



NYMNPA  
21/10/2020

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. Town and Country Planning 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:

FIRST FLOOR REAR EXTENSION

### 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):

### 5. 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):

### 6. 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 possible:

Officer name:

Reference:

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

Details of the pre-application advice received:

### 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 plans or drawings:

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.

### 8. Parking

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

If Yes, please describe:

### 9. 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

## 10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know
Walls	FRONT BRICKWORK REAR & SIDES RENDERED	RENDERED	<input type="checkbox"/>	<input type="checkbox"/>
Roof	MANH MOUSIS SLATE	FLAT FIBREGLASS	<input type="checkbox"/>	<input type="checkbox"/>
Windows	UPVC	UPVC	<input type="checkbox"/>	<input type="checkbox"/>
Doors	UPVC	UPVC	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<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 (please specify)			<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

Yes

No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

EXISTING @ PROPOSED PLANS & ELEVATIONS TD/34/2020

# 11. 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**

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**

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 year 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**

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):

## 11. Ownership Certificates (continued)

### CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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):

## 12. 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):

4/10/20

(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):

## 13. 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> |                                                                                                                                                                                               | The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input checked="" type="checkbox"/> |
| The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input checked="" type="checkbox"/>                                      |                                                                                                                                                                                               | The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): <input checked="" type="checkbox"/>       |

### 14. 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)

### 15. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country code:	Mobile number (optional):
<input type="text"/>	<input type="text"/>

Country code:	Fax number (optional):
<input type="text"/>	<input type="text"/>

Email address (optional):

### 16. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country code:	Mobile number (optional):
<input type="text"/>	<input type="text"/>

Country code:	Fax number (optional):
<input type="text"/>	<input type="text"/>

Email address (optional):

### 17. 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)



To ensure that the Planning Officer dealing with your planning application has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at application submission stage. Failure to supply the required information with a planning application 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. All plans should include paper size, key dimensions and scale.**

## Standard National Validation Requirements

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

<b>Completed Application Form with Signed and Dated Declaration</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Completed Certificate of Ownership A, B, C or D</b> (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Completed Agricultural Holdings Certificate A or B</b> (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Location Plan</b> 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 <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Existing and Proposed Site Layout Plans</b> to a recognised scale i.e. 1:100, 1:200 or 1:500 with a north arrow labelled.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Existing and Proposed Elevations</b> to a recognised scale i.e. 1:50 or 1:100.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Existing and Proposed Floor Plans</b> to a recognised scale i.e. 1:50 or 1:100.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Existing and Proposed Roof Plans</b> (if the proposal alters the existing roof) to a recognised scale i.e. 1:50 or 1:100.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Existing and Proposed Sections and Finished Floor Levels</b> to a recognised scale which is no less than 1:100.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Design and Access Statement</b> Please see Design and Access Statement Guidance Note for further information.	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**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 is submitted electronically)

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

*n/a*

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.

*n/a*

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.

*n/a*

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.

*n/a*

YES

NO

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

*n/a*

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 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.