



CLACKMANNANSHIRE COUNCIL

For Official Use Only	
Date Received.
Application Number
Fee Note Number

Application for Demolition Consent

1. Applicant (Please write in Block Capitals)

Name:

Address:

Town: Post Code:

Telephone Number:

2. Agent (if any)

Name:

Address:

Town: Post Code:

Telephone Number: Fax:

3. Proposed Demolitions

.....

.....

.....

4. Address of Application Site / Building

.....

.....

5. Type of Application

a) To determine if Planning Permission is required

b) For Planning Permission to demolish building(s)

Has a separate application for development of the property been submitted or approved? Yes No

(If yes please give application number)

6. Additional Information

What is the total floor area (external dimensions) of the building to be demolished? sq.m

What is the present use(s) of the site / building?

Do you own / control any adjoining land? Yes No

Will existing road and access arrangements remain unaltered? Yes No

Are there any trees or hedges within or on the boundary of the site? Yes No

Does your proposal involve the removal of (a) Trees (b) Hedges?

7. Certificate of Site Ownership

I hereby certify that 21 days before the submission of this application:- **(tick one box only)**

- a) The applicant did own all the land within the application site, none of which forms part of an agricultural holding.
- b) The applicant did own all the land within the application site, which is an agricultural holding. A copy of the Service Notice has been given to agricultural tenants listed below.
- c) The applicant did not own all the land involved. A copy of the Service Notice has been given to the owners of any part of the application site listed below. The site does not comprise an agricultural holding.
- d) The applicant did not own all the land involved, which is an agricultural holding. A copy of the Service Notice has been given to the owners of any part of the site and agricultural tenants listed below. (Append additional list, if necessary).

Name	Address	Date of Notice
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Certificate of Neighbour Notification

I hereby certify that:- (Tick one box only)

- A. A copy of the notification form (Part D), together with a copy of a location plan (available from the Council) of the proposed demolition has been given to all those listed below with a notifiable interest in the land beside the application site.
- B. No notification is required since there is no one with a notifiable interest in land beside the application site.
- C. All reasonable steps have been taken to find names and addresses of those with a notifiable interest in land beside the application site. A copy of the notification form (Part D), together with a copy of a location plan of the development, have been given only to those listed below. (Append additional list if necessary).

Name	Address	Interest	Date of Notice
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Declaration

I/We the undersigned declare that:-

1. The information contained in this application form is correct.
2. The necessary plans and a fee of £ _____ are enclosed.
3. The required notice has been given to affected landowners, agricultural tenants and neighbours.

Signed _____ Dated _____ on behalf of _____

10. Checklist

- 1. The necessary fee is enclosed (see Note)
- 2. The necessary plans (3 copies) are enclosed (see Note)
- 3. The site boundary is outlined in red on the Application Plans (see Note)
- 4. Any adjoining land in the control of the applicant (or owner of the application site) is outlined in blue on the Application Plans (see Note).
- 5. All affected neighbours have been notified. (see Note)
- 6. The Application form is complete and the declaration (Section 9) has been signed and dated.

Notes for Guidance

Note 1 (to help you complete section 1)

Applicants must fill in **all** of this section.

Note 2 (to help you complete section 2)

The appointment of an agent such as an Architect is optional. If this section is completed, all correspondence including the decision notice will be sent only to your agent.

Note 3 (to help you complete section 3)

State clearly which building(s) or part of which building(s) are to be demolished and why this is necessary. Please supply statement giving full description of demolition giving proposed use of development and the property after demolition. This may be in the form of a covering letter if required.

Note 4 (to help you complete section 4)

Enter only the full postal address. If unknown, identify in terms of the nearest adjoining address.

Note 5 (to help you complete section 5)

Tick only one box.

It is important to give details of any application made for development of the site / building or property.

Note 6 (to help you complete section 6)

Applicants should fill in all of this section.

Note 7 (to help you complete section 7)

If you own **all** of the application site and it is **not** a farm unit, tick box A. If it is on a farm unit, tick box B. Similarly, if you **do not** own all or part of the site and it is **not** on a farm unit, tick box C, whereas if it is part of a farm unit, tick box D. This certificate **must** be completed by all applicants.

Note 8 (to help you complete section 8)

If you have been able to notify all 'affected neighbours' (see also note 10 below) tick box A. If you have been unable to serve notification on any of the neighbours, tick box C.

This certificate **must** be completed by all applicants.

Note 9 (to help you complete section 9)

This section **must** be completed by all applicants.

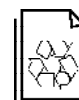
Note 10 (to help you complete section 10)

You are reminded that failure to submit the application correctly will likely cause delays beyond our control. Supplementary information is welcomed on an attached sheet of paper clearly indicating to which section the details relate.

