



National and Local Checklist Guidance for Applications for Prior Notification of Proposed Demolition

All applications must be accompanied by the appropriate fee. All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

This note is for guidance only and the Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

National Requirements

1. Application Form

The completed application form should be signed and dated including a clear and concise description of the proposed development. A signature is not required on electronic submissions.

2. Site Location Plan

This is to enable the Local Planning Authority, consultees and the public to identify the property. The site location plan (ordnance survey based) drawn typically at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant.

We will accept any location plans downloaded from the Planning Portal website www.planningportal.gov.uk and plans can also be obtained from Penrith Library.

3. Site Notice

It is the responsibility of the applicant to post a site notice which must be left in place for twenty-one days during the period of twenty-eight days from the date on which the application is submitted to the Council. Confirmation of the date on which the site notice is posted on site (and the location of the site notice) is required, along with a copy of the notice.

See templates contained within this document.



Site Notice - Proposed Demolition
Town and Country Planning (General Permitted
Development) Order 1995
Publicity for Notices of Intention for Demolition

Proposal at (a)

.....
.....

I give notice that (b)

.....
.....

Has applied to **Eden District Council** for permission to (c)

.....
.....
.....
.....

Application reference number (d)

.....

A copy of the application and of the plans and other documents submitted with it may be inspected during office hours at Eden District Council, Mansion House, Penrith, Cumbria CA11 7YG during the period of twenty-eight days beginning with the date of this notice.

If you wish to make your views known to the Council you should make them in writing within that period to the Chief Planning Officer at the above address. In order that your views may be properly considered in determining the application it is important that they are received within the specific period. Only observations relating to land use considerations will be taken into account.

The Council would be grateful if the contents of the notice could be made known to anyone with an interest in the proposal who may not otherwise be aware of the application. Please note that under the Access to Information Act 1985 any representations made will be open to public inspection and copies may be made available to other parties.

Signed.....

Date



Site Notice

Eden District Council

Town and Country Planning Act 1990

**Town and Country Planning (General Permitted
Development) Order 1995**

Publicity for Notices of Intention for Demolition

Certificate A

I hereby certify that on (a)

.....
.....

I/the applicant* posted on the land to which the proposal relates, the notice required by the Town and Country Planning (General Permitted Development Order 1995. This notice was left in place for at least twenty-one days.

Application number (b)

.....
.....

Signed.....

*On behalf of

.....

Date

*Delete if inappropriate.