

HERITAGE, DESIGN & ACCESS STATEMENT

ADDITION OF BESPOKE ORANGERY AND BELVEDERE TO:

PARK HALL
11 MAIN ROAD
AISLABY
WHITBY
NORTH YORKSHIRE
YO21 1SW

MAY 2023



NYMNPA

02/05/2023

VALE
GARDEN
HOUSES

TABLE OF CONTENTS

ADDITION OF BESPOKE ORANGERY AND BELVEDERE TO:

**PARK HALL
11 MAIN ROAD
AISLABY
WHITBY
NORTH YORKSHIRE
YO21 1SW**

Introduction.....	pg. 3
National Planning Policy context.....	pg. 3
Local Planning Policy context.....	pg. 4
Context and History of Park Hall.....	pg. 5
Historic maps.....	pg. 9
Impact of proposed orangery and belvedere.....	pg. 11
Design components.....	pg. 15
Conclusion.....	pg. 17

1.0 INTRODUCTION

1.1 Park Hall is a large, grade II listed detached country house located in the North York Moors National Park and the Aislaby Conservation Area. It is situated within the North Yorkshire County Council administrative area although the planning functions are undertaken by the North York Moors National Park Authority (NYMNP). It is our clients' wish to add a bespoke timber and double-glazed orangery along with a first-floor glazed belvedere, to the west elevation. This report is set out to provide a brief history of Park Hall, assessing the key characteristics and how these contribute to the significance of its setting and then to assess the impact of the proposed development.

2.0 NATIONAL PLANNING POLICY CONTEXT

2.1 Section 66 of the Listed Buildings and Conservation Areas Act provides a statutory duty in respect of Listed Buildings for the decision maker to *"have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses"*.

2.2 Section 69 (1)(a) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states that *"every local planning authority shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance"*.

2.3 Section 72 of the same Act states that in exercise of planning functions *"special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area"*.

2.4 Section 38(6) of the Planning & Compulsory Purchase Act 2004 states that planning applications should be determined in accordance with the Development Plan unless material considerations indicate otherwise.

2.5 Paragraph 176 of the National Planning Policy Framework (NPPF) states that *"great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads. The scale and extent of development within all these designated areas should be limited, while development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas"*.

2.6 Paragraph 197 of the National Planning Policy Framework (NPPF) states that *"an application that affects a heritage asset should be determined by taking account of the following: desirability of sustaining or enhancing the significance of the asset; the positive contribution that conservation of the asset can make to a sustainable community; and, the desirability of new development making a positive contribution to character and distinctiveness"*.

2.7 Paragraph 199 of the NPPF states that *"When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance."*

- 2.8 Paragraph 202 of the NPPF advises that *“Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.”*
- 2.9 Paragraph 206 of the NPPF states that *“Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.”*

3.0 LOCAL PLANNING POLICY CONTEXT

All new development within the boundary of the North York Moors National Park Authority (NYMNP) has to give consideration to the NYMNP Local Plan July 2020. This document states that the Authority are keen to promote high quality design in order to conserve and enhance the environment, especially in relation to heritage assets. In this case, the following policies are most relevant:

NYMNP LOCAL PLAN 2020

- Strategic Policy A – Achieving National Park Purposes and Sustainable Development
- Strategic Policy C – Quality and Design of Development
- Strategic Policy H – Habitats, Wildlife, Biodiversity and Geodiversity
- Strategic Policy I – The Historic Environment
- Policy CO17 – Householder Development

NORTH YORK MOORS NATIONAL PARK AUTHORITY DESIGN GUIDE (SPD)

The Design Guide has been developed to provide sound practical advice for designers, house builders and all those who promote new development and apply for planning permission within the National Park. It will also be relevant to officers and Members of the Authority who guide and control development. More widely, it will be of interest to anyone who wants to see greater care taken in the design of new development within the National Park.

- Part 2: Extensions and Alterations to Dwellings
- DEVELOPMENT POLICY 19 – Householder Development

4.0 CONTEXT AND HISTORY OF PARK HALL

- 4.1 “From Park Hall, the neat residence of J. Wilkinson, Esq. Aislaby, standing upon an elevation, you have extensive panoramic views, overlooking Sleights, Littlebeck, Iburndale, Ugglebarnby, Sneaton, the chain-bridge at Ruswarp, and Newton-House. Looking through the plate glass, in the front windows, you have the scene reversed, with increased beauty.” Excerpt taken from ‘Allison’s Picturesque Pocket Companion’ of 1850.
- 4.2 Built in 1845, Park Hall is a grade II listed building located in the village of Aislaby which is situated in the North York Moors and its National Park: approximately three miles west of Whitby. Park Hall has a central position within the village with Aislaby Hall to the east.
- 4.3 Aislaby is a village of early medieval date and was recorded in the Domesday Survey as ‘*Asulue(s)*’. It lies to the north of Sleights and is on a moor about 600 ft above the ordnance datum, ascending abruptly from the Esk Valley.



Fig. 1 – Park Hall – principal / garden elevation.

- 4.4 Park Hall was built for James Wilkinson on the site of an earlier dwelling; however, little is known about the previous house on the site. Early historic papers describe it as “*dwellinghouse, or tenement with appurtenances*”. These papers go on to describe the previous buildings as ‘*taken down*’ so it is possible that all the pre-1845 buildings were demolished in their entirety to make way for Park Hall and its’ outbuildings. That said, it is implied that Park Hall was not built on the same footprint as the earlier buildings.
- 4.5 Interestingly, upon the death of James Wilkinson, the house was sold to Thomas Peirson in 1856. It remained in the ownership of the same family (or related branches of the same family) until it passed to the present owner, The Applicant, in 2015.

