



# **VALIDATION REQUIREMENTS FOR PLANNING AND OTHER APPLICATIONS SUBMITTED UNDER THE TOWN AND COUNTRY PLANNING ACTS**

**APRIL 2008**

**This document has been prepared in partnership on behalf of North Yorkshire Planning Authorities and is applicable to all applications submitted to those Authorities**

# **1. Introduction**

- 1.1 Arising from an amendment to the Town and Country Planning (General Development Procedure) Order 1995 a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts has been introduced with effect from the beginning of April 2008.
- 1.2 The purpose of the new validation arrangements is to :
- provide a guide to the information that may be required at the outset;
  - enable the Local Planning Authority to provide applicants with certainty as to the information required;
  - enable the Local Planning Authority to have all the necessary information to determine the application and to draft the planning permission and all conditions;
  - minimise the need for further submission of additional information in order to allow Local Planning Authorities a reasonable opportunity to determine applications within the Best Value Performance Indicator (BVPI)109 targets; and,
  - ensure consistency in the approach taken by different Local Planning Authorities in registering and validating applications, whilst recognising the need for variation appropriate to local circumstances.
- 1.3 With this in mind, a group of the North Yorkshire Planning Authorities has sought through this document to set down a consistent and proportionate approach to the information that is required for all different types of applications. This will be kept under annual review to ensure that it is meeting the above objectives in practice. In setting out these requirements, we are seeking to reduce the number of applications (previously around 30%), which have to be returned as invalid due to insufficient information or being wrongly completed.
- 1.4 Section 2 of this document explains the approach to the submission and validation of applications. Section 3 provides a list of requirements for each of the main types of application made under the Town and Country Planning Acts. Where “combination” applications are made, then reference should be made to both of the individual requirements. Section 4 provides explanatory guidance to the terms used. We hope that you find this document useful.

## **2. Protocol for Submission and Validation of Applications**

### **Pre-Application Advice**

- 2.1 The Council's website contains guidance and advice relating to different types of applications and the issues that need to be considered in preparing an application: [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/](http://www.york.gov.uk/environment/Planning/Planning_guidance/)
- 2.2 You are also invited to have pre-application discussions with a Planning Officer prior to the formal submission of an application to:
- (a) confirm the scope of the information in the application;
  - (b) address whether the proposal may need to be amended to comply with the Council's policies in the Development Plan and other Officer advice; and,
  - (c) to seek a view on whether planning permission is likely to be granted.

This advice is given without prejudice to the final recommendation on the proposal, which will be made in the light of consultation responses and detailed consideration of the application.

- 2.3 It is recognised that for reasons of urgency some applications may not benefit from pre-application advice. The Council will vet applications on receipt and inform the agent/applicant if the plans and supporting information is sufficient to register the application. It will be necessary to submit all required documents with the application as set out in the Council's published validation criteria for the application to be formally accepted and registered.
- 2.4 It may be necessary in relation to some supporting information to carry out pre-submission consultation with technical consultees, for example, the Environment Agency, Yorkshire Water, Natural England North Yorkshire County Council or English Heritage as appropriate, prior to the formal registration of the application.
- 2.5 For some particularly complex cases, the Council will set up a "Development Team" to involve some of the above Services and Agencies in dealing with the application.
- 2.6 All applicants, but particularly those bringing forward major development schemes, are encouraged to carry out public consultation with appropriate sections of the public (e.g. neighbours directly affected, Parish/Town Council or specific interest groups) in accordance with the Council's published "Statement of Community Involvement".

## **Validation of Applications**

- 2.7 The Council will not register or validate an application if it is incomplete i.e. if all information listed in the appropriate validation criteria is not provided in a complete form.
- 2.8 Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations the Council also has power in the course of dealing with an application to require an applicant to :
- (a) supply any further information, and accept outline applications, plans and drawings necessary to enable them to determine the application; or
  - (b) provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
- 2.9 If an application is subsequently found to be invalid following registration, the time period for determination will be suspended until such time as it becomes valid and the period for determination of the application reset.

## **Processing the Application**

- 2.10 The opportunity to make significant changes to an application, after validation, is severely limited. Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made inside the 8 or 13 week target. Applicants may, however, be able to make changes to plans to address issues raised by Officers and consultees, if time permits during the process of consideration. In every case the submission of revised details must be accompanied by a schedule clearly setting out the proposed changes.
- 2.11 Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, the Council will ask for a fresh application.
- 2.12 Where an application has been validated but needs significant alteration to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted. The applicant may, however, withdraw the application and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission.
- 2.13 Prior to a recommendation of refusal being made on an application, the Council will in most cases aim to inform the agent/applicant and give the opportunity to withdraw the application if it is clear that there would be no other acceptable outcome. These applications can normally be resubmitted in revised form, with no fee.

## **Legal Agreements**

- 2.14 Whenever possible, conditions will be used in preference to legal agreements to secure requirements for e.g. schools, highways, open space or affordable housing. Applicants are requested to use Unilateral Undertakings rather than entering into Section 106 Planning Agreements to meet obligations associated with development proposals. Guidance is available at [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/S106\\_Obligations/](http://www.york.gov.uk/environment/Planning/Planning_guidance/S106_Obligations/)
- 2.15 Unilateral Undertakings and Planning Agreements should be substantially drafted during the preparation of the application or, where possible, should be included as part of the formal submission of the application. .
- 2.16 Where Undertakings or Agreements are not completed in time to allow approval of a development within the target timescale of 8 or 13 weeks and the delay lies with the applicant, planning permission may be refused on the grounds of failure to meet a necessary obligation.

