months</li> <li>• If you believe that the replacement scheme offers significant community benefits a statement should be provided explaining the nature of these benefits and how they cannot be realised if the building is retained.</li> <li>• If your proposal is not to rebuild but to use the cleared area for parking, access or amenity purposes, the authority has to consider whether these purposes are reasonable, and whether the existence of an area of ground without a building will be in character with the</li> </ul>	✓

	current building density in the conservation area. Information which is submitted in support of the application should therefore address the question of preservation and enhancement of the character of the conservation area.	
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If you or someone you know would like a copy of this document in another language or format, (On occasion only, a summary of the document will be provided in translation), this can be arranged by contacting the  
Customer Service Centre  
on  
01738 475000

	Council Text Phone Number 01738 442573
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