

CHECKLIST 9: DEMOLITION

For Applications for prior notification of proposed demolition by the County Council (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), Schedule 2, Part 11, Class B).

The original and 3 copies of the application form, plans and supporting information (a total of 4 copies) should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application¹.

For further information on any of the items below please contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk.

It is strongly advised that you have [a pre-application discussion](#) with a member of the Development Management Team before submitting your application.

Forms

1APP Form: to access the form directly visit [Planning Portal](#).

What information is required?

- All relevant questions answered correctly.
- All signed and dated.

Plans

Plans should be clearly titled, show the direction of north and be given a unique reference number and dated.

Location Plan

Scale 1: 1250 or 1:2500.

Scaled to fit onto A4 or A3 size paper.

Where relevant, the following information should be shown:

- Based on an up-to-date map.
- Identify roads and/or buildings on land adjoining the application site.
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Public rights of way crossing or adjoining the site and any diversions.

Landscaping / Restoration Plan

Where relevant, the following information should be shown:

- How will the site be restored.

¹ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

- Location of any material to remain onsite.

Support Documents

A copy of the site notice displayed.

A statement that a site notice has been posted in accordance with B.2 (b) (iv) of Part 11 of Schedule 2 to The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

At the same time as submitting the application for prior approval you need to post a notice on the site (in such a way that it is readily visible and legible by members of the public). The notice must be left in place for not less than 21 days in the period of 28 days beginning with the date on which the application is submitted to the County Planning Authority. The notice should contain:

- The name of the applicant.
- A description, including the address, of the building or buildings which it is proposed to be demolished.
- A statement that the applicant has applied to the County Planning Authority for a determination as to whether the prior approval of the authority will be required as to the method of demolition and any proposed restoration of the site.
- The date on which the applicant proposes to carry out the demolition.
- The name and address of the local planning authority.
- The notice must be signed and dated by or on behalf of the applicant.

Assessments

Ecological Surveys and Reports: This information is required for all applications where a proposed development is likely to have impacts on wildlife and biodiversity, including when there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it.

Emissions Assessment (Dust, Noise, Odours, Vibration): This information is required for all proposals that will involve processes generating noise, dust, odours and vibrations.

Photographs and Photomontages: This information is required for proposals that involve the demolition of an existing building or for proposals affecting heritage assets.

Planning Statement: This information is required for all planning applications.

Structural Surveys: This information is required where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition.

Tree Survey / Arboricultural Statement: This information is required where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it.

Fees

See the [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.