- 4.6 The architectural and historic character of Park Hall was recognized in 1969 when it was added to the statutory list as a grade II listed building as shown in *Appendix A*. An understanding of the evolution of Park Hall can be gained from a combined assessment of surviving historic maps and records as well as a visual appraisal of the building itself.
- 4.7 The NYMNP Historic Environment Record (HER) also contains a brief entry on Park Hall: ‘An early 19th century house with alterations and extensions, of two storeys and two windows’ (HER No. 15322).
- 4.8 Just three main phases of construction have been identified for the main building. The first phase dates from its construction in 1845, at which time the house consisted of a central rectangular house with a northeast wing. Assessing the appearance of the present-day fabric, the north-eastern end of the house is likely to have consisted of servants' quarters and a service wing, housing the kitchens and scullery. In the period 1849-1891 the house was extended with the addition of a northern wing, comprising the second phase of building. It is likely that during this period the original glasshouse was added along with the northeast service wing being raised in height. Apart from the main phases there are a number of interesting architectural features that may point to minor alterations or, in some cases, quirky and unusual design solutions to problems encountered while constructing the house. The relative lack of major later additions and changes means that the house today is an unusually harmonious architectural composition. Most of the house, especially the principal southeast elevation, is as constructed in 1845.

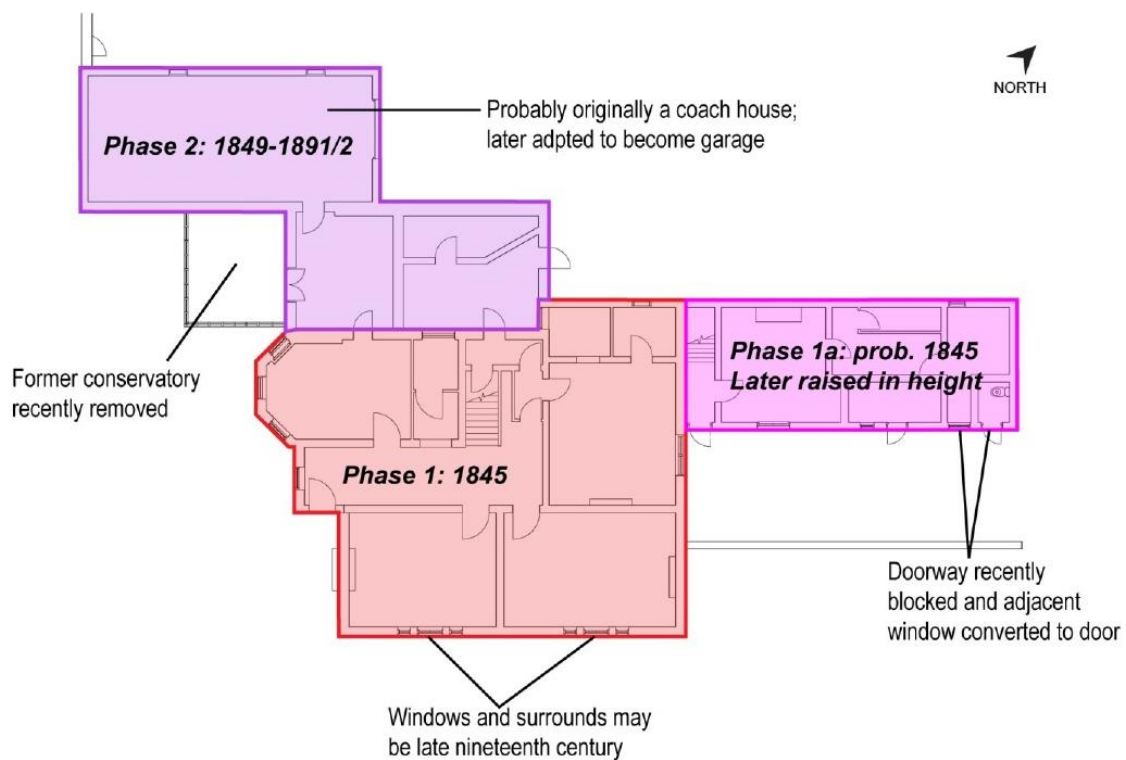


Fig. 2 – Phased plan of Park Hall (courtesy of Humble Heritage)

- 4.9 Relatively little changed at Park Hall during the twentieth century, with the only visible alteration being the replacement of the larger original glasshouse (seen on early OS maps) with a smaller lean-to conservatory between 1952-1968. It is also believed that the glazed sun room was replaced around the same time. Both now removed.

- 4.10 Park Hall was renowned in the nineteenth century for its character and particularly for the views over the Esk Valley. Contemporary guidebooks for visitors to the area mentioned Park Hall by name and drew attention not only to the quality of the house, but also the importance of its landscape setting and it is clear that the house and gardens formed an integrated design with enjoyment of the longer distance views important from the outset.
- 4.11 Park Hall is a private country house built of ashlar stone with a slate roof and has an early C19 appearance through the proportions of the sash windows and the faceted bay on the west elevation. To the south / garden elevation are large ground floor windows, dated late C19 by Historic England, which have eared architraves, however, it is possible that these are original to the earliest phase.
- 4.12 The west elevation, subject to the development that permission is sought, contains an entrance porch and a two-storey canted bay. Unusually, the windows nearest the proposed orangery are false as the chimney breast extends up through this corner with fireplaces to the ground and first floor levels. This is a quirky feature and is likely to be original. This elevation is also subject to a late C19 extension (Phase 2), thought to be built by 1890. It has a rougher stone finish and simpler window details, indicative of a former lower status use and has visible scarring from the original glasshouse structure which is thought to have been added around the same time the extension was built, as covered previously. It is also thought that the sun room above the porch was added around the same time looking at the architectural style. Both the original glasshouse and sun room have been replaced since their construction which can be seen in historic photographs (*figs. 7, 8 & 9*).