## **Summary**

The key elements of the Protocol for submission and validation of applications are :

- Compile a full application before formal submission.
- Consult the Local Planning Authority and key consultees before formal submission.
- “Front load” the application process by taking into account the views of other parties who will be involved in commenting on and considering the application.
- Significant alterations to applications cannot be made after registration/validation.
- The Council will make decisions in most cases within the relevant target of 8 or 13 weeks.
- Advance preparation of documents for Unilateral Undertakings or Planning Agreements will assist a prompt and favourable outcome.

### 3. **Information Requirements for Applications by Main Application Type**

(Please refer to Section 4 of this document for explanatory guidance of the terms used)

#### **HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING**

The following information is required to enable the application to be accepted and considered :

##### **National Requirements**

- Completed form (3 copies plus one original to be supplied unless the application is submitted electronically).
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus one original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus one original of all plans to be supplied unless the application is submitted electronically) including :
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
- Site plan (at a scale of 1:500 or 1:200) showing the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries, all the buildings, roads and footpaths on land adjoining the site including access arrangements, all Public Rights of Way crossing or adjoining the site. In some simpler cases the site plan may be combined with the block plan (please seek advice if required).
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);

- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100); and,
- Roof plans (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required (see Section 4 for Explanatory Guidance) .
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, 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 Requirements**

- **Biodiversity/Geological Survey and Assessment Report** 
  - The Planning Authority must consider the conservation of biodiversity when determining a planning application – this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981; the Conservation (Natural Habitats etc.) Regulations 1994; or the Badgers Act 1992; as well as designated sites and priority habitats. Where a proposed development is likely to affect protected species, a designated site, priority habitat or geological feature, the application must be accompanied by a Biodiversity/Geological Survey and Report.

The circumstances in which a protected species survey and assessment will be required are explained in more detail in the published list of local requirements. If the application involves any of the development proposals shown in Table 1 (Column 1) of that document a protected species survey and assessment will be required. If the application is likely to affect any of the designated sites priority habitats or biodiversity features listed in Table 2 or geological features listed in Table 3 a relevant survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in these tables.

The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological or geological data from the North Yorkshire Ecological Data Centre.

The Survey must be to an appropriate level of scope and detail and must:-

For protected species :

- a) record where species are present and identify their numbers (may be approximate); and,
- b) map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

For designated sites or priority habitat/geological features :

- a) record which habitats and features are present on and, where appropriate, around the site;
- b) identify the extent/area/length present; and,
- c) map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The Assessment must identify and describe potential development impacts likely to harm the biodiversity or geological features identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show :



- How alternative designs or locations have been considered.
- How adverse effects will be avoided wherever possible.
- How unavoidable impacts will be mitigated or reduced.
- How impacts that cannot be avoided or mitigated will be compensated.
- In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats, other biodiversity/geological features or benefit protected species. The Assessment should give an indication of likely change in the area (hectares) of priority habitat etc. on the site after development e.g. whether there will be a net loss or gain. Where appropriate, an ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.
- Daylight /Sunlight Assessment – Where a development may cause loss of amenity to nearby property through loss of daylight or sunlight to habitable windows or cause overshadowing of adjacent land then an assessment will be required.

If the scheme involves the construction of buildings higher than single storey and within 2 metres of the common boundary with any neighbouring residential property an assessment will be required.

The extent and complexity of the assessment will need to be proportionate to the potential impact. Consider the proposed height of the proposed building, its design and orientation of the existing and proposed buildings and changes in ground levels.

Any information will be in respect of the planning merits and not have a direct bearing on other legislation contained in the Rights of Light Act.

- Flood Risk Assessment – The need for a Flood Risk Assessment depends upon which Zone, defined by the Environment Agency, applies. Generally a Flood Risk Assessment will only be required if the proposed development increases the risk of flooding or potential

severity of flooding such as the construction of basements (where this requires planning approval). Normally a Flood Risk Assessment will not be required for Householder developments. Details of flood risk can be found on the Environment Agency's website <http://www.environment-agency.gov.uk/subjects/flood/> . Applicants should check this for the Flood Zone of the site and then view the relevant Standing Advice Guidance Notes. In High Risk Areas this will normally require floor levels to be raised 300mm above the highest known flood level in the vicinity and include flood proofing measures at the design stage of the building.

- Parking Provision – Where a scheme reduces the available parking space or turning space or changes access arrangements or significantly increases the size of a property and therefore has the potential to increase the demand for parking, applicants should provide details of how access will be provided and what arrangements are to be made to ensure that safe access and egress can be achieved and the reasonable parking demands are met within the application site.
  
- Statement of Community Involvement - Applicants are encouraged to submit a supporting statement setting out how neighbours have been consulted on the proposal, in accordance with the Council's Statement of Community Involvement. Examples of information helpful to supply in a Statement of Community Involvement are :
  
- Records of discussions/correspondence giving the date, time and place of discussions with whom and what issues were raised, what responses given at the time and what amendments have been made to address those concerns.
  
- Whether amendments have been the subject of further discussion.
  
- Tree Survey/Arboricultural Implications - Where trees are within or adjacent to an application site and could be influenced by the development (including street trees) due to :

- a) Excavation of ground or changes of ground level within the root zone (generally under the canopy of the tree). This includes drainage and other infrastructure such as power and gas supplies as well as the formation of new foundations.
- b) Construction of buildings within the canopy spread of a tree regardless of whether the works involve excavation or not and regardless of whether the tree is within or outside of the application site or applicants ownership.
- c) Changes to the ground covering/surfacing beneath the canopy spread.
- d) Changes to ground water drainage arrangements beneath the canopy spread.

Information will be required about which trees are to be retained and which removed. Details of the means of protection of trees during the construction period will also be required. This information should be prepared by a suitably qualified and experienced arboriculturalist.

