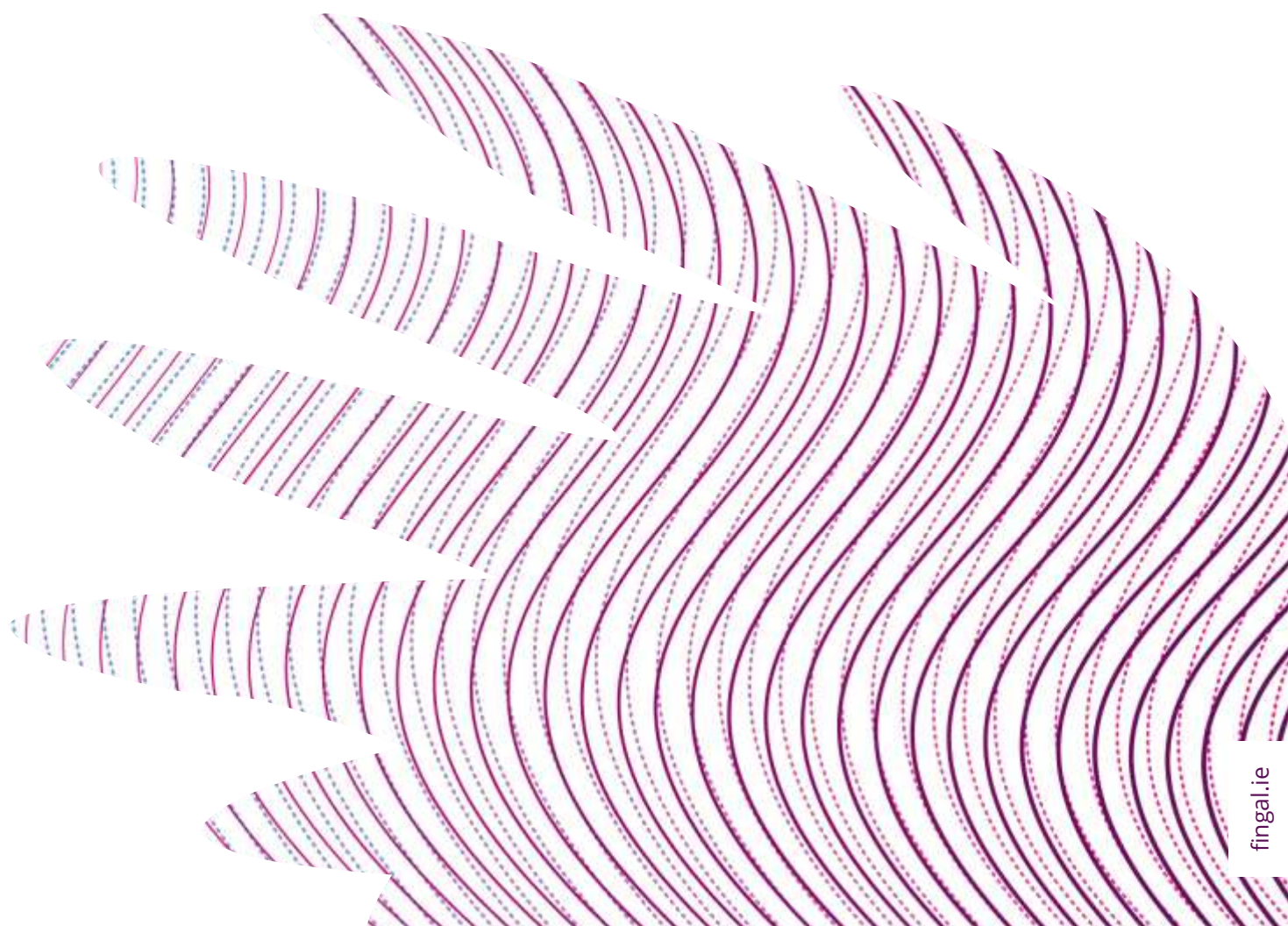




Validation Checklist: Planning Applications related to Protected Structures



VALIDATION CHECK LIST

To be used in assessing the validity of planning applications relating to structures that are protected.

