

NYMNP  
 21/03/2023

## Application for Planning Permission. Town and Country Planning Act 1990

**Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

**Local Planning Authority details:**



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)

**Publication of applications on planning authority websites**

**Information provided on this form and in supporting documents may be published on the authority's planning register and website.**

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text 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 the Proposal

Please describe the proposed development, including any change of use:

Propose change of use of the garage to operate a dog grooming salon

Has the building, work or change of use already started?  Yes  No

If Yes, please state the date when building, work or use were started (DD/MM/YYYY):  (date must be pre-application submission)

Has the building, work or change of use been completed?  Yes  No

If Yes, please state the date when the building, work or change of use was completed: (DD/MM/YYYY):  (date must be pre-application submission)

Reference no. of permission in principle being relied on (technical details consent applications only):

### 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

Are there any new public roads to be provided within the site?  Yes  No

Are there any new public rights of way to be provided within or adjacent to the site?  Yes  No

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

### 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?  Yes  No

If Yes, please provide details:

Yes if needed I will contact North Yorkshire County Council

Have arrangements been made for the separate storage and collection of recyclable waste?  Yes  No

If Yes, please provide details:

### 8. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent?  Yes  No 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

If Yes, please provide details of their name, role and how you are related to them.

## 9. 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			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Windows			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doors			<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 checked="" 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:

## 10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars	4	4	no change
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

### 11. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Cess pit
- Septic tank
- Other
- Package treatment plant

Are you proposing to connect to the existing drainage system?  Yes  No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

### 12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes  No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?  Yes  No

Will the proposal increase the flood risk elsewhere?  Yes  No

How will surface water be disposed of?

- Sustainable drainage system
- Existing watercourse
- Soakaway
- Pond/lake
- Main sewer

### 13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

c) Features of geological conservation importance:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

### 14. Existing Use

Please describe the current use of the site:

garage and storage

Is the site currently vacant?  Yes  No

If Yes, please describe the last use of the site:

When did this use end (if known)?  
DD/MM/YYYY   
(date where known may be approximate)

Does the proposal involve any of the following?  
If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated?  Yes  No

Land where contamination is suspected for all or part of the site?  Yes  No

A proposed use that would be particularly vulnerable to the presence of contamination?  Yes  No

### 15. Trees and Hedges

Are there trees or hedges on the proposed development site?  Yes  No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?  Yes  No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

### 16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?  Yes  No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

### 17. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units?  
 If Yes, please complete details of the changes in the tables below:

 Yes

 No

#### Proposed Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>A</i>

#### Social, Affordable or Intermediate Rent

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>B</i>

#### Affordable Home Ownership

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>C</i>

#### Starter Homes

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Bedsit/studios	<input type="checkbox"/>						<i>c</i>
Other	<input type="checkbox"/>						<i>d</i>
<b>Totals (a + b + c + d) =</b>							<i>D</i>

#### Self Build and Custom Build

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Bedsit/studios	<input type="checkbox"/>						<i>c</i>
Other	<input type="checkbox"/>						<i>d</i>
<b>Totals (a + b + c + d) =</b>							<i>E</i>

#### Total proposed residential units

<b>Total proposed residential units</b> (A + B + C + D + E) =	
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#### Existing Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>F</i>

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>G</i>

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Sheltered housing	<input type="checkbox"/>						<i>c</i>
Bedsit/studios	<input type="checkbox"/>						<i>d</i>
Cluster flats	<input type="checkbox"/>						<i>e</i>
Other	<input type="checkbox"/>						<i>f</i>
<b>Totals (a + b + c + d + e + f) =</b>							<i>H</i>

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Bedsit/studios	<input type="checkbox"/>						<i>c</i>
Other	<input type="checkbox"/>						<i>d</i>
<b>Totals (a + b + c + d) =</b>							<i>I</i>

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						<i>a</i>
Flats/maisonettes	<input type="checkbox"/>						<i>b</i>
Bedsit/studios	<input type="checkbox"/>						<i>c</i>
Other	<input type="checkbox"/>						<i>d</i>
<b>Totals (a + b + c + d) =</b>							<i>J</i>

<b>Total existing residential units</b> (F + G + H + I + J) =	
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**TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):**

