



Application for prior notification – proposed demolition

NATIONAL REQUIREMENTS

- A completed form or written description of the proposed development
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995
- The appropriate fee

LOCAL REQUIREMENTS

Additional Mandatory Documents	Photographs and photomontages showing the building to be demolished
	Plans: Plans marked “Do Not Scale”, or similar, cannot be accepted. All plans must have a scale bar. All plans should show the original paper size.

Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Location Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey and confirmed as such.</p> <p>It must be accurate and up-to-date, showing the site and adjoining properties with at least two roads shown along with the road names (where appropriate).</p> <p>The whole of the application site including access to the highway must be outlined in RED. The scale must be 1:1250 or 1:2500 and show the direction of north (The scale on large site plans can be adjusted accordingly to show the whole of the area). If the applicant owns or controls any adjoining land, the land must be outlined in BLUE.</p>
	Block / Site Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey.</p> <p>The block / site plan should be at a scale of 1:500 showing the site centred on the map and showing the proposal in relation to all adjoining buildings and properties that have a common boundary, whether or not separated by a road. Furthermore, the plan must show the position, size and species of any trees in, or just outside, the site and the position of any new or altered access for cars and pedestrians and any changes to the parking arrangements. The plan also needs to show the direction of north.</p>

	Biodiversity Survey and report	<p>If the proposal involves the demolition of an existing building, alterations or the removal of the roof of an existing building, for example by adding a first floor to a bungalow or a loft conversion, the application should be supported by a bat assessment to confirm whether bats might be present. For domestic properties, the assessment may be carried out by the householder and if there is no evidence of bats being present this should be confirmed in writing and submitted with the application. If there is evidence of bats then a full bat survey will be required.</p> <p>Similarly, if there is the potential for an effect on badgers, their setts or foraging areas, details of surveys and how the design has reflected this needs to be submitted.</p> <p>For further information go to:www.naturalengland.org.uk/conservation/wildlife-management/licensing/species/bats.htm#advice</p> <p>http://www.bats.org.uk/publications_download.php/248/batsplanning.pdf</p> <p>Alternatively telephone Natural England (SE Regional office) on 0238 028 6410 or</p> <p>The Bat Conservation Trust on 0845 1300 228</p> <p>The Hampshire Biodiversity Checklist should be completed to ascertain whether this is necessary</p>
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