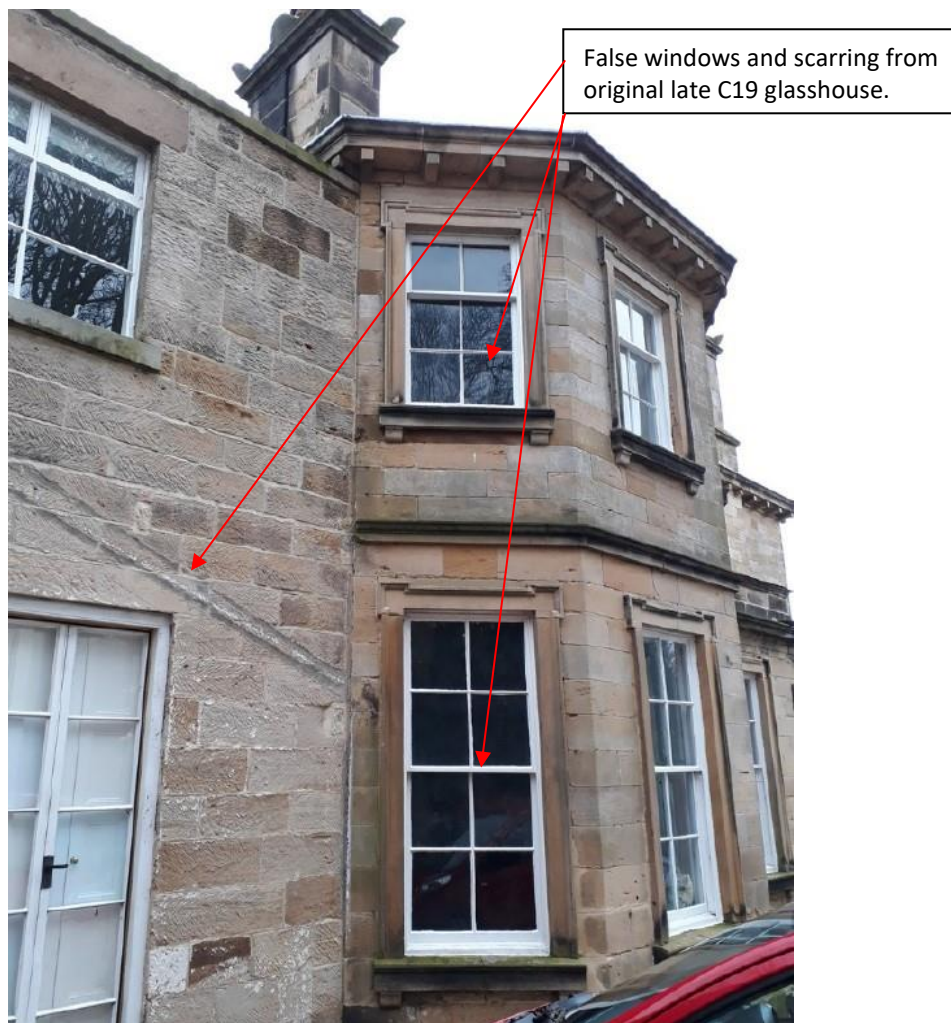
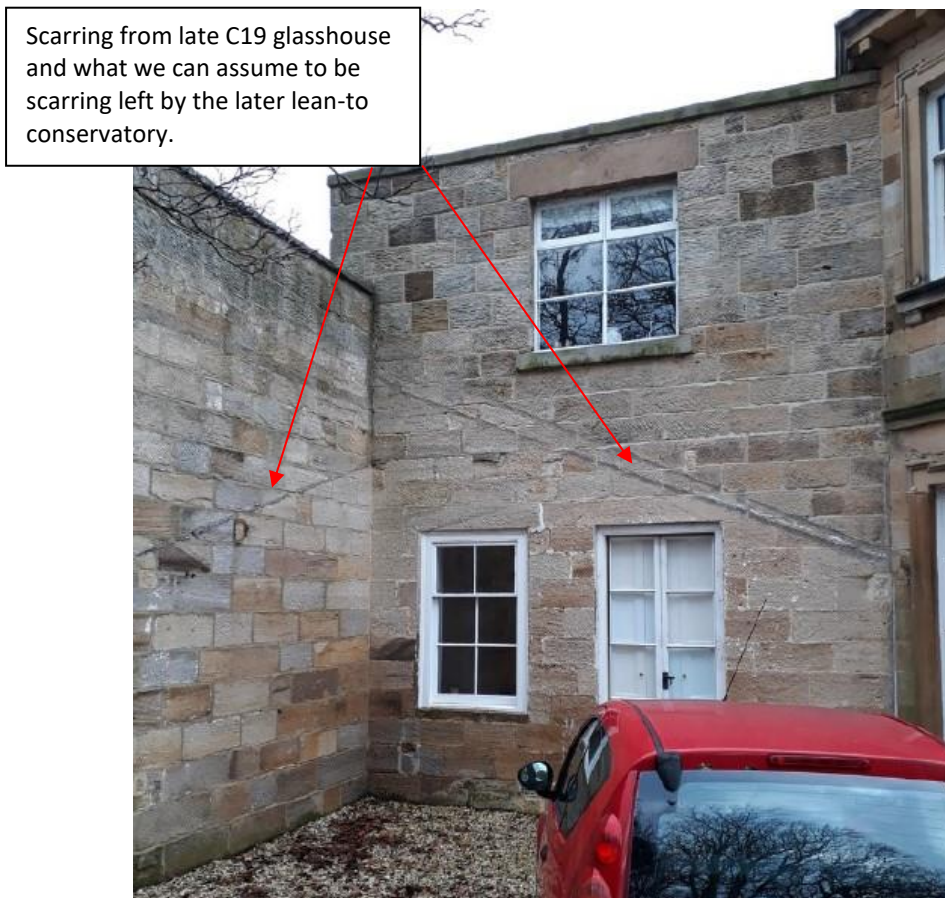


Fig. 3 - Canted Bay with false windows.