**APPLICATIONS FOR FULL PLANNING PERMISSION INCLUDING CHANGES OF USE**

**APPLICATIONS FOR OUTLINE PLANNING PERMISSION WITH EITHER SOME OR ALL MATTERS RESERVED**

**APPLICATIONS FOR APPROVAL OF RESERVED MATTERS (WHERE THE INFORMATION WAS NOT ORIGINALLY PROVIDED WITH THE OUTLINE APPLICATION)**

The following information is required to enable the application to be accepted and considered. "Major" developments<sup>1</sup> are likely to need more of these requirements than less complex, smaller schemes :

**National Requirements**

- Completed form (3 copies plus one original to be supplied unless the application is submitted electronically).
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus one original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus one original to be supplied unless the application is submitted electronically) including :
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
- Site plan (at a scale of 1:500 or 1:200) showing the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries, all the buildings, roads and footpaths on land adjoining the site including access arrangements, all Public Rights of Way crossing or adjoining the site. In some simpler cases

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<sup>1</sup> "Major" developments comprise proposals for ten or more dwellings; an outline application for residential development on a site of more than 0.5 hectare; new building(s) of more than 1,000 sq. m. floorspace; or development on a site of more than 1 hectare.

the site plan may be combined with the block plan (please seek advice if required).

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100); and,
- Roof plans (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.
- In addition, where Ownership Certificates B, C or D have been completed, 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 Requirements

**Affordable Housing Statement** – This will be required for housing developments where the number of units exceeds a certain threshold. For information on the Council’s requirements please use this link to access information on Affordable Housing [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/affordable\\_housing/](http://www.york.gov.uk/environment/Planning/Planning_guidance/affordable_housing/)

- **Air Quality Assessment** – Within a designated Air Quality Management Area (AQMA), proposals for development should usually include a statement relating to the air quality impact of the proposal. Although a formal Air Quality Impact Assessment is not appropriate for all developments within an AQMA, developers are encouraged to make reference to the AQMA where appropriate and provide some justification as to the reasons why they have not considered it further. In some instances an Air Quality Impact Assessment will be required. More information on the AQMA is provided on the Council’s website at [http://www.york.gov.uk/environment/Pollution/air\\_pollution/Air\\_pollution\\_levels\\_in\\_York/aqma/](http://www.york.gov.uk/environment/Pollution/air_pollution/Air_pollution_levels_in_York/aqma/)

Further, specific guidance is provided in City of York Council's internal guidance note : “Air Quality and the Planning Process”. This local guidance note builds on the information found within the national guidance note “Development Control : Planning for Air Quality, 2006 update” produced by NSCA (National Society for Clean Air) (now E.P.U.K).

- **Biodiversity Survey and Report** – The Planning Authority must consider the conservation of biodiversity when determining a planning application – this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981; the Conservation (Natural Habitats etc.) Regulations 1994; or the Badgers Act 1992; as well as designated sites and priority habitats. Where a proposed development is likely to affect protected species, a designated site, priority habitat or geological feature, the application must be accompanied by a Biodiversity/Geological Survey and Report.

The circumstances in which a protected species survey and assessment will be required are explained in more detail in the published list of local requirements. If the application involves any of the development proposals shown in Table 1 (Column 1) of that document a protected species survey and assessment will be

required. If the application is likely to affect any of the designated sites, priority habitats or biodiversity features listed in Table 2 or geological features listed in Table 3, a relevant survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in these tables.

The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological or geological data from the North Yorkshire Ecological Data Centre.

The Survey must be to an appropriate level of scope and detail and must :-

For protected species :

- a) record where species are present and identify their numbers (may be approximate); and,
- b) map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

For designated sites or priority habitat/geological features :

- a) record which habitats and features are present on and, where appropriate, around the site;
- b) identify the extent/area/length present; and,
- c) map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The Assessment must identify and describe potential development impacts likely to harm the biodiversity or geological features identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show :

- How alternative designs or locations have been considered.
- How adverse effects will be avoided wherever possible.
- How unavoidable impacts will be mitigated or reduced.

- How impacts that cannot be avoided or mitigated will be compensated.

In addition, proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats, other biodiversity/geological features or benefit protected species. The Assessment should give an indication of likely change in the area (hectares) of priority habitat etc. on the site after development e.g. whether there will be a net loss or gain. Where appropriate, an ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

- Daylight /Sunlight Assessment – Where a development may cause loss of amenity to nearby property through loss of daylight or sunlight to habitable windows or cause overshadowing of adjacent land then an assessment will be required.

If the scheme involves the construction of buildings higher than single storey and within 2 metres of the common boundary with any neighbouring residential property an assessment will be required.

The extent and complexity of the assessment will need to be proportionate to the potential impact. Consider the proposed height of the proposed building, its design and orientation of the existing and proposed buildings and changes in ground levels.

Any information will be in respect of the planning merits and not have a direct bearing on other legislation contained in the Rights of Light Act.

- Economic Statement – Applications may need to be accompanied by a supporting statement of any regeneration benefits, such as the number of new jobs likely to be created, community benefits and any regeneration strategies that lie behind the proposals. This may be included as part of a Planning Statement. This would normally apply to larger more complex schemes and agricultural diversification schemes/new business developments in the countryside but could apply to smaller commercial developments. For developments in rural areas further advice can be found in [PPS7 “Sustainable Development in Rural Areas”](#) available on the DCLG web site.
- Environmental Statement – The Town and Country Planning (Environmental Impact Assessment ) Regulations (1999) (as



amended) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Information on this can be found at ([http://www.opsi.gov.uk/si/si1\\_999/19990293.htm](http://www.opsi.gov.uk/si/si1_999/19990293.htm)). This usually relates to larger more complex schemes but can be required for some minor developments if there are likely to be significant environmental effects from pollution for example. For most applications EIA is not required.

