

CHECK LIST FOR APPLICATIONS TO DO ALTERATIONS AND DEMOLITIONS.

- All documents must be bound in an A4 Format and filed in the same order as this Checklist.
- Plans are to be folded to an A4 size and placed loose at the back of your document.
- Complete this checklist as comprehensively and attach it to your application.
- Incomplete applications will not be processed! In order to prevent unnecessary delays and frustration, it is therefore suggested that you tick the attached checklist and then submit it together with the rest of the application documents.

i)	COMPLETED APPLICATION FORM (301)		
ii)	3 SETS OF PLANS	2 SETS NOT COLOURED IN. (One approved and stamped set will be returned to the applicant.)	
		1 SET COLOURED IN	
iii)	CLEAR COLOUR PHOTOGRAPHS: (Alterations):- All elevations & Interior – where applicable. (<i>Labelled and Context.</i>) (Total demolitions):- All elevations & Interior – full interior. (<i>Labelled and Context.</i>)		
	STREET ELEVATIONS OF NEIGHBOURING PROPERTIES – COLOUR: - (Neighbours on the sides and across the road): - (Alterations & Total Demolitions) (<i>Labelled elevations and Context.</i>)		
	STREETScape OF AREA IN FRONT OF THE PROPERTY – COLOUR: - (Alterations & Total Demolitions) (<i>Labelled street views taken in both directions.</i>)		
iv)	COPY OF ORIGINAL BUILDING PLAN. (If the Local Authority does not have the original (First) plans, then an official letter from the Local Authority, stating that no plans are available, will be required.)		
v)	LOCALITY PLAN (Copy of a page from a map book with the position of the property indicated.)		
vi)	SITE DEVELOPMENT PLAN (SDP)		
vii)	HISTORICAL BACKGROUND INFORMATION, OWNERSHIP & ARCHITECTURAL.		
viii)	COMMENTS – STATE-OWNED PROPERTY (NATIONAL)		
ix)	PROOF OF INVITATION FOR COMMENTS FROM INTERESTED / AFFECTED PARTIES. (All Total Demolitions & All State-owned building.) Expire:		
x)	COMMENTS RECEIVED FROM INTERESTED PARTIES. (Official use)		
xi)	A LETTER FROM THE HERITAGE TRUST / BODY, SHOULD THE BUILDING BE SITUATED IN A HERITAGE AREA.		
xii)	SIZE OF STAND (m²)		
xiii)	OTHER (Specify)		

Application received: _____
 Notified of outstanding info: _____
 Outstanding info received: _____

Please note that the application time period is 8 – 10 weeks from the date when all outstanding info has been received.