

Linden House  
The Falconers  
Redbourne  
Gainsborough  
N Lincs  
DN21 4AS

Planning Office  
North York Moors National Park Authority  
The Old Vicarage  
Bondgate  
Helmsley  
York  
YO62 5BP

20<sup>th</sup> March 2020

Dear Sir/Madam

**Re:- Planning application for Cliffroyd, Robin Hoods Bay , YO22 4SN**

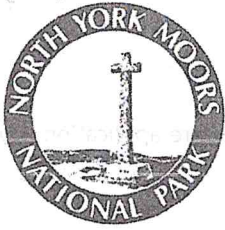
Please find enclosed the original and 3 copies of my application for planning permission for repairs and alterations to the above premises.

I enclose a cheque for £206 as advised today.

I hope that the details are sufficient for the application to be submitted at the next committee meeting. If there are any omissions please do contact me as soon as possible.

Yours faithfully

Christopher B Chapleo



North York Moors National Park Authority  
 The Old Vicarage  
 Bondgate  
 Helmsley  
 York  
 YO62 5BP

Telephone: 01439 772700  
 Email: [planning@northyorkmoors.org.uk](mailto:planning@northyorkmoors.org.uk)  
 Website: [www.northyorkmoors.org.uk](http://www.northyorkmoors.org.uk)

**Householder Application for Planning Permission  
 for works or extension to a dwelling and listed building consent.  
 Town and Country Planning Act 1990  
 Planning (Listed Buildings and Conservation Areas) Act 1990**

**You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)**

**Publication of applications on planning authority websites**

**Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.**

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

**1. Applicant Name and Address**

Title:  First name:   
 Last name:   
 Company (optional):   
 Unit:  House number:  House suffix:   
 House name:   
 Address 1:   
 Address 2:   
 Address 3:   
 Town:   
 County:   
 Country:   
 Postcode:

**2. Agent Name and Address**

Title:  First name:   
 Last name:   
 Company (optional):   
 Unit:  House number:  House suffix:   
 House name:   
 Address 1:   
 Address 2:   
 Address 3:   
 Town:   
 County:   
 Country:   
 Postcode:

**3. Description of Proposed Works**

Please describe the proposed works:

**NYMNPA**

**23/03/2020**

### 3. Description of Proposed Works (continued)

Has the work already started?  Yes  No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work already been completed?  Yes  No

If Yes, please state when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

### 4. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.  
(must be completed if postcode is not known):

Easting:  Northing:

Description:

THREE STOREY, THREE  
BEDROOM, TERRACED  
HOUSE

### 5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?  Yes  No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY):   
(must be pre-application submission)

Details of pre-application advice received?

please see enclosed copy  
of letter —

### 6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?  Yes  No

Is a new or altered pedestrian access proposed to or from the public highway?  Yes  No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way?  Yes  No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/drawing(s)

### 7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development?  Yes  No

If Yes, please mark their position on a scaled plan and state the reference number of any plan(s)/drawing(s):

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?  Yes  No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/drawing(s) and indicate the scale.

# Materials

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof covering		(Maintenance check on tiles only - like for like replacement if needed)	<input type="checkbox"/>	<input type="checkbox"/>
Chimney		(Maintenance repointing as necessary with similar material)	<input type="checkbox"/>	<input type="checkbox"/>
Windows			<input checked="" type="checkbox"/>	<input type="checkbox"/>
External doors	Front door A panelled - upper panels glazed - rotten wood.	Replacement with like for like door and fixments (toughened glass in upper panels)	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal walls	B1 over staircase panelling damp C2 ground floor under stairs cupboard damp	remove wall paper, check for damp - replace like for like remove panelling, address damp replace like for like	<input type="checkbox"/>	<input type="checkbox"/>
Floors	ground floor under stairs cupboard damp -	Remove concrete, address damp - replace with a limecrete floor	<input type="checkbox"/>	<input type="checkbox"/>
Internal doors	D1 no door to kitchen/hall - E2 lounge door - replace with door that fits - F3 attic bathroom - enlarge -	four panelled door with interment strip / self closing hard fire resistant boxed in above like for like A panelled.	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods		(Maintenance of gutters)	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls) BALCONY	No protective railing to low balustrade	Place traditional double horizontal rails to 3 sides of balcony - galvanized and worked	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (add description)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans?  Yes  No

