



## Validation Criteria for Prior Notification of proposed Demolition

If you are notifying us of a proposal for the demolition of a building the following plans or information should be provided. Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<b>Completed form</b> (signed and dated)			
<b>A statement that a site notice</b> has been displayed on or near the land on which the building to be demolished is sited for not less than 21 days in the 28 days prior to the date on which the application is submitted to the Authority (ref: GDPO 1995 Part 31 A.2(b)(iii))			
<b>Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres</b>			
<b>Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below).</b> This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue. Where possible plans should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.			
<b>Site/ Block plan (at a scale of 1:200 or 1:500)</b> This should enable the precise identification of the structure to be demolished.			
<b>Supporting Planning Statement</b> This should detail to the Council the method of demolition and any measures for the restoration of the site following demolition.			
<b>Tree survey/Arboricultural statement</b> (Required for applications involving works within 5 metres of a tree)			
<b>The appropriate fee</b>			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (General Development Procedure) Order 1995.

Should you require further guidance, please contact: Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB  
**Tel:** 01993 861420 **Fax:** 01993861451 **Web:** [www.westoxon.gov.uk](http://www.westoxon.gov.uk) **email:** [planning@westoxon.gov.uk](mailto:planning@westoxon.gov.uk)