- Flood Risk Assessment – The need for a Flood Risk Assessment depends upon which Zone, defined by the Environment Agency, applies. Generally if the site is within Zone 1 then a Flood Risk Assessment is not required. Details of the Zones and the Environment Agency's requirements can be found on the Environment Agency's web site at <http://www.environment-agency.gov.uk/subjects/flood/?lang=e> . Currently, this will require a Flood Risk Assessment for:
- Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,
- All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use).

All proposals in High Risk Flood Zones must include information about alternative sites that have been considered in order to support a sequential test for the proposed development.

- Foul Sewerage and Utilities Assessment – Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water to establish where the drains are. Their web site address is [www.yorkshirewater.co.uk](http://www.yorkshirewater.co.uk) Applicants are encouraged to minimise the effect of surface water run-off in the planning of new developments through the use of sustainable drainage systems. Advice on this can be found on the Environment Agency's web site at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

For major and complex schemes a statement must be provided which demonstrates that :-

- a) The availability of utility services (gas, electricity, telecommunications water, and foul and surface water sewage disposal - taking into account the capacity of the receiving water treatment works) has been examined and would not result in undue stress on the delivery of those services to the wider community,

- b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,
- c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.

Any development proposing non-mains drainage should include an assessment as required by Circular 3/99 (Planning Requirements in Respect of the Use of Non-Mains Drainage in New Development) including, where appropriate, results of a percolation test.

- Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments) – A Heritage Statement will need to accompany an application if it affects a Listed Building, Conservation Area, Historic Park or Garden, Registered Battlefield, World Heritage Site, Scheduled Monument or their setting. They may also be required where the application would take place in an area of archaeological importance. Where a local list exists and a building is considered to be of historic interest, though not a listed building, the following information may be required -
- Context/street-scene elevations where significant extensions are proposed on public elevations.
- Photographs/photomontages of elevations.
- Structural survey where the application proposes demolition or significant alterations to the structure of the building.

Where the site is located within, or within the setting of, a Conservation Area it is expected that a statement will be submitted with any application about how the development relates to the Conservation Area, having regard to any Conservation Area Appraisal Document that may have been prepared by the Council. Details of the Council's Conservation Areas and Appraisal Documents can be found using the following link [http://www.york.gov.uk/leisure/Conservation/Conservation\\_areas/](http://www.york.gov.uk/leisure/Conservation/Conservation_areas/)

- Land Contamination Assessment – Where contamination is known or suspected, a land contamination assessment should be provided in accordance with guidance in PPS23 [“Planning and Pollution Control”](#). Information should be provided on the levels and extent of the contamination and how it is to be remediated in order to enable a determination to be made on whether or not a proposed development can proceed. In some situations, a preliminary risk assessment may be appropriate comprising a desk study, walk-over site reconnaissance and conceptual model (identifying potential pollutant sources, pathways and receptors as a basis for assessing risks and appraising options for remediation).
  
- Land Stability/Geotechnical Reports – For new developments that are on or adjacent to land which is known or suspected to be unstable, a report by an appropriately qualified engineer shall be submitted giving details of how land conditions are to be dealt with during the course of the development. Where the reports show that there is potential for instability details of arrangements for monitoring of ground water shall be submitted together with details of any necessary remediation details to prevent future landslips. Further advice can be found in [PPG14 “Development on Unstable Land”](#).
  
- Lighting Assessment – If the application involves significant new lighting, in terms of floodlighting, or lighting to car parks or open land, then a lighting assessment prepared by a suitably qualified lighting engineer will be required both to minimise the effect upon nearby residential properties and ensure that light pollution is minimised. Particular care will be needed with lighting in the countryside. Further advice on this can be found in “Lighting in the Countryside :Towards Good Practice” (1997) which is available at <http://www.communities.gov.uk/index.asp?id=1144822> and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".
  
- Noise Impact Assessment – Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered to be noise sensitive areas should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. In some cases a noise assessment may be required for domestic wind turbines. Further guidance is contained in PPG 24 [“Planning and Noise”](#) (September 1994). Application proposals that raise specific

issues regarding vibration should be supported by a Vibration Impact Assessment prepared by a suitably qualified acoustician. Further guidance is available in BS6472: 1992, which deals with human response to vibration in buildings; BS5228: Part IV 1992, which deals with construction vibration; and BS7385: Part 2 1993 which deals with buildings.

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- Open Space Assessment – For development on public or private open space or recreation areas, applications should be accompanied by plans showing existing or proposed open space within or adjoining the application site. Applicants would need to demonstrate as part of the assessment that the land or buildings are surplus to requirements. It is also expected that with residential schemes, new open space will either be provided on site or a commuted sum paid towards up-grading existing facilities or making new provision on a different site. Information on open space requirements in respect of residential schemes can be found at :- [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/OpenspaceAdviceNote/](http://www.york.gov.uk/environment/Planning/Planning_guidance/OpenspaceAdviceNote/)
- Parking Provision – Existing and proposed details of parking and access need to be provided for all new developments and clearly shown on the submitted plans. If no parking is to be provided, this should be clearly stated. All new developments should have access to a public highway shown in red as part of the application site.
- Photographs/Photomontages – These are not essential with every application but can be helpful to members of the public, Officers and Councillors in understanding the context of the application. It is expected that with major or complex schemes or applications in sensitive locations that photographs will be provided.
- Planning Obligations/Draft Heads of Terms – Planning Obligations or “Section 106 Agreements” are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land. Agreements are usually required in connection with major or complex schemes and occasionally with certain minor developments. Advice on Planning Obligations can be found in ODPM Circular 05/2005 “[Planning Obligations](#)” and the model [Section 106 Agreement](#) which can be found on the Communities and Local Government website. The Council has also produced guidance on Section 106 Agreements which can be found at :-