If Yes, please state plan(s)/drawing(s) references:

### 9. Demolition

Does the proposal include the partial or total demolition of a listed building?  Yes  No

If Yes, which of the following does the proposal involve?

- a) Total demolition of the listed building:  Yes  No
- b) Demolition of a building within the curtilage of the listed building:  Yes  No
- c) Demolition of a part of the listed building:  Yes  No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)	
ii) What is the volume of the part to be demolished?(cubic metres)	
iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)	

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

### 10. Listed Building Alterations

Do the proposed works include alterations to a listed building?  Yes  No

If Yes, do the proposed works include: (you must answer each of the questions)

- a) Works to the interior of the building?  Yes  No
- b) Works to the exterior of the building?  Yes  No
- c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?  Yes  No
- d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?  Yes  No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

c) REF — G AND BALCONY (CHIMNEY)

d) REF — B & C

See attached note

### 11. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

- Grade I  Ecclesiastical Grade I
- Grade II\*  Ecclesiastical Grade II\*
- Grade II  Ecclesiastical Grade II
- Don't know

### 12. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
- No
- Don't know

If Yes, please provide the result of the application:

### 13. Parking

Will the proposed works affect existing car parking arrangements?  Yes  No

If Yes, please describe:

### 14. Authority Employee / Member

With respect to the Authority, I am:

- (a) a member of staff
  - (b) an elected member
  - (c) related to a member of staff
  - (d) related to an elected member
- Do any of these statements apply to you?  Yes  No

If Yes, please provide details of the name, relationship and role

## 15. Ownership Certificates

One certificate A, B, C, or D must be completed, together with the Agricultural Holdings Certificate with this application form

### CERTIFICATE OF OWNERSHIP - CERTIFICATE A

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):



### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):




### CERTIFICATE OF OWNERSHIP - CERTIFICATE C

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**15. Ownership Certificates (continued)**

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990**

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**16. Agricultural Land Declaration**

**AGRICULTURAL LAND DECLARATION**

**Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12**  
Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

/

20/03/2020

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

**17. Planning Application Requirements - Checklist**

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

- |  |   |  |
|--|---|--|
| The original and 3 copies of a completed and dated application form: <input type="checkbox"/>  | The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: <input type="checkbox"/> | The correct fee: <input type="checkbox"/>  |
| The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: <input type="checkbox"/> |   | The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input type="checkbox"/> |
| The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input type="checkbox"/>                                      |   | The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): <input type="checkbox"/>       |

### 18. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

### 19. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

### 20. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

### 21. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

Agent

Applicant

Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address:



# Validation Checklist

Planning Permission for Householder Applications (e.g. Extensions, Detached Outbuildings and Other Alterations to Existing Dwellings and Listed Building consent



To ensure that the Planning Officer dealing with your planning application/consent has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at application/consent submission stage. Failure to supply the required information with a planning application/consent submission will delay a decision on the proposal as the statutory determination period will not begin until the required information is submitted and the validation requirements fulfilled.

**Please complete the attached checklist to indicate what you have included with your application/consent. All plans should include paper size, key dimensions and scale.**

## Standard National Validation Requirements

(Three copies are to be supplied unless the application/consent is submitted electronically)

**Completed Application Form with Signed and Dated Declaration**

YES  NO

**Completed Certificate of Ownership A, B, C or D** (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.

YES  NO

**Completed Agricultural Holdings Certificate A or B** (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

YES  NO

**Location Plan** based on an up-to-date map, to a recognised scale i.e. 1:2500 or 1:1250 with a north arrow labelled and with your application development site edged in red and any other land in your ownership edged in blue.

