



NYM / 2013 / 0017 / FL

2013/0017

Application for Planning Permission. Town and Country Planning Act 1990

KISO # 11950

7/1/13

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.

£235 # 11958
18/1/13

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:

NYM/MPA
- 8 JAN 2013

3. Description of Proposed Works

Please describe the proposed works:

TO EXTEND INTO ADJOINING BUILDING CREATING A BEDROOM, UTILITY ROOM + OFFICE, ALL OPENINGS + WINDOWS ARE TO STAY THE SAME, ROOF LINE WILL NOT CHANGE NO EXTERNAL CHANGES TO TAKE PLACE.

Has building or works already been carried out or use of land already started? Yes No

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

Have the works been completed or change of use already occurred? Yes No

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

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

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

Details of pre-application advice received?

6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? Yes No Unknown

Is a new or altered pedestrian access proposed to or from the public highway? Yes No Unknown

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

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

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

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 Unknown

If Yes, please provide details:

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

If Yes, please provide details:

8. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

If Yes please provide details:

9. 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:

10. Materials

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

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
		NYM / 2013 / 0017 / FL			
Walls	SANDSTONE ORIGINAL	WILL NOT CHANGE	<input type="checkbox"/>	<input type="checkbox"/>	
Roof	SLATE	"	<input type="checkbox"/>	<input type="checkbox"/>	
Windows	A MIXTURE OF ROTTEN WOOD & METAL	HARDWOOD DOUBLE GLAZED TO MATCH THE REST OF THE HOUSE.	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	WOOD	HARDWOOD TO MATCH THE REST OF THE HOUSE.	<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:

11. 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	NONE
Light goods vehicles/ public carrier vehicles	N/A	N/A.	
Motorcycles	N/A	N/A.	
Disability spaces	N/A	N/A	
Cycle spaces	N/A	N/A	
Other (e.g. Bus)	N/A	N/A	
Other (e.g. Bus)	N/A	N/A	

12. Foul Sewage

Please state how foul sewage is to be disposed of:

- | | |
|--|--|
| <input type="checkbox"/> Mains sewer | <input checked="" type="checkbox"/> Cess pit |
| <input type="checkbox"/> Septic tank | <input type="checkbox"/> Other |
| <input type="checkbox"/> Package treatment plant | <input type="checkbox"/> Unknown |

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):

NYM / 2013 / 0 0 1 7 / FL

13. 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 Unknown

How will surface water be disposed of?

- | | |
|--|--|
| <input type="checkbox"/> Sustainable drainage system | <input checked="" type="checkbox"/> Existing watercourse |
| <input type="checkbox"/> Soakaway | <input type="checkbox"/> Pond/lake |
| <input type="checkbox"/> Main sewer | <input type="checkbox"/> Unknown |

14. Biodiversity and Geological Conservation

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

15. Existing Use

Please describe the current use of the site:

OLD AGRICULTURAL BUILDING,
EMPTY.

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:

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

If you have answered Yes to any of the above, you will need to submit an appropriate contamination assessment.

16. 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 will need to provide a full Tree Survey, with accompanying plan before your application can be determined. 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 construction - Recommendations'.

17. 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

18. Residential Units (Including Conversion)

Does your proposal include the gain, loss or change of use of residential units? Yes No
 If Yes please complete details of the changes in the tables below:

Proposed Housing

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

Existing Housing

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

Social Rented	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							B

Social Rented	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							F

Intermediate	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							C

Intermediate	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							G

Key worker	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							D

Key worker	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	<input type="checkbox"/>						a
Flats and maisonettes	<input type="checkbox"/>						b
Live-work units	<input type="checkbox"/>						c
Cluster flats	<input type="checkbox"/>						d
Sheltered housing	<input type="checkbox"/>						e
Bedsit/studios	<input type="checkbox"/>						f
Unknown type	<input type="checkbox"/>						g
Totals (a+b+c+d+e+f+g)=							H