- [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/S106\\_Obligations/](http://www.york.gov.uk/environment/Planning/Planning_guidance/S106_Obligations/)
- Planning and Sustainability Statement – This will usually be required in connection with major or complex schemes and will usually assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. In the interests of making a difference to climate change, applicants will be expected to demonstrate how their proposals are making best use of renewable energy such as solar or wind power and/or using best practical means to reduce the carbon footprint of all new buildings. For all new developments applicants will be expected to have regard to the Council’s guidance on Sustainable Buildings, and which can be viewed at:- [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/Design\\_and\\_construct\\_draft\\_SPG/](http://www.york.gov.uk/environment/Planning/Planning_guidance/Design_and_construct_draft_SPG/)
- and for residential schemes the Code for Sustainable Homes. <http://www.planningportal.gov.uk/england/professionals/en/1115314116927.html>
- Applicants should provide details of how refuse will be dealt with, including provision of bin stores and re-cycling arrangements. Guidance is provided at:-
- [http://www.york.gov.uk/environment/Planning/Planning\\_guidance/Refuse\\_and\\_Kerbside\\_Collection/](http://www.york.gov.uk/environment/Planning/Planning_guidance/Refuse_and_Kerbside_Collection/)
- Statement of Community Involvement - Applicants are encouraged to submit a supporting statement setting out how the local community has been consulted on the proposal, in accordance with the Council’s Statement of Community Involvement :- 
  - [http://www.york.gov.uk/environment/Planning/Local\\_development\\_framework/Statement\\_of\\_comm\\_involve/](http://www.york.gov.uk/environment/Planning/Local_development_framework/Statement_of_comm_involve/)
  - Examples of information helpful to supply in a Statement of Community Involvement are :
    - Records of discussions/correspondence giving the date, time and place of discussions with whom and what issues were raised, what responses given at the time and what amendments have been made to address those concerns.
    - Whether amendments have been the subject of further discussion.

- Statement of Need for Agricultural Dwelling(s) – Where a new agricultural dwelling is proposed a statement of the need for the new dwelling unit shall be provided in accordance with advice contained in Annex A to [PPS7 “Sustainable Development in Rural Areas”](#).
- Structural Survey - Structural surveys will be required in cases where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed. In either case factual evidence will be required to support the case.
- Town Centre Uses (Evidence to Accompany Applications) – This would apply to all retail and leisure developments over 2,500 square metres gross floorspace where they are proposed to be located either in an edge of centre or an out of centre location and would not accord with the current Development Plan. They may also be required for smaller developments if they would be likely to affect smaller centres. Evidence should be supplied to show that there are no sequentially preferable sites. Policy advice is available in PPS6 “Planning for Town Centres”, March 2005 ([Planning Policy Statement 6: Planning for Town Centres](#))
- Transport Assessment – A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications<sup>2</sup>. For smaller schemes the TA should simply outline the transport aspects of the scheme but for major proposals the TA should illustrate accessibility to the site by all modes of transport, for example cycle, foot or car, as well as giving details of measures which will
  - a) improve public transport; b) reduce the need for parking; and,
  - c) mitigate transport impacts. [PPG 13 “Transport”](#).

2

Type of Development	Site Area Threshold	Gross Floor Area Threshold / Number of Units Threshold
Food Retailing (A1)	0.2 hectares	400 sq m
Non Food Retailing (A1)	0.8 hectares	1,000 sq m
Offices (B1)	0.8 hectares	1,000 sq m
Industry (B2, B8)	2.0 hectares	2,000 sq m
Residential (C3)	1.0 hectares	40 units
Other	30 + vehicle movements in any hour	

- Travel Plan – Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required. Further guidance on TAs and Travel Plans can be obtained from the Council’s Highway Network Management Section.
- Tree Survey/Arboricultural Implications - Where trees are within or adjacent to an application site and could influence or be affected by the development (including street trees) information will be required about which trees are to be retained and which removed. Details of the means of protection of trees during the construction period will also be required. This information should be prepared by a suitably qualified and experienced arboriculturalist.
- Ventilation/Extraction Statement – Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics will be required to accompany all applications for restaurants and cafés, pubs, wine bars and any other drinking establishments and all hot food takeaways. This information may be required for significant retail, business, industrial or leisure developments where substantial ventilation or extraction equipment is proposed to be installed. Advice on suitable ventilation and extraction equipment can be obtained from the Council’s Environmental Health team.

## CONSERVATION AREA CONSENT FOR DEMOLITION IN A CONSERVATION AREA

The following information is required to enable the application to be accepted and considered :

### National Requirements

- Completed form (3 copies plus original to be supplied unless the application is submitted electronically).
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus original to be supplied unless the application is submitted electronically) including :
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
- *Site plan (at a scale of 1:500 or 1:200) showing the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries, all the buildings, roads and footpaths on land adjoining the site including access arrangements, all Public Rights of Way crossing or adjoining the site. In some simpler cases the site plan may be combined with the block plan (please seek advice if required).*
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of



the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

### **Local Requirements**

- Biodiversity survey and report.
  
- Heritage Statement (including an analysis of the character of the building and its contribution to the character of the surrounding part of the Conservation Area, referring where appropriate to any existing Conservation Area Appraisal and Management Plan that may have been published by the Council. The Statement should also justify the need for demolition having regard to :
  
- The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use;
  
- Efforts made to retain the building in use; and,
  
- The merits of alternative proposals for the site.
  
- Full photographic survey – internal and external.
  
- Structural survey where the application proposes demolition of a historic building which would normally be retained or re-used.

