



4. Copies

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

NYM / 2012 / 0512 / FL *
2012/0512

Householder Application for Planning Permission
for works or extension to a dwelling and listed building consent.
Town and Country Planning Act 1990

A4 Example

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council'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:

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3. Description of Proposed Works

Please describe the proposed works:

1) Removal of masonry paint from gable end
2) Replacement of modern windows with traditional windows, new door, all in gable end of property

3. Description of Proposed Works (continued)

Has the work already been started without planning permission? Yes No

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

Has the work already been completed without planning permission? Yes No

If Yes, please state when the works were 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:
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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 boundary? 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, indicating the scale, which trees by giving them numbers e.g. T1, T2 etc and state the reference number of the plan(s) /drawing(s) and indicate the scale:

Materials

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

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls	Painted brickwork	unpainted brickwork	<input type="checkbox"/>	<input type="checkbox"/>
Roof covering		NYM / 2012 / 0512 / FL	<input type="checkbox"/>	<input type="checkbox"/>
Chimney			<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			<input type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input type="checkbox"/>	<input type="checkbox"/>
Floors			<input type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input type="checkbox"/>	<input type="checkbox"/>
Water goods			<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and parking			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Other (provide description)			<input type="checkbox"/>	<input type="checkbox"/>

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

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

9. Demolition

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

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

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

If the answer to c) is Yes:

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

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

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

10. Listed Building Alterations

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

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

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

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

11. Listed Building Grading

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

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

12. Immunity From Listing

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

- Yes No Don't know

If Yes, please provide the result of the application:

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13. Parking

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

If Yes, please describe:

14. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the Council? Yes No

If Yes, please provide details:

16. 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.

- | | | |
|---|--|---|
| 3 copies of a completed and dated application form: <input type="checkbox"/> | 3 copies of a design and access statement where proposed works fall within one of the following designated areas: <input type="checkbox"/> | The correct fee: <input type="checkbox"/> |
| 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: <input type="checkbox"/> | <ul style="list-style-type: none"> • National Park • Site of special scientific interest • Conservation area • Area of outstanding natural beauty • World Heritage Site • The Broads | 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): <input type="checkbox"/> |
| 3 copies of other plans and drawings or information necessary to describe the subject of the application: <input type="checkbox"/> | | 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): <input type="checkbox"/> |

17. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant: *J. J. J.*

Or signed - Agent:

Date (DD/MM/YYYY):

09/07/2012 (date cannot be pre-application)

18. Applicant Contact Details

Telephone numbers

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

Email address (optional):

19. Agent Contact Details

Telephone numbers

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

Email address (optional):

20. 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:

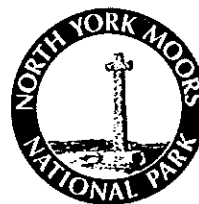
Email address:

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VALIDATION CHECKLIST

PLANNING PERMISSION AND LISTED BUILDING CONSENT

For alterations, extension or demolition of a listed building



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 REQUIREMENTS:

(1 original and 3 copies to be supplied unless that application is submitted electronically)

Completed application form	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Completed Certificate of Ownership, A, B, C or D as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) regulations 1990.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Location Plan at a scale of 1:2500 or 1:1250 with your application site edged red and any other land in your ownership edged in blue.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Existing site layout plans at a scale of 1:100, 1:200 or 1:500 showing the site in relation to existing buildings and site boundaries. The plan 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.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed site layout plans at a scale of 1:500, 1:200 or 1:100	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed elevations to a scale of 1:50 or 1:100 Requirements dependent on position of extension eg. no front elevation required for rear extension etc.	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed floor plans to a scale of 1:50 or 1:100 For each floor ie, ground and first floor required for two storey extension	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Roof plans to a scale of 1:50 or 1:100 If the proposal alters the existing roof	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed site sections and finished floor levels and site levels at a scale of not less than 1:100	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Design and Access Statement	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

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Application fee

Please consult our enclosed Schedule of Fees.
Cheques are to be made payable to NYMNPA

YES

NO

Manufacturers specification/leaflet for proposals incorporating
plant/machinery (swimming pools/wind turbines/satellite
dishes/solar panels/rooflights)

YES

N/A

SOME OR ALL OF THE FOLLOWING INFORMATION MAY ALSO BE REQUIRED:

Biodiversity Survey and Report (Nature Conservation and Ecological
Assessment)

YES

N/A

Flood Risk Assessments/ Sequential Test (flood zones)

YES

N/A

Statement of agricultural need

YES

N/A

Tree Survey/Arboriculture Assessment

Where ground based works within 2 metres of the crown spreads of any trees
covered by Tree Preservation Order or tree located within a Village
Conservation Area

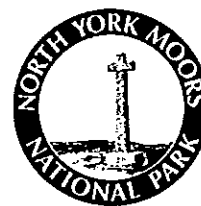
YES

N/A

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GUIDANCE NOTES

Planning Permission and Listed Building Consent
for alterations, extension or demolition of a listed building



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

Application Forms

Please submit 1 original and 3 copies ensuring that all parts of the form are completed and the form is signed and dated unless submitted electronically.