Total existing residential units
(A+B+C+D)=

Total proposed residential units
(E+F+G+H)=

Total net gain / loss of residential units

19. 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 checked="" type="checkbox"/>				
Shops	<input checked="" type="checkbox"/>				
Net tradable area:	<input checked="" type="checkbox"/>				
A2	<input checked="" type="checkbox"/>				
Financial and professional services	<input checked="" type="checkbox"/>				
A3	<input checked="" type="checkbox"/>				
Restaurants and cafes	<input checked="" type="checkbox"/>				
A4	<input checked="" type="checkbox"/>				
Drinking establishments	<input checked="" type="checkbox"/>				
A5	<input checked="" type="checkbox"/>				
Hot food takeaways	<input checked="" type="checkbox"/>				
B1 (a)	<input checked="" type="checkbox"/>				
Office (other than A2)	<input checked="" type="checkbox"/>				
B1 (b)	<input checked="" type="checkbox"/>				
Research and development	<input checked="" type="checkbox"/>				
B1 (c)	<input checked="" type="checkbox"/>				
Light industrial	<input checked="" type="checkbox"/>				
B2	<input checked="" type="checkbox"/>				
General industrial	<input checked="" type="checkbox"/>				
B8	<input checked="" type="checkbox"/>				
Storage or distribution	<input checked="" type="checkbox"/>				
C1	<input checked="" type="checkbox"/>				
Hotels and halls of residence	<input checked="" type="checkbox"/>				
C2	<input checked="" type="checkbox"/>				
Residential institutions	<input checked="" type="checkbox"/>				
D1	<input checked="" type="checkbox"/>				
Non-residential institutions	<input checked="" type="checkbox"/>				
D2	<input checked="" type="checkbox"/>				
Assembly and leisure	<input checked="" type="checkbox"/>				
OTHER	<input type="checkbox"/>				
Please specify	<input type="checkbox"/>				
AGRICULTURAL OUTGOING	<input type="checkbox"/>	62.4m ²	n/a.	62.4m ²	n/a
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 checked="" type="checkbox"/>			
C2	Residential Institutions	<input checked="" type="checkbox"/>			
Other	Hostels	<input checked="" type="checkbox"/>			

20. Employment

Please complete the following information regarding employees: n/a.

	Full-time	Part-time	Total full-time equivalent	Not known
Existing employees				
Proposed employees				

21. Hours of Opening

Please state the hours of opening for each non-residential use proposed: n/a.

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

22. Site Area

Please state the site area in hectares (ha)

n/a.

23. 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:

NYM / 2013 / 0 0 1 7 / P L 1

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)	Please provide the maximum annual operational throughput of the following waste streams:
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"/>		

APPROVED
 - 8 JAN 2013

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.

24. 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 (kilograms):

Amount (kilograms):

26. 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:



The correct fee:



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:



3 copies of a design and access statement:



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



3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings):



3 copies of the completed, dated Ownership Certificate (A, B, C, or D - as applicable):



27. Declaration

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

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

28. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: National number:

Country code: Fax number (optional):

Email address (optional):

29. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

30. 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:
WENDY SIMPSON

Email address:

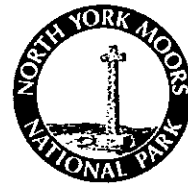
NYM / 2013 / 0 0 1 7 / FL

NYM/NPA
- 8 JAN 2013

VALIDATION CHECKLIST

PLANNING PERMISSION

Other than Householder Applications

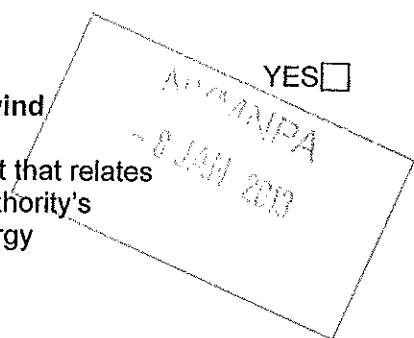


Please complete the attached checklist to indicate what you have included with your application. All plans should include paper size, key dimensions and scale.

