

# CONSERVATION AREA CONSENT APPLICATION

PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) REGULATIONS 1990, PLANNING (LISTED BUILDINGS & CONSERVATION AREA) ACT 1990

For Office Use Only:

## 1 – Applicant

Name .....

Address .....

Post Code..... Daytime Tel .....

## Agent (if any)

Name .....

Address .....

Post Code..... Daytime Tel .....

## 2 – Full postal address of building to which application relates

.....

.....

## 3 – Type of building (e.g. dwelling, barn etc.)

.....

## 4 – Please state within which conservation area the works are located

.....

## 5 – Give a full description of the proposed works

Please indicate the extent of the proposed demolition together with any materials to be used for any works associated with making good.

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Application is hereby made to The Vale of Glamorgan Council for Listed Building Consent to carry out the works described below in accordance with the particulars given and described in the accompanying plans.

Signature of Applicant\* or Agent\* .....

\*Delete as necessary

Date.....

## Notes for Guidance - Check List

1. Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 provides that the local planning authority shall not entertain an application for Conservation Area Consent unless it is accompanied by a certificate designed to secure that owners of a building are given notice of applications relating to their building. It is the duty of applicants to give the necessary notices, and to provide the appropriate certificates; copies of the certificates are attached. Please read the advice notes below.
2. If you are the sole owner of the site to which the application relates you should complete **Certificate A**.
3. If you are not the sole owner of the site to which the application relates you should take one of the following three steps:
  - a) If you know the names and addresses of all the owners of the building to which the application relates, you should serve notice on them and complete **Certificate B**, confirming that you have done this.
  - b) If you know the names and addresses of some of the owners of the site to which the application relates, but not all of them, you should serve notice on those persons whose names and addresses you know and also publish notice of the application in a local newspaper. This notice should be published not earlier than twenty days before the date of the application. You should then complete **Certificate C**.
  - c) If you do not know the names and addresses of any of the owners of the site to which the application relates, you should publish notice of the application in a local newspaper. This notice should be published not earlier than twenty days before the date of the application. You should then complete **Certificate D**.

Owner means a person having a freehold interest or a leasehold interest of which not less than 7 years remains unexpired.
4. A copy of the notice referred to in paragraph 3 above is attached. Copies may be obtained from the Planning Division, Dock Office, Barry Docks, Barry CF63 4RT. If you have any queries regarding completion of the form or certificate please do not hesitate to contact the Planning Division.

### CHECK LIST

- Provide **3 copies** of a scale plan (scale 1:1250 or 1:2500) showing the site edged red. val of features (internal and external) is involved.
- Provide **3 copies** of the drawings clearly showing the buildings etc. as existing and the building to be demolished.
- Complete the relevant certificate and notice if required. Sign and date the certificate.
- If the forms are not fully completed and the correct number submitted with sufficiently detailed plans submitted, delays may occur in registering the application.
- All dimensions and scales should be in metric, or if using imperial scales the metric equivalent must be quoted.
- Sign & date the forms (**3 copies**).

**No Planning Fee is required in respect of the application for Conservation Area Consent.**

**A Conservation Area Consent does not imply any other consent, including Planning Permission and you should therefore also contact the Development Control Team of the authority to establish whether Planning Consent is required.**

**If you require Planning Consent then both permissions must be obtained before commencing work on site.**

## CERTIFICATE UNDER SCHEDULE 2 PLANNING (LISTED BUILDINGS & CONSERVATION) ACT 1990

For Office Use Only

Please complete and sign the appropriate certificate

### ***Certificate A*** (if you are the sole owner of the building)

**I hereby certify that:**

no person other than the applicant was an owner of any of the buildings to which this application relates at the beginning of the period of 21 days before the date of the accompanying application

Signature of applicant or agent: ..... Date .....

**or**

### ***Certificate B*** (if anyone else owns all or part of the building)

**I hereby certify that:**

the requisite Notice was given to all the persons other than myself who at the beginning of the period of 21 days ending with the date of the accompanying application were owners of the building to which the application relates.

Name & address of owner: .....  
.....

Date of service of notice: .....

Signature of applicant: ..... Date .....

**Certificate C** (Under Schedule 2 of the Planning (Listed Buildings & Conservation Areas) Act 1990)

1. I am unable to issue a certificate in accordance with either sub-paragraph (a) or sub-paragraph (b) of regulation 6(1) of the Planning (Listed Buildings & Conservation Areas) Act 1990, in respect of the accompanying application dated .....

2. I have given the requisite notice to the following persons other than myself who at the beginning of the period of 21 days ending with the date of the application were owners of the building, to which the application relates:

Name & address of owner .....

.....

Date of service of Notice.....

3. I have taken steps listed below, being steps reasonably open to ascertain the names and addresses of the owners of the building and have been unable to do so (*insert description of steps taken below*)

.....

4. Notice of the application as set out below has been published in the (*insert name of a local newspaper circulating in the locality in which the land is situated*)

.....

on ..... (*insert date of publication which must not be earlier than 20 days before the application*)

**Supply copy of the notice as published.**

Signed..... on behalf of (if required) .....

Date .....

**or**

**Certificate D** (Under Schedule 2 of the Planning (Listed Buildings & Conservation Areas) Act 1990)

1. I am unable to issue a certificate in accordance with either sub-paragraph (a) of regulation 6(1) of the Planning (Listed Buildings & Conservation Areas) Act 1990, in respect of the accompanying application dated ..... and have taken the steps listed below, being steps reasonably open to me to ascertain the names and addresses of all persons, other than myself who at the beginning of the period of 21 days ending with the date of the application, were owners of the building to which the application relates and have been unable to do so.

(*insert description of steps taken, below*)

.....

2. Notice of the application as set out below has been published in the (*insert name of a local newspaper circulating in the locality in which the land is situated*)

.....

on ..... (*insert date of publication which must not be earlier than 20 days before the application*)

**Supply copy of the notice as published.**

Signed..... on behalf of (if required) .....

Date .....

## NOTICE FOR SERVICE ON OWNERS

### PLANNING (LISTED BUILDINGS & CONSERVATION) ACT 1990

Please complete and sign this form

#### Proposal for demolishing / altering / extending / varying or discharging conditions

Take notice that application is being made to the Vale of Glamorgan Council by

.....(name of applicant)

for Listed Building Consent / Conservation Consent / variation or discharge of conditions\*

Description of works .....

.....

.....

Address of property / land to which the application relates .....

.....

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Details of application and condition reference numbers for variation / discharge of conditions\* .....

.....

If you wish to make representations about the application you should make them in writing not later than.....\*\*

to:

Head of Planning & Transportation,  
The Vale of Glamorgan Council,  
Dock Office,  
Barry Docks,  
Barry CF64 4RT

Signed..... on behalf of (if required) .....

Date.....

\* Delete where not applicable.

\*\* This date must not be at least 20 days from the date on which you serve notice on the owners