Internal view from ground floor library showing false window.

Fig. 4 – Internal library view showing false window.



Scarring from late C19 glasshouse and what we can assume to be scarring left by the later lean-to conservatory.

Fig. 5 – Late C19 extension and scarring from original glasshouse.



Fig. 6 – Entrance porch above which sat a sun room, historically.

- 4.13 In August 2016 permission was granted for *'internal and external alterations and construction of orangery extension following demolition of existing greenhouse together with erection of stone balustrading to create balcony following demolition of first floor sun room'* under applications NYM//2016/0477/FUL and NYM2016/0491/LB (figs. 19 & 20). The demolition of the existing lean-to greenhouse and first floor sun room was undertaken, however, the replacement orangery and balustrading was not carried out and the owners now wish to amend the design of the orangery to something more in keeping with the heritage and aesthetic of the building and reinstate a glazed belvedere to the first floor. Detailed drawings of these design changes are enclosed as part of this submission and excerpts are covered further along in this statement (figs. 21 & 22).
- 4.14 Unquestionably, Park Hall has a degree of architectural and historical significance as was demonstrated by its initial addition to the statutory list in 1969 as a grade II listed building. However, the extent and focus of this significance needs to be further considered in the context of the building as a whole and its environs – especially when considering works to such a building.
- 4.15 It can be fairly summarised that with respect to Park Hall, the principal areas of significance are its statutory listing and its setting and location within the NYMNP. This is a clear example of how a building has had, in recent years, minor and appropriate development, showing that Park Hall can successfully accommodate appropriate and considered change as it continues to evolve.



Fig. 7 – Historic photograph showing original glasshouse and first floor sun room.



Fig. 8 – Photograph from approx. 2015 showing replacement lean-to conservatory and sun room (now removed).



Fig. 9 – C21 photograph showing replacement lean-to and belvedere (now removed) from garden elevation.

5.0 HISTORIC MAPS

- 5.1 At the beginning of the 19th Century, Ordnance Survey began to map and publish their first series of maps for the country on a County-by-County basis. Park Hall was included on a c.1845 Tithe map as shown in *fig. 10* below. A clearer identification of Park Hall can be seen in the 1853, 1894, 1913, 1927 & 1968 (*figs. 11-15*) and present-day OS map in *fig. 16*. In addition, satellite imagery showing the layout of the site (*fig. 17*).



Fig.10 – 1845 Tithe map showing Park Hall with present day building overlaid | Fig. 11 – 1853 OS map showing Park Hall also with overlay.

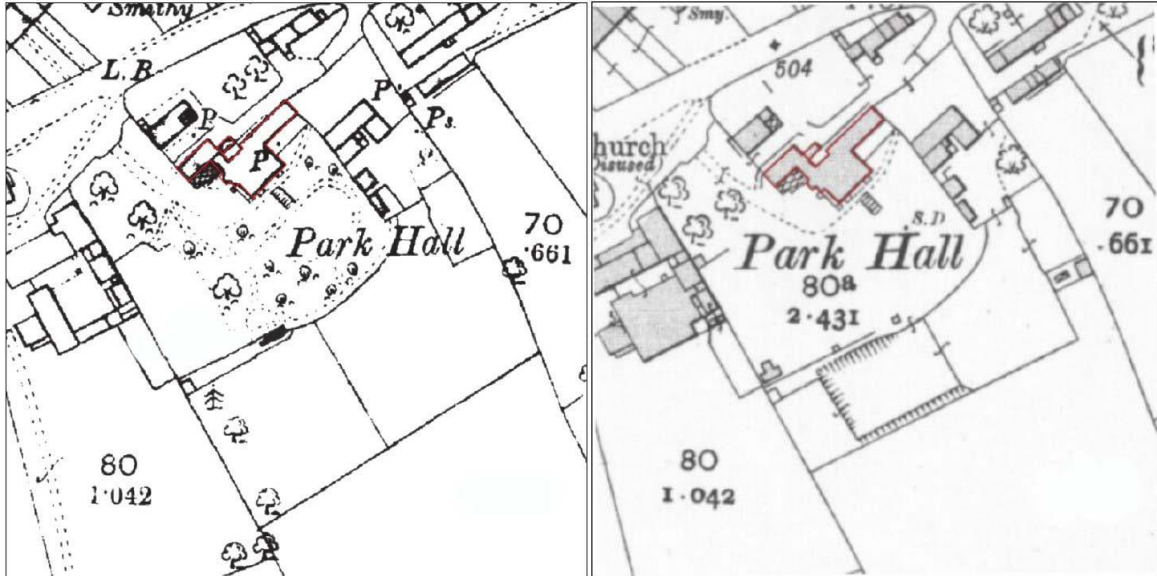


Fig.12 – 1894 OS map showing Park Hall with overlay | Fig. 13 – 1913 OS map showing Park Hall with overlay. By this time, you can see that the extension and original glasshouse have been added.



Fig.14 – 1927 OS map showing Park Hall with overlay.