## LISTED BUILDING CONSENT FOR ALTERATION, EXTENSION OR DEMOLITION OF A LISTED BUILDING

The following information is required to enable the application to be accepted and considered :

### National Requirements

- Completed form (3 copies plus original to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus original to be supplied unless the application is submitted electronically) including :
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.
- *Site plan (at a scale of 1:500 or 1:200) showing the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries, all the buildings, roads and footpaths on land adjoining the site including access arrangements, all Public Rights of Way crossing or adjoining the site. In some simpler cases the site plan may be combined with the block plan (please seek advice if required).*
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);

- Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details; and,
- Roof plans (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.
- Design and Access Statement.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.

### **Local Requirements**

- Biodiversity survey and report where significant alterations are proposed to the roof or where an empty building is to be subdivided or altered.
- Heritage Statement – with reference to the Design and Access Statement addressing : 
  - i) the special architectural or historic interest of the building and a justification of the proposed works;
  - ii) the particular physical features of the building that justify its designation as a Listed Building; and,
  - iii) the setting of the building.
  - iv) information about how it is proposed to protect,

preserve or restore surviving historic fabric of the listed building, and details of methods and materials to be employed

Where demolition of the whole or any substantial part of the building is proposed, the Statement should also justify the need for demolition having regard to :

- The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use;
- Efforts made to retain the building in use; and,
- The merits of alternative proposals for the site.
- Street scene or perspective elevations where significant extensions are proposed on public elevations.
- Photographs/photomontages of all affected elevations and details.
- Structural survey where the application proposes demolition or significant alterations to the structure of the building.

## APPLICATION FOR ADVERTISEMENT CONSENT

The following information is required to enable the application to be accepted and considered :

### National Requirements

- Completed form (3 copies plus original to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, identifying the location of the site by reference to at least two named roads, identifying the proposed position of the advertisement(s) and showing the direction of North (3 copies plus original to be supplied unless the application is submitted electronically).
- Other plans and drawings or information necessary to describe the subject of the application (3 copies plus original to be supplied unless the application is submitted electronically) including :
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).:
  - Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]
- The appropriate fee.

### Local Requirements

- Lighting assessment (where illuminated advertisements are proposed).
- Photographs and photomontages.
- Details of other signs on the site to assess the cumulative impact of the sign.

- Planning Statement to include the need for the sign.

**APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE  
FOR AN EXISTING USE OR OPERATION OR ACTIVITY  
INCLUDING THOSE IN BREACH OF A PLANNING CONDITION**

The following information is required to enable the application to be accepted and considered :

**National Requirements**

- Completed form (3 copies plus original to be supplied unless the application is submitted electronically).
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies plus original to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

**Local Requirements**

- Plans of the development (3 copies plus original to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres) :
- Existing elevations (e.g. at a scale of 1:50 or 1:100);
- Existing floor plans (e.g. at a scale of 1:50 or 1:100); and,
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100).
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal

knowledge of the existing use). The purpose of the information would be to demonstrate that the use had operated for the period required for it to become lawful e.g. more than 10 years for an existing use, or 4 years for a physical development or non compliance with a planning condition.

- Photographs/Photomontages (if relevant).
- Planning Statement.



## APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

The following information is required to enable the application to be accepted and considered :

### National Requirements

- Completed form (3 copies plus original to be supplied unless the application is submitted electronically).
- A location plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies plus original to be supplied unless the application is submitted electronically).
- Such evidence verifying the information included in the application as can be provided.
- Such other information as is considered to be relevant to the application.
- The appropriate fee.

### Local Requirements

- Plans of the proposed development (3 copies plus original to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres) :
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100); and,
- Site survey plan (e.g. at a scale of 1:50 or 1:100).
- Planning Statement.



## **APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL OR FORESTRY DEVELOPMENT – PROPOSED BUILDING**

The following information is required to enable the application to be accepted and considered :

### **National Requirements**

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

### **Local Requirements**

- Plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres) :
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100); 
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100); and,
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100). 
  - Photographs/photomontages.
- Planning Statement of need and functional requirements with reference to landscape impact.

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED  
AGRICULTURAL OR FORESTRY DEVELOPMENT –  
PROPOSED ROAD**

The following information is required to enable the application to be accepted and considered :

**National Requirements**

- A completed form or written description of the proposed development and the materials to be used.
- A plan indicating the site.
- The appropriate fee.

**Local Requirements**

- Planning Statement of need and functional requirements with reference to landscape impact.

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED  
AGRICULTURAL OR FORESTRY DEVELOPMENT –  
PROPOSED EXCAVATION/DEPOSIT OF WASTE MATERIAL**

The following information is required to enable the application to be accepted and considered :

**National Requirements**

- A completed form or written description of the proposed development and the materials to be used.

- A plan indicating the site.

The appropriate fee.

**Local Requirements**

- Planning Statement of need and functional requirements with reference to source/destination of materials and landscape impact.

**APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED AGRICULTURAL DEVELOPMENT – PROPOSED FISH TANK**

The following information is required to enable the application to be accepted and considered :

**National Requirements**

- A completed form or written description of the proposed development and the materials to be used.
  
- A plan indicating the site.
  
- The appropriate fee.

## **APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT IN RESPECT OF PERMITTED DEVELOPMENT BY ELECTRONIC COMMUNICATIONS CODE OPERATORS**

The following information is required to enable the application to be accepted and considered :

### **National Requirements**

- A completed form or written description of the proposed development.
- A plan indicating the proposed location.
- The appropriate fee.
- Evidence that the developer has given notice of the proposed development in accordance with A. 3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome, evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.