CAUTION: You are reminded that any person who knowingly or recklessly submits false or misleading information for the purpose of obtaining consent is guilty of an offence and liable on conviction to a significant fine. A consent issued as a result of such information may be revoked.

Development Services,
Clackmannanshire Council,
Kilncraigs, Alloa
FK 10 1EB development_services@clacks.gov.uk www.clacksweb.org.uk
Tel. (01259) 450000 Fax. (01259) 727450 Legal Post No. LP14 ALLOA

This form is printed on wood pulp from a sustainable forest, is bleached without the use of chlorine gas and can be recycled.



Supplementary Notes

Town & Country Planning (Scotland) Act 1997

Town & Country Planning (General Permitted Development) (Scotland) Amendment (No.3) Order 1994

Before making an application for Demolition Consent, you should read carefully the notes below. You would also be well advised to discuss associated proposals with a member of the Planning staff prior to submitting an application.

What makes up an application for Demolition Consent?

1. A completed application form.
2. Three copies of plans detailing the proposed works.
3. The applicants fee at time of submission.

How much will it cost?

There is a charge for a Demolition Consent application (currently £40).

Should I advertise it?

1. You are required to advertise the application where you cannot notify the landowners or tenants who are entitled to be given details of your application. This means that part D of this form should be ticked. You should contact the Planning staff for advice on the required procedures.
2. The District Council is required to advertise all applications for Listed Building/Conservation Area Consent in the local press and the Edinburgh Gazette, an official journal. There is no charge to the applicant for this advertising.

The Application Form

Complete and return one copy of the form for each application. It will help to speed up consideration of the application if each section is completed in full. Cross out if it does not apply. Give a copy of the application form, Part 7 when completed, to any one who owns or is a tenant of any part of the site, to notify them of your proposal.

'Owners' of the Site

The 'owners' of the site include people who hold a lease which still has at least 7 years to run, and occupiers of any part of the site.

What Plans are Needed?

Location Plan: This should be based on an Ordnance Survey Map (1:2500 for urban areas, 1:10000 acceptable in rural areas - available from the Council) and should show the site to be developed clearly outlined in red, with other adjoining land owned or controlled by the applicant outlined in blue together with existing roads and buildings.

Block Plan: This must be at a scale of at least 1:500 and must show all buildings in the area, trees, walls, means of access etc. as existing, together with the full extent of the proposed demolition.

Demolition: In all cases supporting information on the need for demolition works should be included with the application.

To help in the copying of drawings/plans they should be drawn with black lines on white paper and at least one set of plans should be coloured.

Other Consents

Staff at Kilncraigs can advise you if you need any further consents e.g. Planning Consent, Listed Building Consent, Advertisement Consent or Building Warrant and whether you should consult any statutory undertakers.

Data Protection and Freedom of Information

The application will be held on a file open to public inspection. Details taken from the completed application form will be kept on computer files for administration and planning purposes.

Part D.

Notification Form

This form, or a copy, requires to be completed in full by the Applicant / Agent and served together with a copy of a location plan of the development, on each OWNER, LESSEE and OCCUPANT of neighbouring property (see note 10) The onus for proper and complete notification rests entirely on applicants or those acting on their behalf. Inaccurate or incomplete notification may delay the application, invalidate any approval and may render the responsible person to independent legal action by parties with a 'notifiable interest'.

TO THE OWNER / TENANT / NEIGHBOUR

An application for Demolition Consent has been lodged with Clackmannanshire Council to which you have a 'notifiable interest'. The Plans / Drawings and any supporting information relating to it may be inspected at the reception, Kilncraigs, Alloa on Monday - Friday (9 am. - 5 pm. excluding public holidays.) If you wish to visit Kilncraigs, please first telephone (01259) 450000 and ask for a member of our DEVELOPMENT MANAGEMENT staff to check if the application is available. This may save you time and trouble. You have 14 days (Landowners/Agricultural Tenants of the application site have 21 days) from the date the application has been registered in which to comment **in writing** to the Development Services at Kilncraigs, Greenside Street, Alloa, FK10 1EB.

NOTICE IS HEREBY GIVEN that an application is being made to Clackmannanshire Council by:-

(Name of Applicant)

.....

for Demolition Consent / to determine if Demolition Consent is required to:- (Full Description of Proposed Development)

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

The Address or Location of the proposed development is:-

.....
.....

and a copy of the location plan of the development is attached.

Permission is sought for determination if planning consent is required for Demolition Consent. *(Delete as necessary)*

Signed Date

Address

..... Postcode

The Council has 28 days from the date a VALID application is registered to give a determination and two months for Demolition Consent unless the applicant to an extended period. If the application is refused the applicant has the right to APPEAL to the First Minister of the Scottish Executive. If the application any objector does not have the right to appeal. The grant of Demolition Consent does no affect owners' rights to retain or dispose of their property unless there is some provision to the contrary in an agreement or lease.