STANDARD REQUIREMENTS

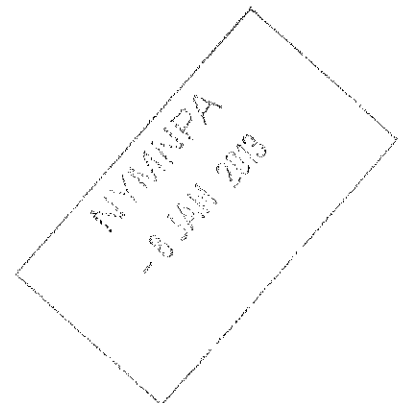
(4 copies to be supplied unless the application is submitted electronically)

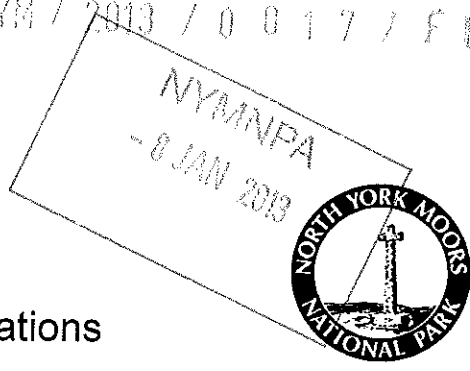
Completed application form	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Completed Certificate of Ownership, A, B, C or D as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and 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 type="checkbox"/>	N/A <input checked="" 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 and proposed site layout plans at a scale of 1:100, 1:200 or 1:500	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed elevations to a scale of 1:50 or 1:100	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Existing and proposed floor plans to a scale of 1:50 or 1:100	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Existing and proposed 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 checked="" type="checkbox"/>
Existing and proposed sections and finished floor levels at a scale of not less than 1:100	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Design and Access Statement unless material change of use, engineering or mining works	YES <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Application fee Please consult our enclosed Schedule of Fees. Cheques are to be made payable to NYMNPA.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
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	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>



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

- | | | |
|---|------------------------------|---|
| Biodiversity Survey and Report (Nature Conservation and Ecological Assessment) | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Flood Risk Assessments/ Sequential Test (flood zones) | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Tree Survey/Arboriculture Assessment | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Environmental Impact Assessment | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Foul Sewerage/surface water Assessment | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Structural Survey | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| Statement of Agricultural Need | YES <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |





GUIDANCE NOTES

for 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 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
- Advertisement Consents
- Notifications under the GPDO (as required for some forms of agricultural or forestry developments)
- Reserved Matters (following grant of outline planning permission)

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.

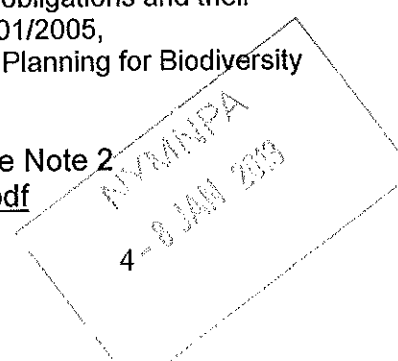
Application fee

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

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.visitnorthyorkshiremoors.co.uk/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 applications for development proposals of 1hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Floor Risk Assessment. This 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. 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.visitnorthyorkshiremoors.co.uk/uploads/publication/5855.pdf>

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.visitnorthyorkshiremoors.co.uk/uploads/publication/6245.pdf>

Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) 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 environments 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.

NYMMPA
- 6 JAN 2013

Foul Sewerage/surface water Assessment

A foul sewerage assessment should include a description of the type, qualities and means of disposal of any waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

There is now a presumption in favour of mains drainage unless you can justify that it is not feasible due to excessive cost or the lack of practicable means. The availability of public sewers must therefore be considered. If it shown that sewers are not available, the use of package treatment plants must be considered along with their future maintenance. Appropriate details must be submitted of the plant and its operation. Only if it can be clearly demonstrated by the developer that the sewerage and disposal methods referred to above are not feasible, should a system incorporating septic tank(s) be proposed. Applications involving the use of septic tanks must include an assessment to demonstrate that no adverse environmental effects would result when considered against a range of factors (these are included in the technical annex to Circular 3/99). The use of soakaways will require satisfactory percolation tests to have been undertaken. Further information on surface water management can be found in annex F of Planning Policy Statement 25 (PPS 25) at www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25 , the PPS25 Practice Guide, in the CIRIA C522 document Sustainable Urban Drainage Systems- design manual for England and Wales and the Interim Code of Practice for Sustainable Drainage Systems, www.ciria.org.uk/suds/publications.htm

Structural survey

A Structural Survey may be required in support of an application if the proposal involves substantial demolition or conversion, for example, barn conversion applications.

Statement of Agricultural Need

A statement is required to demonstrate that there is a genuine need for the accommodation proposed which is essential to the efficient functioning of the unit (ie 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.

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- 0 JAN 2013