## 18. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?  Yes  No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	<input type="checkbox"/>				
Shops	<input type="checkbox"/>				
Net tradable area:	<input type="checkbox"/>				
A2	<input type="checkbox"/>				
Financial and professional services	<input type="checkbox"/>				
A3	<input type="checkbox"/>				
Restaurants and cafes	<input type="checkbox"/>				
A4	<input type="checkbox"/>				
Drinking establishments	<input type="checkbox"/>				
A5	<input type="checkbox"/>				
Hot food takeaways	<input type="checkbox"/>				
B1 (a)	<input type="checkbox"/>				
Office (other than A2)	<input type="checkbox"/>				
B1 (b)	<input type="checkbox"/>				
Research and development	<input type="checkbox"/>				
B1 (c)	<input type="checkbox"/>				
Light industrial	<input type="checkbox"/>				
B2	<input type="checkbox"/>				
General industrial	<input type="checkbox"/>				
B8	<input type="checkbox"/>				
Storage or distribution	<input type="checkbox"/>				
C1	<input type="checkbox"/>				
Hotels and halls of residence	<input type="checkbox"/>				
C2	<input type="checkbox"/>				
Residential institutions	<input type="checkbox"/>				
D1	<input type="checkbox"/>				
Non-residential institutions	<input type="checkbox"/>				
D2	<input type="checkbox"/>				
Assembly and leisure	<input type="checkbox"/>				
OTHER	<input checked="" type="checkbox"/>				
Dog grooming	<input checked="" type="checkbox"/>				
Please Specify	<input type="checkbox"/>				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	<input type="checkbox"/>			
C2	Residential Institutions	<input type="checkbox"/>			
OTHER		<input type="checkbox"/>			
Please Specify		<input type="checkbox"/>			

## 19. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees	No staff		
Proposed employees	No staff		

## 20. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known
Dog grooming	9am to 5pm	9am - 5pm		

## 21. Site Area

Please state the site area in hectares (ha)

## 22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development?  Yes  No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

## 23. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below?  Yes  No  Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes)	<input type="text"/>	Ethylene oxide (tonnes)	<input type="text"/>	Phosgene (tonnes)	<input type="text"/>
Ammonia (tonnes)	<input type="text"/>	Hydrogen cyanide (tonnes)	<input type="text"/>	Sulphur dioxide (tonnes)	<input type="text"/>
Bromine (tonnes)	<input type="text"/>	Liquid oxygen (tonnes)	<input type="text"/>	Flour (tonnes)	<input type="text"/>
Chlorine (tonnes)	<input type="text"/>	Liquid petroleum gas (tonnes)	<input type="text"/>	Refined white sugar (tonnes)	<input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):



## 24. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

### CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY)

### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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\* and/or agricultural tenant\*\* of any part of the land or building to which the application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served

NYMNPA  
27/03/2023

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY)

## 25. 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 (LPA) has been submitted.

The original and 3 copies\* of a completed and dated application form:

The original and 3 copies\* of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies\* of other plans and drawings or information necessary to describe the subject of the application:

The correct fee:

The original and 3 copies\* of a design and access statement, if required (see help text and guidance notes for details):

The original and 3 copies\* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings):

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

## 26. 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 by Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

## 27. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

## 28. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

## 29. 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 agent/applicant's details)

If Other has been selected, please provide:

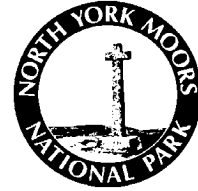
Contact name:

Telephone number:

Email address:

# Validation Checklist

Planning Permission – Non Householder Applications



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 type="checkbox"/>	NO <input checked="" 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 type="checkbox"/>	NO <input checked="" 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 checked="" type="checkbox"/>
<b>Existing and Proposed Elevations</b> to a recognised scale i.e. 1:50 or 1:100.	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>Existing and Proposed Floor Plans</b> to a recognised scale i.e. 1:50 or 1:100.	YES <input type="checkbox"/>	NO <input checked="" 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 type="checkbox"/>	NO <input checked="" 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 type="checkbox"/>	NO <input checked="" 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** YES  NO   
Please see the Authority's Fee Sheet for further information.

**Environmental Impact Assessment** (if applicable) 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. 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

**Statement of Agricultural Need** in order to assess whether the need to live on the site is essential. YES  NO

**Affordable Housing Statement** which sets out what the latest Housing Needs Survey for the locality indicates and which provides an explanation of how the scheme meets that need together with details of how the occupancy of the properties will be maintained in perpetuity as 'affordable housing'. YES  NO

Please see the Housing Supplementary Planning Document for further advice and the relevant proformas.

**Local Occupancy Proforma (in relation to schemes for new build dwellings/conversions to dwellings for sale under Core Policy J)** which sets out the local need for the dwelling. YES  NO

Please see the Housing Supplementary Planning Document for further advice and the relevant proformas.

**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; however this will not delay the validation of your planning application but may be required prior to a decision being made.**

**Examples of which are as follows:**

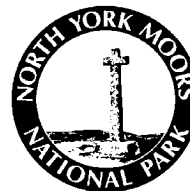
- Non Mains Drainage Form
- The access from the publicly maintainable highway to the development site shown on the location plan edged in red
- For residential developments of five or more houses (new build or conversion) and other uses of 200 square metres or more, details of how it is intended to displace 10% of predicted CO2 emissions to address Core Policy D of the NYM Local Development Framework.

Please see the Renewable Energy Supplementary Planning Document for further advice and the relevant proformas.

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

# Guidance Notes

## Planning Permission Other Than Householder Applications



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

### 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 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 must be given and/or published in accordance with this Article.

