

## Notes for Conservation Area Consent

### Please read these notes before filling in the application form

This form is to be used for applications to Hammersmith & Fulham Council for conservation area consent to demolish, alter or extend a building in a conservation area. You must complete all of the form and the accompanying certificate.

This form should **not** be used for:

- Applications for planning permission
- Applications for listed building consent
- Applications for consent to display an advertisement
- Building regulations applications
- Applications for Certificates of Lawful Development

Forms for all the above are available from the Environment Services Department on request, at the address given.

The application form is in two parts. Part 1 must be completed to show details of the application site, who is making the application, and what the proposed work entails. Part 2 contains certificates and notices which must be completed to show details of ownership.

#### PART 1 NOTES

1. Conservation area consent must **always** be obtained when demolishing a building in a conservation area.
2. Detailed plans and drawings are **always** required.

#### PART 2 NOTES

Part 2 comprises Certificates which are required under section 11 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the local planning authority shall not consider an application for conservation area consent unless it is accompanied by one of the four ownership certificates.

**For the purposes of this form, "owner" means a person having a freehold interest or a leasehold interest in the land, the unexpired term of which is not less than 7 years. Leaseholders must serve notice on freeholders, regardless of the term of the lease.**

1. If you or your clients **are the sole owner** of all the land to which the application relates, you should **complete Certificate A.**
2. If you or your clients **are not the sole owner** of all the land to which the application relates you should take **one of the following three courses:**

a) If you know the names and addresses of all the owners of the land to which the application relates, you should give them notice in the form shown in Notice No. 1 and complete certificate B.

b) If you know the names and addresses of some of the owners of the land to which the application relates, but not all of them, you should give notice in the form shown in Notice No. 1 to those whose names and addresses you know, and also give notice of the application in a local newspaper, in the form shown in Notice No. 2. The newspaper notice should be published not earlier than 20 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 land to which the application relates, you should give notice of application in a local newspaper, in the form shown in Notice No. 2. This notice should be published no earlier than 20 days before the date of the application. You should then complete certificate D.

**Any person who knowingly or recklessly issues a certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine not exceeding £1000.**

**No matter what certificate applies, the bottom of Page 4 must be signed and dated.**

Please use the label attached to the application form as this will ensure your application is processed in the quickest possible time or send your application to:  
Environment Services Department  
Hammersmith & Fulham Council  
3rd Floor, Town Hall Extension  
King Street  
London W6 9JU

Further information and advice is available from:  
Environment Services Department Reception  
Hammersmith & Fulham Council  
3rd Floor, Town Hall Extension  
King Street  
London W6 9JU

Telephone:  
020 8748 3020 extension 3330/3331  
020 8753 1081 (direct line).