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**NYMNPA**  
19 OCT 2022

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:

Construction of single storey rear extension  
Construction of first floor pitched roof dormer to front elevation  
Form studio and store from redundant detached building

### 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:

### 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?

### 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.

## 8. 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	Stone with rendered finish	Block with rendered finish	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering	Pantile	Pantile	<input type="checkbox"/>	<input type="checkbox"/>
Chimney	Stone	Twin lined stove pipe	<input type="checkbox"/>	<input type="checkbox"/>
Windows	Wood	Wood	<input type="checkbox"/>	<input type="checkbox"/>
External doors	Wood	Wood	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings	Plasterboard	Plasterboard	<input type="checkbox"/>	<input type="checkbox"/>
Internal walls	Stone	Stone	<input type="checkbox"/>	<input type="checkbox"/>
Floors	Timber	Timber	<input type="checkbox"/>	<input type="checkbox"/>
Internal doors	Timber	Timber	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods	UPVc	UPVc	<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)	Stone & wooden Fence	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing	Gravel	Gravel	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	Long Life units	Long Life units	<input 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:

RB2022

### 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)?

### 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

### 13. Parking

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

If Yes, please describe:

### 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):

### 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:

### 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:

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Date (DD/MM/YYYY):

18.10.22.
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(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:

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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 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 checked="" 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"/>       |

### 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):

18.10.22

(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:

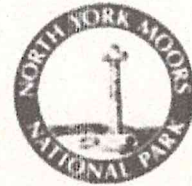
Contact name:

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)

- |  |   |                             |
|--|---|-----------------------------|
| <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 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990. | 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 checked="" 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"/> |



**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.