**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 must be given and/or published in accordance with this Article.

### 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 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

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

### **Existing and Proposed Site Layout Plans**

This is to allow neighbours to view the plans at a larger scale, identifying the position of buildings within the site in relation to their own properties. It can be difficult to assess the potential implications that the proposal might have at a smaller scale. The plan should be to scale i.e. 1:100, 1:200 or 1:500, with a north arrow labelled, showing the site in relation to existing buildings and site boundaries. It should indicate where existing features of the site are located including existing buildings (indicating proposed demolitions), trees (identifying any proposed felling), means of access and type of enclosure (wall, fence, hedges) and shall show adjacent properties/buildings.

### **Other Drawings Relevant to the Application**

Detailed drawings must be submitted to scale i.e. 1:100 or larger showing elevations, cross sections, floor plans and layouts of the proposed works together with existing and proposed ground levels and floor levels. Drawings shall include both existing and proposed details. It is a legal requirement that all measurements must be in metric and not imperial form. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

### **Important Information**

The plans submitted as part of any application considered by the Planning Committee will be scanned and possibly used in a PowerPoint presentation of the scheme. It is essential, therefore, that the plans are sufficiently clear so that the details of the proposal can be easily seen when projected onto the screen.

If the plans are not clear resulting from, for example, discoloured paper or particularly fine line drawings it may be difficult for Members of the Committee to appreciate fully the details of the scheme which could result in a delay in the determination of an application if Members consider it appropriate to seek further clarification of aspects of the development proposed. Please try to ensure that submitted plans are clear and that they meet the requirements set out in this Guidance Note.

### **Design and Access Statement**

Design and Access Statements are documents that explain why you have submitted your proposals in the way you have, how it will be accessible to all, what the thinking is behind your scheme and how you have arrived at the design/layout of the development. They will vary in length and complexity according to the nature of the development. They need not be long and unduly complex and you may want to include diagrams, sketches, photographs etc. to help illustrate your points. Statements should not be produced retrospectively to try to justify a pre-designed scheme; they are intended to be a working document which explains how the development's context has been understood before the design is drafted. Statements will be public documents; therefore they should be clear and easy to understand.

### **Application Fee**

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

### **Environmental Impact Assessment**

The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the Regulations must be provided. Where EIA is not required, the Local Planning Authority may still require environmental information to be provided. An applicant may request a 'Screening Opinion' (i.e. to determine whether EIA is required) from the Planning Authority before submitting the application.

### **Bat Scoping Survey**

Applications for conversions of barns to a new use where the roof is substantially in place, demolition of houses/barns/significant buildings (when pre WW1) where planning permission is needed, significant works to bridges/kilns/caves/tunnels or other similar structures and erection of wind turbines within 50 metres of a building, woodland or linear feature, or where there is evidence of bats on or close by the site require the submission of a Bat Scoping Survey to ensure that nature conservation interests are not unduly affected by the development.

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

### **Flood Risk Assessments/Sequential Test**

This is required to ensure that the implications of flooding are satisfactorily addressed. Flood Risk Assessments/Sequential Tests should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

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**

Where there are trees within the application site, or adjacent to it that could influence or be affected by the development (including street trees); information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A suitably qualified and experienced arboriculturalist should prepare this information. The information provided with the application must be in accordance with British Standard 5837 (2012) Recommendation for Tree Work.

Please see the Authority's Design Guide Part 3: Trees and Landscape for further information.

### **Structural Survey**

Applications for the conversion of traditional buildings require the submission of a 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.

### **Statement of Agricultural Need**

Applications for construction of a dwelling or conversion to a dwelling to be occupied by person(s) in farming, forestry or other land management activities in open countryside require the submission of a Statement of Need to demonstrate that there is a genuine need for the accommodation proposed which is essential to the efficient functioning of the unit (i.e. that there is a need for one or more full-time workers, primarily employed in agriculture, to be readily available at most times) and that such a functional need could not be fulfilled by the adaption or extension of another dwelling on the unit, through the conversion of a traditional building on the unit or any other accommodation in the area which is suitable and available. As well as demonstrating a functional need, the report must demonstrate that the enterprise, to which the functional need relates, is profitable, has been established for at least three years and is likely to remain so.

### **Affordable Housing Statement**

Applications for or which include an element of affordable housing require the submission of an Affordable Housing Statement which sets out what the latest Housing Needs Survey for the locality indicates and which provides an explanation of how the scheme meets that need together with details of how the occupancy of the properties will be maintained in perpetuity as 'affordable housing'.



**Local Occupancy Proforma**

Applications for schemes which involve the provision of 'local occupancy' dwellings/accommodation (except local occupancy letting) under Core Policy J require the submission of evidence of the need for the dwelling. This should involve details of the intended occupier, how they meet the local occupancy condition and why their needs cannot be met by the existing housing stock.

**Heritage Statement**

Applications for Listed Building consent and for applications for planning permission where these affect a Listed Building, Conservation Area, Registered Park and Garden or Scheduled Monument (all forms of statutorily designated heritage assets) require the submission of a proportionate Heritage Statement with appropriate mitigation necessary to ensure conservation issues are properly addressed. A Heritage Statement may also be required for applications that affect undesignated heritage assets.