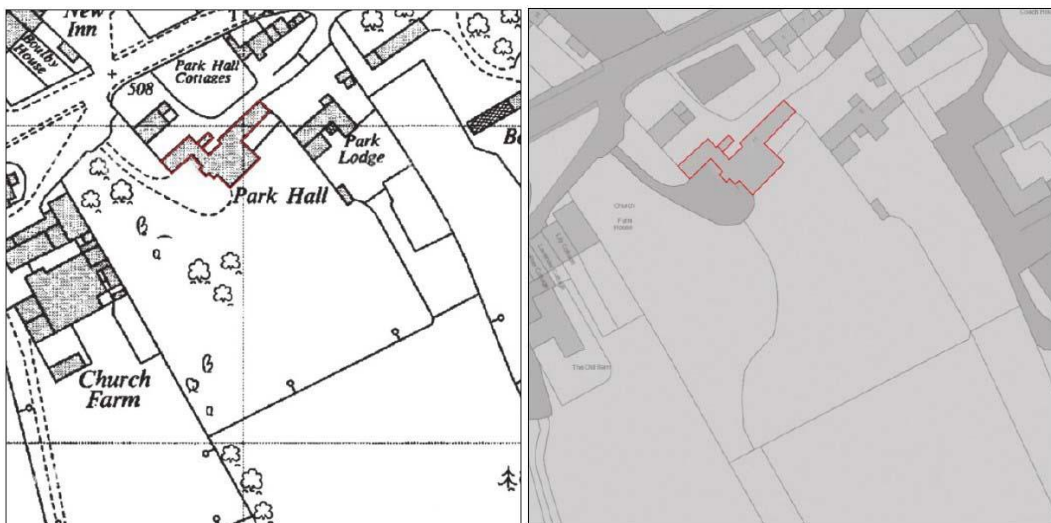


Fig.15 – 1968 OS map showing Park Hall with overlay | Fig. 16 – present day OS map showing Park Hall

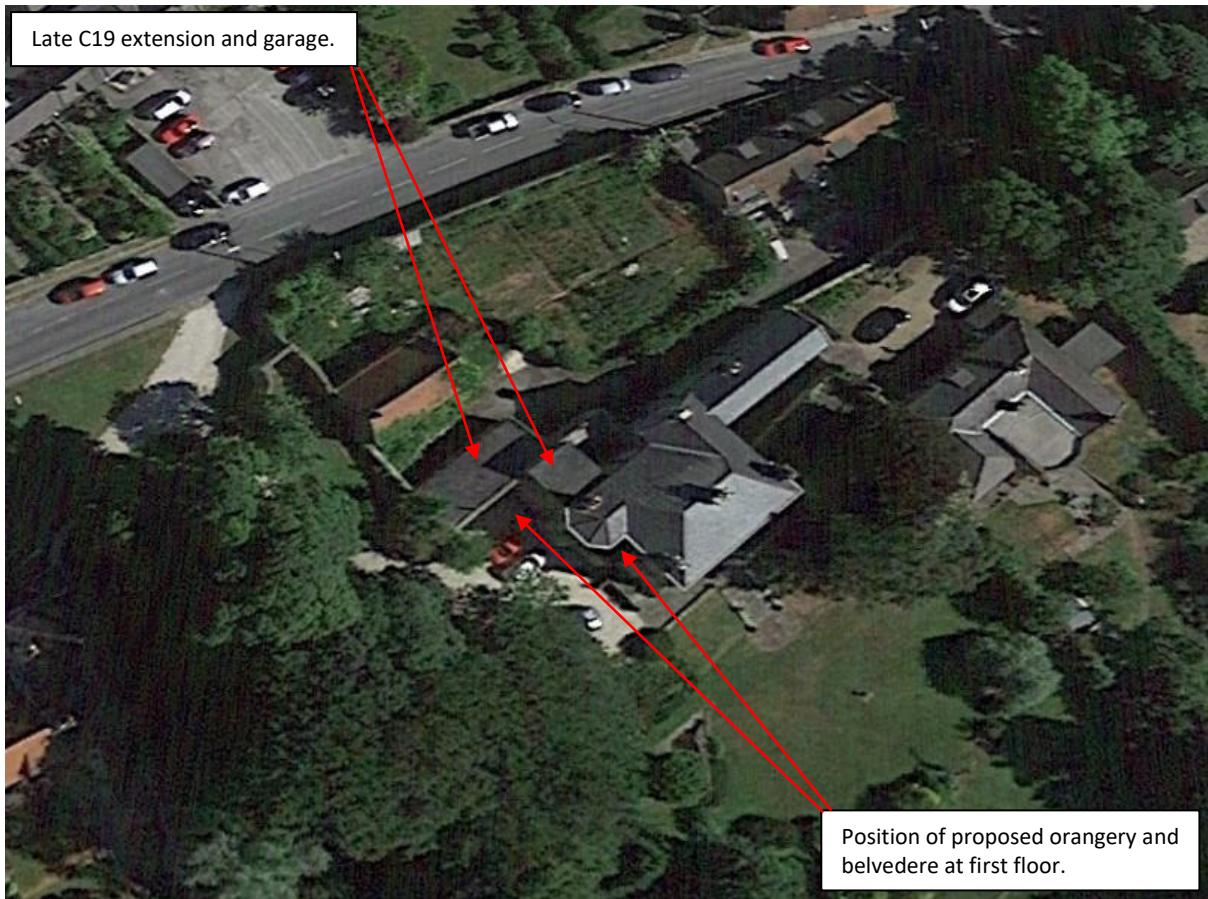


Fig.17 – Present day satellite imagery (courtesy of Google).



Fig. 18 – Village and neighbouring property context map (courtesy of Humble Heritage).

