

Application for Conservation Area Consent

Official Use
Application No. _____

This form is specifically designed to be downloaded and completed offline. If completing a printed version, please use black ink and block capitals as the document will be scanned once received by the Planning Authority.

This form is to be used for applications for consent to demolish, whether in whole or in part, unlisted buildings within a conservation area. This consent is in addition to any planning permission which you may require to replace the building.

If you would rather make this application online, you can do so on the Planning Portal (<https://submissions.planningsystemni.gov.uk>).

Please note that when you submit a planning application the information you provide including all plans, maps, drawings, forms and associated assessments will appear on the Planning Register which is publicly available and, along with any other associated documentation (with the exception of personal telephone numbers, personal e-mail addresses or sensitive personal data), will also be published online on the Planning Portal (<https://planningregister.planningsystemni.gov.uk>). The Planning Authority will process your information in line with the General Data Protection Regulations (GDPR) requirements. A copy of the full Privacy Statement is available on the Planning Portal. To request a hard copy, please contact the Data Protection Officer for the relevant Planning Authority.

To find contact details for the Planning Authorities, including the postal or e-mail address to send offline applications to, please check their website or visit www.nidirect.gov.uk/contacts/planning-offices-ni.

Applicant's name and address
Agent's name and address (if applicable)

Name:	Name:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Tel:	Tel:
Mobile:	Mobile:
E-mail:	E-mail:
Your Ref.:	Your Ref.:

Pre-application Advice

Have you received any prior formal advice from the Planning Authority about this application?

Yes No

If Yes, please provide the reference number from the advice you were given (this will help the Planning Authority to deal with your application more efficiently)

Reference No.

Site Address

Give the full postal address of the property. If you cannot provide a postcode, then please give the most accurate description you can in order to help locate the site. *(Please outline the site in red on the location plan)*

Details of Proposal

This application is for consent to demolish, whether in whole or in part, unlisted buildings within a conservation area.

- “Building” includes any structure or erection and any part of a building. This means that items such as walls, fences, gates, railings and flights of steps are buildings for the purposes of Conservation Area Consent.
- The need to obtain Conservation Area Consent does not apply to all categories of buildings.
- This consent is in addition to any planning permission which you may require to replace the building.

Please give a detailed description of the proposed works of demolition

If required, further information about excluded categories of demolition can be viewed on the Department for Infrastructure website at <https://www.infrastructure-ni.gov.uk/publications/planning-legislative-directions> .

Please note that all demolition works must be clearly identified on the submitted plans, including full and / or partial removal of any walls, features and structures within the site, and by appropriate annotations and colours / shading. Walls, features and structures within the site that are to be retained must also be clearly identified on the submitted plans by appropriate annotations and colours / shading. If development work has already been completed, please ensure this is reflected in the description above.

Has any work already started? Yes No

If yes, please state when the work was started

Please describe the nature of the works already started

Has the work already been completed? Yes No

If yes, please state when the work was completed

Related Proposals

Please provide details of proposals for new buildings or other works on the site which accompany this application. Where a proposal for the same site already has planning permission, please provide a description of the proposal and the application reference number.

Are there any other related current planning applications or permissions for this site which are still valid or are there any enforcement cases?

Yes No

If yes, please provide the planning application and / or enforcement case reference number(s)

Certificate of Ownership

Please fill in **ONE** of the following certificates as required under Section 42 of the Planning Act (Northern Ireland) 2011. This form constitutes a statement of ownership, not proof of ownership.

CERTIFICATE A

I hereby certify that the accompanying application is made by or on behalf of

(Please use BLOCK LETTERS)

who is in actual possession of every part of the land to which the said application relates and is entitled to

(tick as appropriate)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | a fee simple absolute |
| <input type="checkbox"/> | a fee tail |
| <input type="checkbox"/> | a life estate |
| <input type="checkbox"/> | a tenancy of which at least 40 years remain unexpired in the land |

Signature of Applicant / Agent _____ Date: _____

Or

CERTIFICATE B

I hereby certify that the accompanying application is made by or on behalf of

(Please use BLOCK LETTERS)

Who is the trustee of a trust or settlement which affects every part of the land to which the accompanying application relates and that at the date of the application:

- (a) a beneficiary under the trust or settlement is in the actual possession of every part of the land; and
- (b) no person other than a beneficiary under the trust or settlement is entitled to enter into the actual possession of any part of the said land within a period of 40 years.

Signature of Applicant / Agent _____ Date: _____

Or

CERTIFICATE C

I hereby certify that the §requisite notice of the accompanying application has been given by or on behalf of

_____ (Please use BLOCK LETTERS)

to any person, who at the beginning of the period of 21 days ending with the date of the said application was, in relation to all or any part of the land affected by the application:

- (a) a person then in actual possession;
- (b) the trustee of a trust or settlement where a beneficiary under the trust or settlement was in actual possession and no person other than such a beneficiary was entitled to enter into actual possession within a period of 40 years; and
- (c) a person [not being a person falling within (a) or (b)] entitled to enter into actual possession within a period of 40 years.

The persons upon whom notice was served are:

Name and Address	Interest	Date of service of notice
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Applicant / Agent _____ Date: _____

§ Copies of the requisite notice (Form P2A) may be obtained from your local planning office

Or

CERTIFICATE D

1. I hereby certify that the person making the accompanying application:

- (a) is unable to issue a certificate in accordance with either Section 42(1)(a) or (b) of the Planning Act (Northern Ireland) 2011;
- (b) has made due enquiries and is of the opinion that they are unable to issue a certificate which would satisfy the requirements of Section 42(1)(c) of the said Act for the following reasons;

(c) has given the requisite notice of the application to the undermentioned persons who, at the beginning of the period of 21 days ending with the date of the said application, were in the actual possession of all or part of the land to which the application relates, namely:

Name and Address:

Date of service of notice:

2. Notice of the said application has been published in the _____
 (newspaper) on _____ (date) and a copy of the newspaper in which the notice
 appeared is enclosed.

Signature of Applicant / Agent _____ Date: _____

§ Copies of the requisite notice (Form P2A) may be obtained from your local planning office.

WARNING: Any person who knowingly or recklessly issues this certificate containing a statement which is false or misleading is guilty of an offence and liable on summary conviction to a fine.

Authority Employee / Elected Member Interest

Are you / the applicant / the applicant's spouse or partner, a member of staff within the council or an elected member of the council?

Yes No

Are you / the applicant / the applicant's spouse or partner, a relative of a member of staff in the council or an elected member of the council or their spouse or partner?

Yes No

If you have answered yes to either of the above questions, you / the applicant / the applicant's spouse or partner may have a duty to declare an interest in this application under the Authority's code of conduct or scheme of delegation. If necessary, a council officer may be in touch with you to confirm details.

Declaration

The information *I / we have given in this form and accompanying plans is correct and complete to the best of my / our knowledge and belief.

* I / We hereby apply for Conservation Area Consent to carry out the works described in this application and the accompanying plans.

Signature of *Applicant / Agent _____ Date _____

On behalf of _____

* Delete as appropriate