### **Local Requirements**

- Acoustic report where relevant.
- Any other relevant additional information.
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile

Phone Network Development)



## APPLICATION FOR HEDGEROW REMOVAL NOTICE

The following information is required to enable the application to be accepted and considered :

### National Requirements

- A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997.
- A plan which clearly shows the location and length of the hedgerow(s) to be removed (if possible, please provide a plan to a scale of 1:2500. A different scale can be used so long as it shows clearly the location and length of the hedgerow or hedgerows that you wish to remove).
- Evidence of the date of planting.

### Local Requirements

- Arboricultural assessment (where trees are to be removed).
- Biodiversity survey and report.
- Planning Statement addressing the significance of the hedgerow including evidence from the County Records Office; and the County Archaeological Service (or in-house Local Authority archaeological service where available); and the Yorkshire Wildlife Trust about the particular hedgerow(s).

## **APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION**

The following information is required to enable the application to be accepted and considered :

### **National Requirements**

- A completed form or written description of the proposed development.
- A statement that the applicant has displayed a site notice in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.
- The appropriate fee.

### **Local Requirements**

- A statement advising of the proposed method of demolition; the removal of material from the site; and the condition of the site following demolition.

**APPLICATION FOR REMOVAL OR VARIATION OF A  
CONDITION FOLLOWING THE GRANT OF PLANNING  
PERMISSION (SECTION 73 OF THE TOWN AND COUNTRY  
PLANNING ACT 1990)**

The following information is required to enable the application to be accepted and considered :

**National Requirements**

- Completed form.
  
- The completed Ownership Certificate (A, B, C or D – as applicable) as required under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
  
- In addition, where Ownership Certificates B, C or D have been completed, 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 as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
  
- Design and Access Statement, if required.
  
- The appropriate fee.

**Local Requirements**

- Statement supporting the proposal with reference to the relevant condition(s); reasons for the condition(s) having been imposed; and any proposed replacement condition(s). In the case of condition(s) relating to biodiversity/habitat/green space, evidence from Natural England and/or Yorkshire Wildlife Trust supporting the proposal.

**APPLICATION FOR TREE WORKS – WORKS TO TREES  
SUBJECT OF A TREE PRESERVATION ORDER (TPO) OR  
NOTIFICATION OF PROPOSED WORKS TO TREES IN A  
CONSERVATION AREA**

For works to trees protected by a Tree Preservation Order the following information is required to enable the application to be accepted and considered :

- Completed and dated application form, with all (mandatory) questions answered.
- Sketch plan showing the location of all tree(s).
- A full and clear specification of the works to be carried out including photographs.
- Statement of reasons for the proposed work; and,
- Evidence in support of statement of reasons. In particular, you should provide:
  - a report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s); and,
  - a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.
- Proposals for any replanting with details of position, species, sizes of trees and maintenance programme.

For works to trees in a Conservation Area the following information is required to enable the application to be accepted and considered :

- Completed and dated application form, with all (mandatory) questions answered.

- Sketch plan showing the location of all tree(s).
- A full and clear specification of the works to be carried out including photographs.

## **4. Explanatory Guidance of Terms**

### **Standard Application Form**

From April 2008, all applications need to be presented on a standard application form, which is available electronically. We would like to encourage you to submit your application electronically wherever possible, as this provides opportunities for improved efficiency and reduced costs. However you still have the option of submitting a paper based application if you wish, in which case three

additional copies of the completed standard application form should be submitted.

In some circumstances you may be requested to submit more than three copies, but three copies (plus one original) is the statutory requirement for a valid application.

### **Location Plan**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site.

### **Site Plan**

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show :

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.

- d) All Public Rights of Way crossing or adjoining the site.
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) The extent and type of any hard surfacing.
- g) Boundary treatment including walls or fencing where this is proposed.

### **Block Plan**

The block plan should be drawn at a scale of 1:100 or 1:200 and should show any site boundaries; the type and height of boundary treatment (e.g. walls, fences, etc.); and the position of any building or structure on the other side of such boundaries.

### **Existing and Proposed Elevations**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

### **Existing and Proposed Floor Plans**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

### **Existing and Proposed Site Sections, Finished Floor and Site Levels**

These should be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels,

illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of Design and Access Statements.

### **Roof Plan**

This should be drawn at a scale of 1:50 or 1:100 and is used to show the shape of the roof. It is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

### **Ownership Certificate**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the Local Planning Authority must not entertain an application for planning permission unless the relevant Certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

### **Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to



the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or consent to display an advertisement.

### **Design and Access Statement**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following :

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments. However, statements are required for applications where any part of a dwelling house or its curtilage fall within one of the following designated areas :
  - National Park
  - Site of Special Scientific Interest
  - Conservation Area
  - Area of Outstanding Natural Beauty
  - World Heritage Site

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with, including how relevant planning policies have been taken into consideration.

The Statement should include reference to how the issues of security and crime prevention have been fully considered in formulation of the scheme

A Design and Access Statement should be proportionate to the complexity of the application, but need not be long. What is required in a Design and Access Statement is set out in Article 4C of the GDPO and Department for Communities and Local

Government Circular 01/06 – [Guidance on Changes to the Development Control System.](#)

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address :

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and,
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

#### **Affordable Housing Statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the Local Planning Authority may require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

#### **Air Quality Assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of the Local Authority's Air Quality Action Plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of the planning application. Further advice is available in [Planning Policy Statement 23: Planning and Pollution Control.](#)

(November 2004).

### **Biodiversity Survey and Report**

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 the demolition of older buildings or roof spaces, removal of mature trees, woodland, scrub, hedgerows or alterations to water courses and ponds may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. This list is by no means conclusive and specialist guidance should be sought. Government planning policies for biodiversity are set out in [Planning Policy Statement 9: Biodiversity and Geological Conservation \(PPS9\)](#) (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. Material produced by other organisations may also provide a useful reference resource. Whilst scoping surveys (checking for signs and potential) for bats can be carried out during the winter months, many proposals will require a bat activity survey which can only be properly undertaken between May and August. Applicants should be aware that this can cause delays in the implementation of development.