It is recommended that pre-planning consultation takes place with the Conservation Officer prior to the submission of a planning application as the detail of information required will be dependent on the significance of the structure and the extent and nature of the works proposed. In general applications for development that incorporate a Protected Structure should be accompanied by the following documentation:

- **Public notices** (i.e. newspaper notice and site notice) - Any planning application relating to a Protected Structure or Proposed Protected Structure must indicate the protected status on the notices.
- **Copies of Plans and Particulars** – Fingal County Council requires ten copies of all drawings, plans and accompanying documentation for an application relating to a Protected Structure or Proposed Protected Structure as copies of the application must be circulated to the prescribed authorities.
- **Site plan** - showing the Protected Structure in its setting, the relationship of the structure to its curtilage, its urban or rural surroundings and the adjacent land in the ownership of the applicant.
- **Drawings of the Existing Situation**
 - Plans, sections, elevation and contextual drawings of the existing Protected Structure(s) at a sufficient scale to indicate the general arrangement of the structure and of ancillary buildings, where relevant.
 - Drawings as they exist of elaborate or detailed features like fireplaces, stairs, cornices or joinery at scales of 1:10 or 1:5 will be required where they will be directly impacted by the proposed works.
- **Drawings of the Proposed Changes**
 - Plans, sections, elevation and contextual drawings showing the proposed changes to the Protected Structure(s) and of ancillary buildings, where relevant. Changes to be clearly hatched or highlighted. The preferred scale for such drawings is 1:50 or 1: 100.
 - Drawings of the proposed changes to elaborate or detailed features like fireplaces, stairs, cornices or joinery at an appropriate scale will be required where they will be directly impacted by the proposed works.
 - Detailed drawings outlining the impact and method of insertion of proposed partitions
 - Detailed drawings of wall and roof junctions between the existing structure and any new extensions or link buildings where this is proposed.

- **Justification for the Proposed Interventions** – A brief written statement should be submitted describing and justifying the proposed works and the philosophy that informs their methodology.
- **Photographic Survey**
 - Photographs should be submitted that are sufficient to describe the overall appearance of the exterior of the structure including all exposed sides, its setting and its relationship with surrounding structures.
 - Photographs should be submitted of any interior features that it is proposed to change. Internal photographs should be marked and numbered so that they can be related back to a survey drawing.

ARCHITECTURAL HERITAGE IMPACT ASSESSMENT

For buildings of a complex nature or where proposals are likely to have a significant impact on the architectural heritage a more detailed Architectural Heritage Impact Assessment will be required, which should include:

- **Written Description of Protected Structure (and its setting):** Describe the form, scale, architectural style and materials of the Protected Structure in detail along with its setting including any relevant ancillary buildings, designed landscape features, boundary treatments, views and vistas that will be impacted by the proposed development.
- **Historical Appraisal:** This should include a brief analysis of the age of the existing fabric explaining the different building stages presented in a chronological order and cross referenced to photographs that are annotated on a survey drawing(s). The account should refer to social and historical connections of the structure with emphasis on the evidence available in the physical fabric of the building and its surroundings. The account should include an outline of the comparative significance of the structure. The history should be based on the investigations of the physical fabric, analysis of historic cartographic material and other sources such as deeds or historic drawings.
- **Inventory and Detailed Photographic Record:** A detailed room-by-room architectural inventory should be submitted along with a comprehensive good quality photographic survey. The photographs should have explanatory captions and be cross referenced to the historical account and the plans. The survey should include exteriors, interiors and detailed photographs of architectural and historical features of merit and designed landscape features where appropriate. The photographic survey should also show the structures in context.
- **Condition Assessment:** This assessment should be on an element by element basis and should cover where relevant the following: externally- roof, walls, doors, windows; internally - staircases, doors, windows, other joinery, walls, floors, ceilings including cornices, decorative finishes, architectural sculptures and art, chimney pieces, structure

and mechanical systems. Site features including subsidiary buildings, landscape features, follies and boundary treatments should also be assessed.

- **Statement of Significance:** An evaluation of the quality and importance of the structure should be summarised.
- **Impact Assessment:** An evaluation should be set out of the implication of the proposed development on the character of the structure and its setting highlighting how the elements that contribute to its special interest would be materially altered by the development. A method statement and specification for works should be included.