

Prior Notification of Proposed Demolition Validation Checklist

Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This Validation Checklist covers most Prior Notification of Demolition applications, although in some instances additional information may be required. In these cases, you will be notified in writing by the Planning Officers.

Documentation Requirements

Submitting an Application via the Planning Portal

File Type:

- All drawings should be attached as .pdf (Adobe Acrobat) files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size:

- The maximum size of any single attachment must be no more than 10MB.
- In the case of much larger documents like Design & Access Statements, Transport Assessments, Flood Risk Assessments etc, where it proves difficult to create the entire document in less than 10mb, the document should be broken down into sections, labelled accordingly and sized at no more than 10mb.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- Drawing name;
- The relevant scale at that print size (e.g.: 1:50, 1:100);
- A scale bar showing the length of one metre and ten metres; and
- Key dimensions.

National Requirements

The Town and Country Planning (Development Management Order) 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Tower Hamlets requires an original plus two (2) copies of all plans, forms and documents where the application is not submitted via Planning Portal.

Statement

A statement that the application has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995.

Description

A written description of the proposed development.

The Appropriate Fee

The correct fee as outlined in the planning fees practice guidance, 17th October 2014

Local Requirements

<p>Existing and Proposed Elevations (at a 1:50 or 1:100 scale)</p> <p>These should show clearly the proposed works in relation to what is existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>	Desirable
<p>Existing and Proposed Floor Plans (at a 1:50 or 1:100 scale)</p> <p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.</p>	Desirable
<p>Existing and Proposed Site Sections and Finished Floor and Site Levels</p> <p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the</p>	Desirable
<p>Roof Plans – Existing and Proposed (at a 1:50 or 1:100 scale)</p> <p>A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.</p>	Desirable

<p>Biodiversity Survey and Report</p> <p>Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981 or the Conservation (Natural Habitats etc) Regulations 1994.</p> <p>The details of ways in which a development will protect and enhance biodiversity through on-site measures, including green roofs and walls, planting and artificial nesting sites, should be set out. Enhancements should contribute to objectives in the Local Biodiversity Action Plan.</p> <p>Further guidance on the detailed validation requirements for biodiversity is available from the Council.</p>	Desirable
<p>Construction Management Plan</p> <p>A statement which details the procedures for managing the construction process. This includes frequency and movement of vehicles, on site storage, environmental mitigation measures, and general construction methodology.</p>	Desirable
<p>Heritage Assessment</p> <p>A statement which considers the special significance of heritage assets, and the harm or impacts caused by the development proposal.</p> <p>For Listed Buildings, the assessment should include a</p>	Desirable

<p>schedule of works to the listed building (s). An analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of the adjacent listed buildings maybe required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p>	
<p>Parking and Access Details (Parking Provision)</p> <p>Plans should include details of any existing / proposed access and a proposed parking layout.</p>	Desirable
<p>Photographs and Photomontages</p> <p>These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.</p>	Desirable
<p>Planning Statement</p> <p>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.</p>	Desirable
<p>Structural Survey</p> <p>A structural survey may be required in support of an application if the proposal involves substantial demolition. This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property.</p>	Desirable
<p>Tree Survey / Arboricultural Implications</p> <p>A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of BS5837: 2005 Trees in Relation To Construction to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboricultural Officer before submission.</p>	Desirable

Further Information

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Either face to face or via telephone: Monday to Friday 9am–1pm;
0207 364 5009