### **Daylight/Sunlight Assessment**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications will need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for

example, BRE guidelines on daylight assessments. It should be noted that the grant of planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.

### **Economic Statement**

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

### **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where EIA is required, Schedule 4 to the Regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the Local Planning Authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the Local Planning Authority before submitting a planning application. In cases where a full EIA is not required, the Local Planning Authority may still require environmental information to be provided.

### **Flood Risk Assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. In areas vulnerable to non-fluvial flooding a Flood Risk Assessment may be required in some cases even if outside a designated Flood Zone.

The FRA 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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUD's) and address the requirements for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the Local Planning Authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. [Planning Policy Statement 25: 'Development and Flood Risk](#) (December 2006) 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 flooding elsewhere.

#### **Foul Sewerage and Utilities Assessment**

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). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in [DETR Circular 03/99; Building Regulations Approved Document Part H; and in BS6297.](#)

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building

Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate :

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and,
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

**Heritage Statement (including Historical, Archaeological Features and Scheduled Ancient Monuments)**

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a Planning Officer or a Conservation Officer the City Archaeologist before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for Listed Building Consent, a written statement

that includes a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required. A structural survey may be required in support of an application for Listed Building Consent.

For applications for Conservation Area Consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including Listed Buildings and structures, historic parks and gardens, historic battlefields and Scheduled Ancient Monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Significance as defined in local policies, within an Area of Archaeological Importance as designated under Part 2 of the 1979 Ancient Monuments and Archaeological Areas Act, or in other areas the subject of major development proposals or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and may need to carry out an archaeological field evaluation of the site and submit the results as part of the Heritage Statement.

The character and nature of a Heritage Statement should reflect both the particular heritage interest of the site and its surroundings as well as the nature of the proposal itself. Guidance on the scope of assessments and evaluations will be provided by the archaeologist.

For heritage assets, advice is provided in [\*\*Planning Policy Guidance Note 15 'Planning and the Historic Environment'\*\*](#), (September 1994) For archaeological remains, advice is provided in [\*\*Planning Policy Guidance Note 16\*\*](#)

[‘Archaeology and Planning’](#) (November 1990).

### **Land Contamination Assessment**

Applications may also need to be accompanied by a Land Contamination Assessment which should include an extended assessment of contamination in line with [Planning Policy Statement 23 ‘Planning and Pollution Control’](#) (November 2004). Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks that it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

### **Landfill Applications**

Applicants should provide sufficient information to enable the Waste Planning Authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Assessment.

### **Landscaping Details**

Applications may be accompanied by landscaping details and include proposals for long terms maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

### **Lighting Assessment**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details should include a layout plan with beam orientation and a schedule of the equipment in the design. [‘Lighting in the countryside: Towards good practice’](#) (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as



well as the countryside.

### **Noise Assessment**

Application proposals that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in [Planning Policy Guidance Note 24: Planning and Noise](#) (September 1994).

### **Open Space Assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning permission is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by the Local Authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application. National planning policy is set out in [Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation](#) (July 2002).

### **Parking Provision**

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

### **Photographs and Photomontages**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a listed building.

### **Planning Obligations – Draft Heads of Terms**

Planning Obligations (or “Section 106 Agreements”) are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where Local Development Plan Documents contain policies that give details of likely Planning Obligation requirements, a Local

Planning Authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on Planning Obligations is available in Circular 05/2005, [Planning Obligations](#) and a model [Section 106 Agreement](#) is available on the Communities and Local Government website.

### **Planning and Sustainability Statement**

A Planning and Sustainability Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

Sustainability should be addressed within the statement, including sustainable design and construction of buildings together with provision for on-site renewable energy generation.

### **Site Waste Management Plan**

Proposed new development should be supported by Site Waste Management Plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform '**Site Waste Management Plans : Guidance for Construction Contractors and Clients**'. These do not require formal approval by the planning authority, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

### **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. Further guidance on Statements of Community Involvement is available in Chapter 7 of [Creating Local Development Frameworks: A Companion Guide to PPS12](#) (November 2004).

### **Structural Survey**

A structural survey will be required in support of an application if the

proposal

involves substantial demolition, for example, barn conversion applications.

### **Telecommunications Development – Supplementary Information**

Planning applications for masts and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio-frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [\*Code of Practice on Mobile Network Development\*](#) (2002).

### **Town Centre Uses – Evidence to Accompany Applications**

[\*Planning Policy Statement 6 : Planning for Town Centres\*](#) (March 2005), sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in that document, paragraph 3.4 lists the key considerations for which applicants should present evidence. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

### **Transport Assessment**

[\*Planning Policy Guidance 13 'Transport'\*](#) (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in [\*Guidance on Transport Assessment\*](#), (March 2007) published by

the Department for Transport.

### **Travel Plan**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by [Planning Policy Guidance Note 13 : Transport](#) (DETR, 2001), paragraphs 87-91.

Further advice is available in [Using the Planning Process to Secure Travel Plans : Best Practice Guidance for Local Authorities, Developers and Occupiers](#) [ODPM and DfT, 2002] (forthcoming revised guidance), also [Making Residential Travel Plans Work](#) [DfT, 2007] and *A Guide to Development Related Travel Plans* (Addison & Associates).

### **Tree Survey/Arboricultural Implications**

Where there are trees within the application site, or on 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. This information should be prepared by a suitably qualified and experienced arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in Relation to Construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

### **Ventilation/Extraction Statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

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