6.0 IMPACT OF PROPOSED ORANGERY AND BELVEDERE

- 6.1 It is proposed to add a bespoke timber and double-glazed orangerie and belvedere (at first floor) to the west facing elevation of Park Hall; the orangerie will be in same position as the previously approved scheme (*figs. 19 & 20*) under applications NYM//2016/0477/FUL and NYM2016/0491/LB. It should be noted that the previously approved orangerie was not installed, and the statutory time limit has now expired. The south facing elevation makes up the garage wall. Although the proposal would alter the appearance of a small part of Park Hall, the scale and location of the proposed orangerie has been carefully considered in terms of what is both practical and sympathetic to the grade II listed building and the surrounding site.
- 6.2 Being contained within the private grounds of Park Hall and in a graveled area, which has housed historic glazed buildings (*figs. 7 & 8*), and one which was subject to the previous applications, considered appropriate for such an extension, the proposed orangerie has been designed to complement the style of the host building. Its siting has been carefully identified as a newer C19 extension to the property and complements the historic plan form and layout, as does the siting of the glazed belvedere. It is also felt that due to its largely glazed, independent elements the proposals could be seen as impermanent; leaving very little or no impact should it be removed in the future.
- 6.3 Furthermore, the ‘traditional’ use of materials this proposal supports reflects those that are found on the site and in the area generally. This allows for the proposals to sit comfortably against the main building and its environs, whilst remaining clearly discernible as a different phase of construction of the building.
- 6.4 No alterations are proposed to the main fabric of the building and access into the orangerie from the house remains unaffected as does access into the belvedere.
- 6.5 The location of the orangerie being screened by the garage building as well as heavy planting to all boundaries, the proposal would have very little visual impact upon the public realm or neighbourhood. The belvedere will be screened from public view by the existing canted bay.
- 6.6 The development would not result in any significant additional loss of privacy or light for the neighbours due to the separation of boundaries. We are confident that such a proposal would both enhance and enrich the heritage asset for many years to come, whilst also substantially boosting the functionality of the house.



Figs. 19 & 20 – Previously approved orangerie scheme.



SOUTH ELEVATION

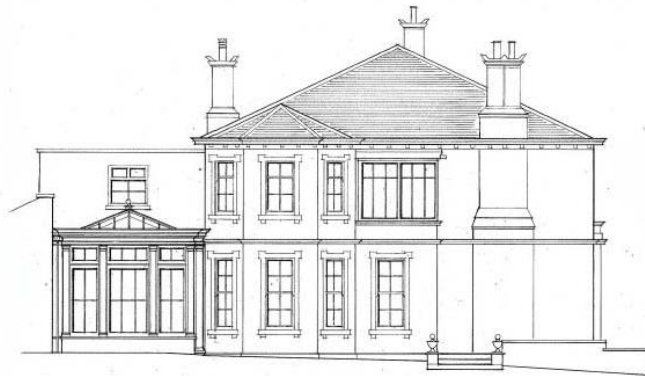


Fig. 21 – Drawing of proposed orangery and belvedere.

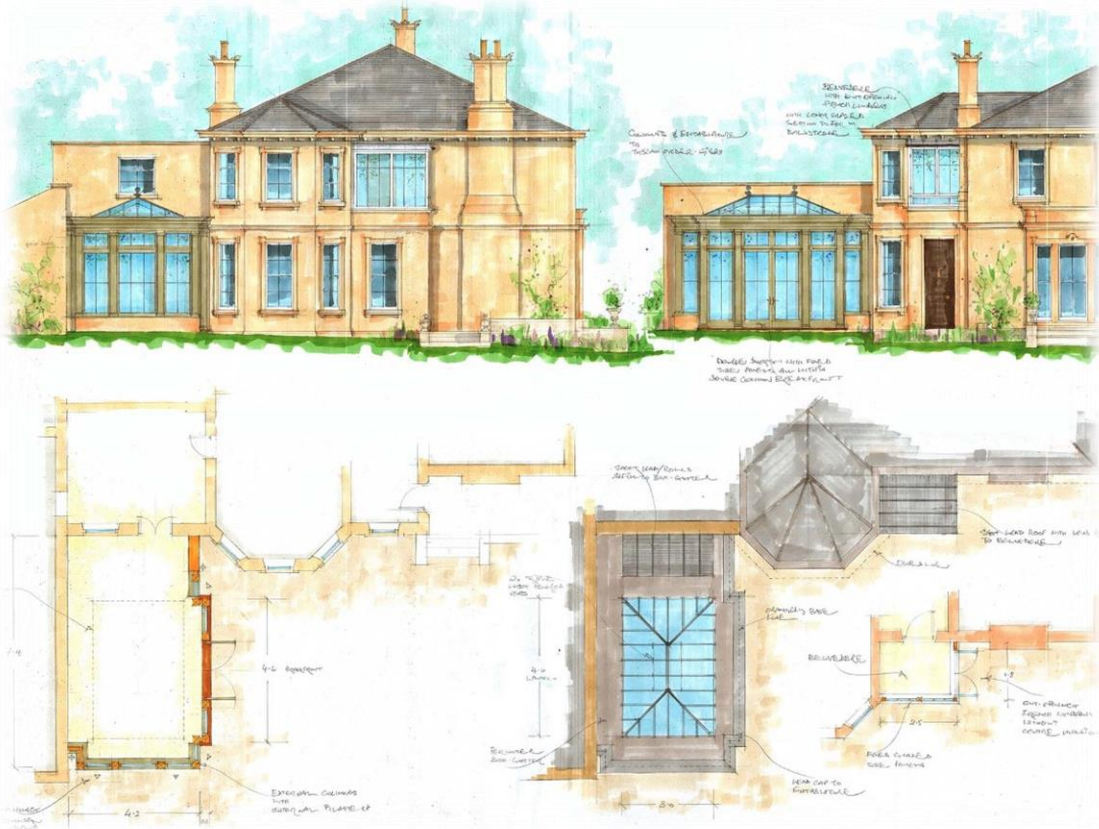


Fig. 22 – Design draft.