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 7 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 6 of the Town and Country Planning (General Development Procedure) Order 1995 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 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article (local paper)

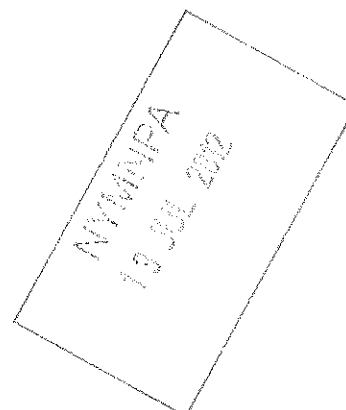
Certificate D - should be completed when none of the owners are known. Notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

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.

Location Plan

This plan is required to enable the planning authority to locate the site and it's surrounding. This would normally be to a scale of 1:2500 or 1:1250, preferably an Ordnance Survey base map or at the very least show a minimum of two street names and show the direction north. The application site should be outlined in red and any other land within the same ownership outlined in blue. If the proposal involves a new access ensure that the entire access and site lines for the access are included within the red line, (if the sight line includes land within the ownership of a third party please ensure that the correct certificate is completed). If the site is isolated it is also helpful to submit a plan at a smaller scale in addition to that submitted above.



Important Information

The plans submitted as part of any application considered by the Planning Committee will be scanned/photographed and possibly used in a slide 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.

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 a scale of 1:100, 1:200 or 1:500, 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 a scale of 1:100 or larger showing elevations, 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. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

Design and Access Statement

Required for all applications except for:

- Material Change of Use of land or buildings, unless it also involves operational development
- Engineering or mining operations

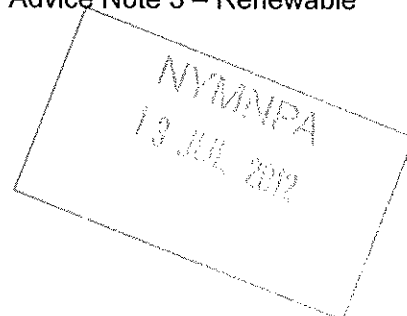
The Design and Access Statement should address the design principles and concepts that have been applied to the proposed development and how the issues relating to the access have been addressed. Please see separate Guidance Note.

Application fee

Please consult our enclosed Schedule of Fees. Cheques are to be made payable to the NYMNPA.

Manufacturers specification/leaflet, for proposals incorporating plant/machinery (swimming pools/wind turbines)

Please highlight the exact information within the leaflet that relates to the development proposal. Please also see the Authority's website for Planning Advice Note 3 – Renewable Energy <http://www.moors.uk.net/uploads/publication/6245.pdf>



Biodiversity Survey and Report (Nature Conservation and Ecological Assessment)

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts on them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in Planning Policy Statement 9. Biodiversity and Geological Conservation (PPS9) (August 2005), PPS 9, www.communities.gov.uk/documents/planningandbuilding/pdf/147408 and is accompanied by Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005, www.communities.gov.uk/documents/planningandbuilding/pdf/147570 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice, www.communities.gov.uk/documents/planningandbuilding/pdf/143792 See also the Authority's website for Planning and Biodiversity – Advice Note 2 <http://www.moors.uk.net/uploads/publication/6244.pdf>

Flood Risk Assessments/ Sequential Test (flood zones)

This is required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning Policy Statement 25: development and Flood Risk (PPS25) provides comprehensive guidance in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect elsewhere. www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25 Further advice and guidance relating to Flood Risk assessments and Sequential Tests can be found at www.pipernetworking.com/floodrisk/matrix.html.

Tree Survey/Arboriculture Assessment

Where there are trees within the application site, or land 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 5837:2005 Trees in relation to construction – Recommendations. Copies of the British Standard can be obtained from The British Standards Institute at www.bsonline.bsi-global.com See also the Authority's website for Planning Advice Note 1 – Trees and Development <http://www.moors.uk.net/uploads/publication/5855.pdf>