YES  NO

**Existing and Proposed Site Layout Plans** to a recognised scale i.e. 1:100, 1:200 or 1:500 with a north arrow labelled.

YES  NO

**Existing and Proposed Elevations** to a recognised scale i.e. 1:50 or 1:100.

YES  NO

**Existing and Proposed Floor Plans** to a recognised scale i.e. 1:50 or 1:100.

YES  NO

**Existing and Proposed Roof Plans** (if the proposal alters the existing roof) to a recognised scale i.e. 1:50 or 1:100.

YES  NO

**Existing and Proposed Sections and Finished Floor Levels** to a recognised scale which is no less than 1:100.

YES  NO

**Design and Access Statement**

Please see Design and Access Statement Guidance Note for further information.

YES

NO

**Application Fee**

Please see the Authority's Fee Sheet for further information.

YES

NO

**Standard Local Validation Requirements**

(Three copies are to be supplied unless the application/consent is submitted electronically)

**Bat Scoping Survey** to ensure that nature conservation interests are not unduly affected by the development.

YES

NO

Please see Planning Advice Note 2 (Planning and Biodiversity) for further information.

**Flood Risk Assessments/Sequential Test** to ensure that the implications of flooding are satisfactorily addressed.

YES

NO

For further advice please contact the Environment Agency on 01904 692296 or see their website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

**Tree Survey/Arboricultural Assessment** to ensure tree preservation issues are properly addressed.

YES

NO

Please see Design Guide Part 3: Trees and Landscape for further information.

**Structural Survey** prepared by a suitably qualified structural engineer in order to ensure that the building is structurally sound and capable of conversion without the need for significant rebuilding and/or alterations.

YES

NO

**Heritage Statement** with appropriate mitigation necessary to ensure conservation issues are properly addressed.

YES

NO

Please see Heritage Statement Guidance Note for further information.

**Further additional information may be requested, for example the access from the publicly maintainable highway to the development site shown on the location plan edged in red, however this will not delay the validation of your planning application/consent but may be required prior to a decision being made.**

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.

# Guidance Notes

Planning Permission for Householder Applications (e.g. Extensions, Detached Outbuildings and Other Alterations to Existing Dwellings and Listed Building consent



These notes have been written to help you with the submission of your planning application/consent.

## Application Forms

Please submit three copies ensuring that all parts of the form are completed and the declaration is signed and dated unless submitted via the Planning Portal.

## Certificate of Ownership

**Certificate A** - should be completed when the applicant is the sole owner of the land subject to the application or has a lease with at least seven years to run.

**Certificate B** - should be completed when the land has shared ownership or if another person other than the applicant owns the land. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given.

**Certificate C** - should be completed when one or some of the owners are known but others cannot be identified. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with these Articles.

**Certificate D** - should be completed when none of the owners are known. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with these Articles.

## Agricultural Holdings Certificate

You must complete either A or B. If part B has been completed, notice must be served on all tenants of the land in question with the tenant's name, address and the date notice has been served on them included. If there are no tenants this must be stated.

## \* Location Plan

This plan should be an up-to-date map at an identified scale (i.e. 1:1250 and 1:2500) with the north arrow labelled. The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the development site is clear. The plan should show the application/consent development site edged in red and any other land in your ownership edged in blue.

The following companies provide ordnance survey location plans at a charge, however you may wish to source your own company as there may be others available:

Fox's Copy Centre  
21 Market Place  
Thirsk  
North Yorkshire  
YO7 1HD  
Phone: 01845 523268  
Email: foxscopy@btconnet.com

£30

York Survey Supply Centre  
Prospect House  
George Caley Drive  
York  
YO30 4XE  
Phone: 01904 692723  
Email: sales@yorksurvey.co.uk

Checklist and Guidance Note for Planning Permission - Householder Application and Listed Building consent