7.0 DESIGN COMPONENTS

Use

- 7.1 The orangery is designed to be used as a year-round seating area and will provide the owners with a well-insulated and usable space in which they can enjoy their private gardens. The belvedere, being in an elevated position will provide light and ventilation and maximise the views at first floor level.

Scale

- 7.2 The orangery projects 7500mm from the west elevation and will be 4500mm wide. The belvedere projects 1800mm from the west elevation and is 2500mm wide.

Appearance

- 7.3 The orangery has a part glazed roof which is inset by traditional concealed box gutters. The belvedere has a traditional mop & roll lead dressed flat roof. Decorative glazing is designed to complement. The framework will be in a painted finish, sitting within and on low walls constructed in stone to match the existing materials found on site generally. Traditional joinery methods are used throughout the construction from a combination of Douglas fir and Sapele mahogany all set on hardwood cills.

Access

- 7.4 Vehicular access to Park Hall remains as existing and is unaffected by the proposed works. Pedestrian access into the orangery would be via an existing set of double doors on west elevation leading from the study in the C19 extension. Pedestrian access into the belvedere would be via an existing door off the hallway at first floor level.



Figs. 22 – West facing elevation.

Landscaping

- 7.5 The orangery would be sited on an area of paved terrace within the owner's private garden and would retain the existing site levels, as would the belvedere. There are no other proposed changes to the landscaping or levels of the site.

Manufacture and installation

- 7.6 Vale Garden Houses adopt a unique manufacturing approach, in that every project is assembled entirely as a dry-fit in the factory before painting and delivery for Installation. This process ensures great accuracy of fit, and eliminates unnecessary work on site, which in turn minimises stress or damage to the fabric of the host building.



Fig. 23 & 24 – General photos of Vale Garden Houses factory assembly hall.

8.0 CONCLUSION

- 8.1 In conclusion, the proposal, which is of high architectural design, has qualities that not only benefit the current occupants but also contribute to the public benefit through its sustainment and enhancement of both the use and significance of the heritage asset. Although the work would amount to some change, this would not harm the overall special interest and character of the building nor the wider National Park. The Applicant is also keen to enhance the property in order to secure its place for the benefit of future generations.
- 8.2 The main focus for the Applicant is very much about restoring character to the property whilst enabling a level of modern but functional living for their family home, with minimal impact to the existing fabric. It is important to highlight that everything they propose is reversible, if required.
- 8.3 This proposal is intended to conserve and enhance the heritage asset and the surrounding area, taking account of local building traditions and materials. Being low level and subservient to the host building; the scale, density, massing, height, landscape, layout and access of the proposal have been considered to ensure that the development blends well with the site and its surroundings, contributing positively to the overall character and quality of Park Hall and the NYMNP.
- 8.4 The design further complements by reflecting the architectural form and character of Park Hall; respecting the existing context, form and symmetry in both the building and the existing rooflines, which is felt to be a huge improvement aesthetically on the previously approved design.
- 8.5 The proposal would not impact on any neighbouring properties due to its' location and the separation distances between the properties.

- 8.6 It is considered that the level of impact, when considered in light of the sympathetic, transparent design of the proposed orangery and belvedere, and the general character and appearance of Park Hall, is limited. The changes proposed; by virtue of their scale and the nature of their impact on the heritage asset and the wider North York Moors National Park constitute no harm for the purposes of the NPPF and Local Plan Policies.
- 8.7 Lastly, Vale Garden Houses have a reputation for designing and building the finest bespoke conservatories and orangeries. All materials and workmanship throughout the structure will be of the highest quality and it is not intended to compromise with any aspect of the infrastructure or finishes in any way.

Appendix A:

Statutory Listed Building description

Building name: PARK HALL
District: SCARBOROUGH (District Authority)
List Entry Number: 1148959

LBS Number: 327097
Grade: II
Date Listed: 06/10/1969
NGR: NZ 86093 08688

Listing Text:

NZ 8608 AISLABY MAIN ROAD (south side) 17/22 No 11 (Park Hall)

6.10.69 (Formerly Listed as Park Hall) - II

House, early C19 with extensions and alterations. Stone with slate roof, coped gable ends and stone chimneys with antefixae. Two storeys, 2 windows in main block with long domestic wing to east. Sash windows with glazing bars. Garden front has 2 first-floor windows in eared architraves; and 2 late C19 square bays below. Entrance on west front in one-storey extension to south of full-height canted stone bay with hipped roof and stone-bracketed eaves. Windows also have eared architraves and bracketed cills.

Source:

Park Hall, Aislaby 'House History' by Humble Heritage commissioned by Dr Alex Stevenson [The Applicant] to provide a history of the construction and expansion of the building, its inhabitants over the years and a record of the historical fabric and phasing of the house.

STE2787

NYMNP

02/05/2023

VALE
GARDEN
HOUSES

DETAILS OF EXTERNAL MATERIALS

ROOF STRUCTURE – GARDEN ROOM

Our roof system incorporates a high-performance, double-glazed system supported by very fine glazing rafters. The glass rests on structural aluminium glazing rafters and immensely strong integral frame produced in our welding department.

Externally an aluminium glaze bar cap with attractive mouldings, secures the glass in position. This cap is powder-coated ensuring the longevity and low maintenance of the roof.

The roof glass is 6mm float, 16mm Argon filled cavity and a 6.4mm laminate, with a soft coat Low E glass internal coating. It offers superb thermal efficiency and will remain intact in the unlikely event of damage from falling tiles etc. The laminate layer also provides a high UV protection.

The garden room is designed to incorporate a traditional classical eaves detail with a secret gutter positioned behind. The insulated secret gutter has been designed as an integral part of the roof structure. It is fabricated from aluminium and forms a continuous gutter, supported by a structural aluminium chassis. There will be an area of flat lead roof within the box gutters area against the house; this constructed with treated softwood rafters support insulation board and 18mm plywood decking which is then covered with a Code 5 mop roll lead finish to form an insulated roof construction.

