



## CHECKLIST FOR CONSERVATION AREA CONSENT APPLICATIONS

This checklist sets out the information that should be supplied with an application for Conservation Area Consent and contains minimum national requirements and the local requirements that may be applicable.

N.B. Conservation Area Consent is not required to alter or extend a property in a Conservation Area. This type of consent is only required for DEMOLITION of buildings above a certain size.

The national requirements are based on those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008

### NATIONAL REQUIREMENTS

**Application Form** for conservation area consent

#### Location Plan

- A plan which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. A blue line should be
- **Plans and Drawings** or information necessary to describe the subject of the application including:
  - Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries.
  - Existing and proposed elevations (eg at a scale of 1:50 or 1:100).

#### Ownership Certificates

- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- N.B. for this purpose an "owner" is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

**A Design and Access Statement** - will be required. This will need to justify why demolition of the building is being proposed. Policy DAP9 of the Warwick District Local Plan 1996-2011 should be referred to for further guidance.

**Fees – no fee is payable with an application for Conservation area Consent.**

**LOCAL REQUIREMENTS** – may include some or all of the following:

**Structural Survey** – where works of demolition are proposed

Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional information required. To avoid this happening, you may wish to contact a planning officer to clarify the information requirements for your application.



If you need help or advice, please telephone numbers given below during office hours:-  
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,  
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

**Western Area Team:** Direct Line ( 01926 456532 ) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

**Eastern Area Team:** Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

**Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.**