Rainwater will dispense into decorative cast aluminium hoppers, which allows water to expel into aluminium downpipes.

The ventilation in the roof is by means of thermostatically operated ridge ventilators.

ROOF STRUCTURE – BELVEDERE

The belvedere is designed to incorporate a traditional flat lead roof constructed with treated softwood rafters support insulation board and 18mm plywood decking which is then covered with a Code 5 mop roll lead finish to form an insulated roof construction.

Rainwater will dispense into a traditional gutter which allows water to expel into an aluminium downpipe.

SIDE STRUCTURE – BOTH UNLESS STATED OTHERWISE

The garden room is to sit on low walls constructed from stone to match the existing materials as closely as possible. The belvedere will sit on the existing stonework of the balcony.

Main frames, doors and windows are manufactured in a combination of painted Grade 1 Douglas Fir and Sapele Mahogany, and other timbers where appropriate all on hardwood cills.

DETAILS OF EXTERNAL MATERIALS

Side frames, doors and panels receive Protim pressure treatment, where appropriate, for long life and protection against rot and fungal attack. All timberwork is traditional mortice and tenon jointed and enhanced with decorative moulded edges and profiles.

The garden room incorporates top hung opening windows and set of traditional double doors. All door thresholds are fitted with a unique Architectural Bronze water-bar sitting on a large hardwood sill, stained in Walnut. Doors and windows are fitted with storm proof seals.

The belvedere incorporates a set of opening French windows.

Side units are double glazed with an inner leaf of 4mm soft coat Low E glass, with an Argon filled cavity of 12mm, and an outer leaf of 4mm. All side glazing is a combination of standard float, with toughened units where required by Building Regulations.

Glazing spacer bars will be finished in black.

Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information

Determining whether a Development may be CIL Liable - For submission with Planning Application

Please note: This version of the form should only be used for submissions relating to planning applications in England. There is a legacy version of the form for use in Wales: [Download the legacy version of this form](#)

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information.

Please read the associated Guidance Note before you complete the form. This and additional per-question help can be viewed at: https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including exemption or relief.

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 a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (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 (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. 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.

1. Application Details

Applicant or Agent Name:

Miss A Harman c/o Vale Garden Houses

Planning Portal Reference (if applicable): PP-12130534

Local authority planning application number (if allocated):

Site Address:

Park Hall
11, Main Road
Aislaby
Whitby
North Yorkshire
YO21 1SW

NYMNPA

02/05/2023

Description of development:

Addition of bespoke, timber and double-glazed orangery and first floor belvedere to west elevation

2. Applications to Remove or Vary Conditions on an Existing Planning Permission

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

Yes
If 'Yes', please complete the rest of this question

No
If 'No', you can skip to **Question 3**

b) Please enter the application reference number

c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

Yes No

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes No

If you answered 'Yes' to either c) or d), please go to **Question 5**

If you answered 'No' to both c) and d), you can skip to **Question 8**

3. Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

Yes
If 'Yes', please complete the rest of this question

No
If 'No', you can skip to **Question 4**

b) Please enter the application reference number

If you answered 'Yes' to a), you can skip to **Question 8**

If you answered 'No' to a), please go to **Question 4**

4. Liability for CIL

a) Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

Yes No

b) Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes No

If you answered 'Yes' to either a) or b), please go to **Question 5**

If you answered 'No' to both a) and b), you can skip to **Question 8**

5. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes No

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes No

If you answered 'Yes' to either a) or b), please note that you will need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim'. The form must be submitted to the Collecting Authority, **and** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The relief previously granted will be rescinded and the full levy charge will be payable.

You will also need to complete 'CIL Form 10: Charitable and/or Social Housing Relief Claim' if you think you are eligible for discretionary charitable relief, or discretionary social housing relief (if this is available in your area).

If you wish to claim exceptional circumstances relief, and if the charging authority have made exceptional circumstances relief available in their area (please check their website for details), you will need to complete 'CIL Form 11: Exceptional Circumstances Relief Claim'. The form must be submitted to the Collecting Authority, **AND** any relief must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

c) Do you wish to claim a self build exemption for a whole new home?

Yes No

If you have answered 'Yes' to c), please note that you will need to complete 'CIL Form 7: Self Build Exemption Claim - Part 1'. This form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

A Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

d) Do you wish to claim an exemption for a residential annex or extension?

Yes No

If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*
A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**
- *If your CIL Liability Notice was issued prior to 1 September 2019*
The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: www.planningportal.co.uk/cil

6. Proposed New Gross Internal Area

a) Does the application involve new **residential development** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is **not** liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.

Yes No

If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does the application involve new **non-residential development**?

Yes No

If yes, please complete the table in section 6c below, using the information from your planning application.

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential				
Total non-residential				
Grand total				

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in section 7c.

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sqm) to be retained.	Proposed use of retained gross internal area.	Gross internal area (sqm) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
2					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
3					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
Total floorspace		<input type="text"/>		<input type="text"/>			

7. Existing Buildings (continued)

c) Does the development proposal include the retention, demolition or partial demolition of any whole buildings **which people do not usually go into or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?**

Yes No

If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sqm) to be retained	Proposed use of retained gross internal area	Gross internal area (sqm) to be demolished
1				
2				
3				
4				
Total of which people do not normally go into, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?

Yes No

If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?

Use	Mezzanine gross internal area (sqm)

8. Declaration

I/we confirm that the details given are correct.

Name:

A Harman

Date (DD/MM/YYYY). Date cannot be pre-application:

02/05/2023

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

For local authority use only

Application reference: