

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



**This document has been prepared in partnership on behalf of the above North Yorkshire Planning Authorities and is applicable to all applications submitted to those Authorities (subject to specific local variations).**

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## 1. Introduction

1.1 In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced 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. The standard '1APP' form is available online via the [Planning Portal](#). In 2010 and 2013 the government issued revised guidance and regulations on information requirements and validation. Therefore the current version of this document has been published to take account of these requirements, as well as other changes in national and local planning policy as applicable to North Yorkshire.

1.2 The purpose of the 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 National Indicator (NI)159 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 In 2011 a group of the North Yorkshire Planning Authorities produced this document to set down a consistent and proportionate approach to the information that is required for all different types of applications. In accordance with the Town and Country Planning (Development Management Procedure) (England) Order the document has been updated in 2013 and 2015. The document will be kept under review every two years to ensure that it is meeting the above objectives in practice. In setting out these requirements, we are seeking to continue to minimise the number of applications (previously around 30%) which have had to be returned as invalid due to insufficient information or being wrongly completed. This 2015-16 update is the first update of the 2013 version of the document.

1.4 This revised document takes full account of the Department of Communities and Local Government's National Planning Practice Guidance (PPG) (6 March 2014) web-based resource. In drawing up these lists the key principles set out in the National Planning Practice Guidance has been carefully considered. In summary, these principles are:

- Necessity
- Precision
- Proportionality
- Fitness for Purpose
- Assistance

- 1.5 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. If you are familiar with the process of submitting applications you should only need to refer to the relevant checklist for the application which you are making. The checklist will provide the bulk of the information that you need in order to submit a valid application, but more detailed information of the terms used as well as a general overview of the application process is provided in the following pages of this document if required. There is also a separate Appendix providing detailed guidance on the specialist area of Biodiversity and Geological Assessments. We hope that you find these documents useful.
- 1.6 Although not specifically covered by these requirements, applications can also be made for non-material amendments to existing permissions; and minor material amendments to existing permissions. Detailed information about the specific requirements for making such applications together with general guidance and background information can be found in the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource.
- 1.7 In the event of an unresolved disagreement between an applicant and the Local Planning Authority regarding the nature or extent of information required to validate any application, Section 6 of the Growth and Infrastructure Act along with the Town and Country Planning (Development Management Procedure (England) (Amendment) Order 2015, provide a formal route for an applicant to challenge the position taken by the Local Authority and appeal against non-determination after the statutory time limit has passed and no formal validation has taken place seeking to demonstrate that the information requested does not meet the tests set out in the [National Planning Policy Framework](#) and the Act.

## 2. Protocol for Submission and Validation of Applications

### Pre-Application Discussions

2.1 You are 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. Please note that some of the North Yorkshire Authorities do make a charge for this service and that in all Authorities the availability of this service may have to be prioritised dependent upon staffing and other resources.

The NYCC planning enquiry forms are can be downloaded from the following webpage:

<https://www.northyorks.gov.uk>

2.2 It is recognised that for reasons of urgency some applications may be submitted without the benefit of 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.

2.3 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 Historic England as appropriate, prior to the formal registration of the application. It is expected that such consultation will automatically be part of the pre-application process for all major<sup>1</sup> applications and that applicants for other application types will carry out such consultation where particular technical issues are identified at the pre-application stage.

2.4 . For larger scale strategic schemes the applicant may decide to enter into a Planning Performance Agreement (PPA) with the Council. In such circumstances, the contents of this document remain valid although the precise form and content of applications would be subject to more bespoke requirements to be agreed as part of the PPA with the Council.

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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.

- 2.6 All applicants, but particularly those bringing forward major development schemes, are encouraged to carry out pre-application 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". When considering whether or not to engage in pre-application consultation, applicants should be aware that seemingly minor proposals can sometimes be significant, or even controversial, for local people. Therefore, it is often advisable to take a precautionary approach and to engage with those that may be affected whenever possible.

### **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. We will, however, always seek to take a proportionate view on information requirements and only seek further details where this is genuinely necessary for the application to be properly considered.
- 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. However, where information is found to be insufficient the Council is more likely to follow the course of action set out in paragraphs 2.10 - 2.13 below.

### **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 and this may result in a recommendation of refusal. 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 agent/applicant will be informed and given 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 These are legal undertakings under Section 106 of the Town & Country Planning Act 1990 and either take the form of a Planning Agreement between the applicant, the Council and possibly other parties, or alternatively a Unilateral Undertaking made by the applicant alone. Along with payments required under the Community Infrastructure Levy (where locally adopted) they are normally used to secure infrastructural improvements required in connection with the development, such as those relating to schools, highways, open space or affordable housing. Whenever possible, conditions will be used in preference to planning obligations, but there are circumstances (such as where commuted payments towards infrastructure are required) where they are unavoidable. Where possible, applicants are requested to use Unilateral Undertakings rather than entering into Section 106 Planning Agreements to meet planning obligations associated with development proposals.
- 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. As a minimum, draft Heads of Terms outlining the key contents of a proposed Planning Obligation, where one is deemed likely to be necessary should be submitted with the application. Standard pro-formas for common Undertakings and Agreements can be provided.
- 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, 13 or 16 weeks. Applicants/agents will be advised as soon as practicable if any application is to be recommended for refusal.
- 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**

3.1 The relevant validation requirements for each type of application are set out in tabular form as a series of individual proformas for each type of proposal. These reflect any particular local requirements for the particular authority concerned and cover the following types of proposal :

- NYPA1 : Householder Application for Planning Permission**
- NYPA2 : Application for Outline or Full Planning Permission**
- NYPA3 : Application for Approval of Reserved Matters**
- NYPA4 : Application for Listed Building Consent**
- NYPA5 : Application for Advertisement Consent**
- NYPA6 : Application for Lawful Development Certificate**
- NYPA7: Application for a non-material amendment following a grant of planning permission**
- NYPA8 : Application for Prior Notification of Proposed Development by Telecommunications Code System Operators**
- NYPA9 : Application for Prior Notification of Agricultural or Forestry Development (including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks)**
- NYPA10 : Application for Prior Notification of Proposed Demolition**
- NYPA11 : 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**
- NYPA12 : Application for Approval of Details Reserved by Condition**
- NYPA13 : Application for Removal or Variation of a Condition Following the Grant of Planning Permission (Section 73 of the Town and Country Planning Act 1990)**
- NYPA14 : Application for Hedgerow Removal Notice**
- NYPA15 : Application for Minerals or Waste Development**
- NYPA16 : Application to Modify or Discharge a Section 106 Planning Obligation (Section 106A of the Town and Country Planning Act 1990)**

**NYPA17 : Applications for development relating to the onshore extraction of oil and gas**

Please refer to Section 4 below for more detailed explanatory guidance of the terms used.

## 4. Explanatory Guidance of Terms

### Standard Application Form

Since April 2008, all applications have had to be presented on the standard "[1APP](#)" application form, which is available electronically. We would 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.

### Electronic submission

The County Council's preferred method of receiving applications is electronically via the Planning Portal.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 5 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes). Where these maxima are exceeded the information should be submitted off-line using CDROM/DVD;
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall be saved in a single layer;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display
- All drawings shall include a scale bar and key dimensions;
- All documents and drawings shall be named in accordance with the Royal Institute of British Architects' naming conventions.
- Scanned documents must be a minimum of 200 dpi resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.

### The application fee

For applications submitted to NYCC cheques should be made payable to "North Yorkshire County Council". See the North Yorkshire County Council or Planning Portal websites for current fee schedule and exemptions. The Planning Portal's fee calculator can be used to calculate the correct fee.

### Description of the Proposal

When submitting planning applications the national application form requires a brief written description of the proposed development. This description is then used by the Council to notify neighbours and consultees. It is therefore very important that the description is sufficiently clear and precise so that everyone understands what is being proposed.

The County Council has guidance on how to describe development proposals within the planning application and the document can be downloaded from the following webpage:

<https://www.northyorks.gov.uk>

The purpose of the document is to give helpful guidance on how to clearly, concisely and accurately describe development proposals in order to avoid unnecessary delays and costs. The document will be referred to during the validation of your application.

### **Location Plan**

All applications must include copies of a location plan based on an up-to-date Ordnance Survey map. This should be at a scale of 1:1250 or 1:2500 and normally on A4 or A5 sized paper centred on the application site. 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 plan should also show the direction of North.

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, hard and soft landscape, car parking and open areas around buildings.

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

### **Site/Block Plan**

The site/block plan should be drawn at a scale of 1:100 or 1:200. On larger sites a masterplan may be submitted at a scale of 1:500 or similar. All such plans 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.

and the following, unless these would NOT influence or be affected by the proposed development :

- 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 the type and height of walls or fencing where this is proposed.
- h) The position of any river, pond or other water/coastal feature on or adjacent to the site.

### **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. The drawing should show all external dimensions of the proposed development in metres (height, length, width).

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. It will not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal.

### **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). The drawing should show all external dimensions of the proposed development in metres (height, length, width).

### **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 extensions to existing buildings, 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 of the proposed development in relation to the existing building(s) if applicable. 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.

## **Updated and superseded plans**

If plans or supporting documentation submitted via the Planning Portal need to be replaced, the updated document should be clearly labelled (Revision and date) and the Council informed of the replacement document.

## **Ownership Certificate and Notice**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 14 of the Development Management Procedure Order 2015 (DMPO), 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 (within the relevant section of the application form) 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.

Where an applicant is not the (or sole) owner of the land, a notice to any other owner(s) of the application site must be completed and served in accordance with Article 13 of the DMPO.

## **Agricultural Land Declaration**

This is a certificate which is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. It is now incorporated into the Ownership Certificate, but is not required if the applicant is making an application for reserved matters, , discharge or variation of conditions, works to protected trees, , Listed Building Consent, a lawful development certificate, prior notification of proposed agricultural or forestry development, a non-material amendment to an existing planning permission, or consent to display an advertisement.

## **Design and Access Statement**

A Design and Access Statement must accompany an application for planning permission (either outline or full planning permission) which is for :

- A major<sup>2</sup> development; or,
- Where any part of the development is in a designated area<sup>3</sup>, development consisting of :

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<sup>2</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.

<sup>3</sup> A "designated area" is either a designated Conservation Area or a World Heritage Site.



- The provision of one or more dwellinghouses; or,
- The provision of a building or buildings where the floor space created by the development is 100 square metres or more.

Design and Access Statements are not required for any application for planning permission which is :

- Made under Section 73 of the 1990 Act for permission to develop land without compliance with conditions previously attached.
- For engineering or mining operations.
- For a material change in use of land or buildings.
- For development which is waste development.

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 non-technical way which can easily be understood by local communities. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application and be proportionate to the type of development proposed, but need not be long. The Design and Access Statement should :

- a) explain the design principles and concepts that have been applied to the development;
- b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and,
- e) explain how any specific issues which might affect access to the development have been addressed.

### **Affordable Housing Statement**

Where local plan policies or Supplementary Planning Document (SPD) 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.

In the event that the applicant is seeking to make an exception to the established policies of the Local Plan/Local Development Framework or other SPD guidance on the provision of affordable housing, this will need to be fully justified. Where this is based on a financial case a Viability Assessment shall be carried out by a suitably qualified valuer. Establishing the appropriate level of affordable housing having regard to both financial viability constraints and the expectations of the Council's policies can be a complex and time consuming process which cannot be accommodated within the normal timescale of a planning application. The applicant should therefore seek to agree the scope and methodology of the Viability Assessment with the Council and complete any discussions, as well as the finalised document prior to the submission of the planning application.

### **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.

### **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 of Habitats and Species Regulations 2010 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 the [National Planning Policy Framework](#) (March 2012), Further information can be found in the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource.. 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.

We have prepared a separate document as an Appendix to these Validation Requirements which provides detailed guidance on the specialist area of Biodiversity and Geological Assessments and how these should be undertaken.

### **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. In many cases the Economic Statement may be incorporated within other submitted documents, such as the Planning Statement or Environmental Statement.

### **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (2011), 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. Where EIA is necessary, a 'scoping letter' shall also be sent to the Local Planning Authority in accordance with the 2011 Regulations in order to agree the methodology and broad content of the Environmental Statement. 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 where required under Flood Risk Standing Advice as issued by

the Environment Agency (see their [website](#) for further information). 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 2011 as amended. The ***National Planning Practice Guidance (PPG) (6 March 2014) web-based resource*** provides more detailed 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. A more local [Flood Risk Guide](#) has been prepared by Craven District Council. Although designed primarily with that area in mind, these documents contain helpful information for use in complying with application validation requirements elsewhere in North Yorkshire.

### **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.

### **Geotechnical Survey/Stability Report/Coal Mining Risk Assessment**

This is likely to be the required where the development would affect or be affected by unstable land. This includes sites subject to effects of underground cavities, unstable slopes, ground compression and the legacy of past coal mining activity.

Other specific information regarding Coal Mining Risk Assessments can be found on the web site of the [Coal Authority](#). This explains how their "risk-based" approach works and provides information regarding coal mining referral areas, as well as guidance and templates for preparing Risk Assessments.

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

All applications which are likely to affect a designated heritage asset (i.e. a Listed Building, a Conservation Area, a Registered Historic Park and Garden, a Scheduled Monument, a Registered Battlefield, or a World Heritage Site) or which might impact upon the setting of one of these assets will, in appropriate circumstances, be required to submit a Heritage Statement. A Heritage Statement should contain :

- A description of those elements which contribute to the significance of any heritage assets likely to be affected by the proposals.

- An assessment of the contribution which the setting makes to that significance.
- An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of those assets.

In certain circumstances, Heritage Statements may also be required for applications affecting other non-designated heritage assets such as non-scheduled archaeological sites, locally-important historic buildings and locally important historic designed landscapes. 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 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.

Where an application site either includes or is likely to include archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have upon these remains. In certain circumstances, where desk-based assessment is insufficient to properly assess the likely impact, a field evaluation may be required instead. A small number of such areas within North Yorkshire are defined as Areas of Archaeological Significance in local policies. Where an application is likely to affect any archaeological remains, applicants should first consult the Heritage Section of the County Council.

Further advice on Heritage Assets is provided in the [National Planning Policy Framework](#) (March 2012) and the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource.

### **Land Contamination Assessment**

Applications may also need to be accompanied by a Land Contamination Assessment which should include an extended assessment of contamination. Further advice on undertaking a land contamination assessment can be found in the Yorkshire and Humber Pollution Advisory Council booklets, '[Development on Land Affected by Contamination](#)' (March 2010) and '[Verification Requirements for Cover Systems to Remediate Contaminated Land](#)'. The latter document is not currently available electronically from YAHPAC but can be obtained from the Council's Environmental Health section. Sufficient information should be provided in the submitted Assessment 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. Even in situations where there might appear to be a lower risk of contamination but where the proposed use would be particularly

vulnerable (e.g. conversions of buildings to domestic use; replacement dwellings; development or use of land previously in agricultural or commercial use; and use of land for recreational purposes), it is helpful for the consultation process between Planning and Environmental Health if a Preliminary Assessment of Land Contamination form can be completed. Where used, these are available from the Local Authority. It is important to bear in mind that the responsibility lies with an applicant to 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 (as amended). This information may be provided as part of the Environmental Assessment.

### **Landscape Details**

Applications may be accompanied by details of planting and hard landscape works and include proposals for establishment, long term maintenance and landscape management. The detailed proposals should make reference to the design concept in the Design and Access Statement, if required. In situ soils, existing trees and other vegetation should, wherever 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 the proposed external lighting and the 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. Submission of an 'isolux' or similar drawings showing the luminance at specified heights above ground level may also be requested for particularly sensitive proposals or sites, such as sports floodlighting in rural or residential areas. ['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 policy guidance is provided in the [National Planning Policy Framework](#) (March 2012) and the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource.

### **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 the [National Planning Policy Framework](#) (March 2012) and guidance is available in the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource. Where Sport England are involved as a consultee on developments affecting existing sports facilities, they will need information which helps them to assess the effects of the proposal. The type and level of detail required can be found on the Sport England [website](#).

### **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. Where appropriate, provision should be made for parking spaces for the disabled and visitors. Where parking provision is above or below the standards recommended by the Local Highway Authority (or where there are no standards), the level of provision may need to be justified, taking account of the particular circumstances relating to the proposed development and site.

### **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. They may form part of the Design and Access Statement or the Heritage Statement.

### **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.

Whilst they form a vital part of the Development Management framework, they can cause considerable delay to the approval of a planning application. Where they are required it is strongly recommended that a draft Section 106 Agreement or Unilateral Undertaking is submitted with the planning application. If this not possible, a minimum requirement for validation will be the submission of a statement of the proposed draft Heads of Terms, summarising the key obligations within a proposed Agreement or Undertaking.

Local Development Plan Documents may contain policies that give details of likely Planning Obligation requirements. A model [Section 106 Agreement](#) is available on the Communities and Local Government website.



### **Planning Statement**

A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. This is particularly important where a proposal does not accord with adopted 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 of 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. Applications for “major” developments should be accompanied by an Energy Statement which sets out the predicted energy consumption of the development along with any planned low or zero carbon energy sources. Tools to provide this electronically to any participating Authority are provided by “[C-Plan](#)”

### **Site Waste Management Plan**

Proposed new development should be supported by Site Waste Management Plans of the type encouraged by the guide published in association with the Environment Agency ‘[Guidance for Site Waste Management Plans](#)’. 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.

### **Structural Survey**

A structural survey will be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications or development which may affect the structural stability of buildings/structures identified as Heritage Assets (i.e. Listed Buildings or historic buildings in Conservation Areas).

### **Summaries of Planning Applications**

The principal aim of a summary is to introduce the scheme to parties who are not familiar with the details of the proposed development. Where the supporting information for a major application exceeds 100 pages (excluding the application form itself), applicants should submit a summary of the whole scheme. This summary should be no more than 20 pages long and should provide an overview of the proposal and a clear description of its key impacts. If a development proposal is already subject to Environmental Impact Assessment (EIA), the non-technical summary of the resulting Environmental Statement is likely to provide most of the necessary information. Applicants should simply summarise any other key topics that are outside the scope of EIA. To avoid unnecessary duplication the summary

may form part of the Design & Access Statement or Planning Statement, but to assist with validation procedures it should be clearly identified within the document.

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

Planning applications and applications for prior notification by telecommunications code operators for masts and antenna development 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.

Applications shall 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 Best Practice on Mobile Phone Network Development](#) (2002).

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

The [National Planning Policy Framework](#) (March 2012), provides policy guidance seeking to ensure the vitality of town centres. Except where local threshold apply, any application for retail, leisure or office development outside of a defined town centre and not in accordance with an up-to-date Local Plan should be accompanied by an impact assessment to examine :

- The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and,
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre(s) and wider area, up to at least 5 years from the time the application is made.

### **Transport Assessment**

The [National Planning Policy Framework](#) (March 2012) advises that a Transport Statement or Transport Assessment should be submitted as part of any planning application where the proposed development would generate significant amounts of movement. Guidance is also available in the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource. The coverage and detail of the Statement or Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes a Statement should simply outline the transport aspects of the application, while for major proposals, an Assessment 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.

### **Travel Plan**

All developments which generate significant amount of movement will be required to provide a Travel Plan.

Further advice is available in the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource.

### **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.

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

## APPENDIX BIODIVERSITY AND GEOLOGICAL ASSESSMENTS



This document has been prepared in partnership on behalf of the above North Yorkshire Planning Authorities and is applicable to all applications submitted to those Authorities (subject to specific local variations).

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## PART I LOCAL REQUIREMENTS FOR PROTECTED SPECIES

The Planning Authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2010 or the Badgers Act 1992. Where a proposed development is likely to affect protected species, the applicant must submit a **Protected Species Survey and Assessment**.

If the application involves any of the development proposals shown in **Table 1** (Column 1), a protected species survey and assessment must be submitted with the application. Exceptions to when a survey and assessment may not be required are also explained in this table. 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 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 data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

The **Assessment** must identify and describe potential development impacts likely to harm the protected species and/or their habitats 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 features or habitats used by protected species. The Assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.

The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

The Chartered Institute of Ecology and Environmental Management have published a series of guidelines on survey methodology; which are free to download at:  
[cieem.net/technical-guidance-series-tgs-](http://cieem.net/technical-guidance-series-tgs-)

\* Data relating to protected species and sites in North Yorkshire can be obtained from the North and East Yorkshire Ecological Data Centre at 5 College Street, York, YO1 7JF (Tel. 01904 641631) and at:  
[neyedc.org.uk/index.php](http://neyedc.org.uk/index.php)



Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves and swallets	•		•						•			
Major proposals within 500m* of a pond or Minor proposals within 100m* of a pond (Note : A Major proposal is for 10 or more dwellings or more than 0.5 hectares of land for residential development; or more than 1000 sq.m. floor are or more than 1 hectare for non-residential development)				•								
Proposals affecting or within 200m* of rivers, streams, lakes or other aquatic habitats.	•		•		•			•		•	•	
Proposals affecting derelict land (brownfield sites), allotments and railway land.			•	•					•	•	•	
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.	•	•	•	•	•	•	•	•	•	•	•	
* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/or Local Biodiversity Partnership  ** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dormouse	Red Squirrel	Water Vole	Badgers	Reptiles	Amphibians	Plants

**Exceptions for When a Full Species Survey and Assessment may not be Required**

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

## **PART II            LOCAL REQUIREMENTS FOR DESIGNATED SITES, PRIORITY HABITATS AND GEOLOGICAL CONSERVATION**

The Planning Authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of designated sites and priority habitats. Where a proposed development is likely to affect such a site, habitat or geological feature, the applicant must submit an ***Ecological/Geological Survey and Assessment***.

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 survey and assessment for the relevant feature 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 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 a local environmental records centre. The survey must be to an appropriate level of scope and detail and must:

- Record which habitats and features are present on and where appropriate around the site;
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

The **Assessment** should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features (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 features or geological features. The Assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.

### *Notes:*

Further information on appropriate survey methods can be found in *Guidance on Survey Methodology* published by the Institute of Ecology and Environmental Management; available at: [cieem.net/data/files/Resource\\_Library/Technical\\_Guidance\\_Series/GPEA/GPEA\\_April\\_2013.pdf](http://cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf)

Existing environmental information may be available from Local Record Centres, Wildlife Trusts, and Local RIGS Groups etc. Also online information on internationally and nationally designated sites can be found at: [natureonthemap.org.uk](http://natureonthemap.org.uk)



**TABLE 2**

**Local Requirements for Designated Sites and Priority Habitats  
Criteria (Trigger List) for When a Survey and Assessment are Required**

<b>1. DESIGNATED SITES</b> (as shown on the Council's Development Plan Proposals Map)	
<b>Internationally designated sites</b>	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	Local Sites (e.g. Site of Nature Conservation Importance) Local Nature Reserve (LNR)
<b>2. PRIORITY HABITATS</b> (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)	
<ul style="list-style-type: none"><li>▪ Ancient and/or species-rich hedgerows</li><li>▪ Coastal saltmarsh, sand dunes, vegetated shingle and inshore sands, muds and gravels, saline lagoons</li><li>▪ Floodplain grazing marsh</li><li>▪ Fen, marsh, swamp and reedbeds</li><li>▪ Purple moor grass and rush pastures</li><li>▪ Lowland beech and yew woodland</li><li>▪ Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)</li><li>▪ Lowland heathland and/or dry acid grassland</li><li>▪ Lowland meadows (e.g. species-rich flower meadows)</li><li>▪ Lowland mixed deciduous woodland (ancient woodland)</li><li>▪ Lowland raised bog or Upland blanket bog</li><li>▪ Lowland wood-pasture and parkland</li><li>▪ Maritime cliffs and slopes and littoral and sub-littoral rock outcrops</li><li>▪ Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods, and birchwoods)</li><li>▪ Rivers and streams (e.g. chalk streams)</li><li>▪ Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)</li><li>▪ Upland calcareous grassland and upland hay meadows</li><li>▪ Upland heathland</li><li>▪ Wet woodland</li></ul>	
<b>3. OTHER BIODIVERSITY FEATURES</b> (as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005))	
<ul style="list-style-type: none"><li>▪ Secondary Woodland and Mature/Veteran Trees</li><li>▪ Caves and disused tunnels and mines (e.g. roosts for bats)</li><li>▪ Trees and scrub used for nesting by breeding birds</li><li>▪ Previously developed land with biodiversity interest</li><li>▪ Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)</li><li>▪ Other habitats and features identified in the Local Biodiversity Action Plan</li></ul>	

**Exceptions When a Full Survey and Assessment May Not Be Required**

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

**TABLE 3**

**Local Requirements For Designated Geodiversity Sites And Features  
Criteria (Trigger List) for when a Survey and Assessment are Required**

<b>1. DESIGNATED SITES</b> (as shown on the Council's Development Plan Proposals Map)	
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)
<b>Regionally and locally designated sites</b>	Regionally Important Geological Sites (RIGS) Local Nature Reserves (LNRs)
<b>2. OTHER GEOLOGICAL CONSERVATION FEATURES</b> (Based on the Earth Science Conservation Classification)	
<b>Exposure or Extensive Sites</b>	<ul style="list-style-type: none"> <li>▪ Active quarries and pits</li> <li>▪ Disused quarries and pits</li> <li>▪ River and stream sections</li> <li>▪ Inland outcrops</li> <li>▪ Exposure underground mines and tunnels</li> <li>▪ Extensive buried interest</li> <li>▪ Road, rail and canal cuttings</li> </ul>
<b>Integrity Site</b>	<ul style="list-style-type: none"> <li>▪ Static (fossil) geomorphological</li> <li>▪ Active process geomorphological</li> <li>▪ Caves</li> <li>▪ Karst</li> </ul>
<b>Finite Site</b>	<ul style="list-style-type: none"> <li>▪ Finite mineral, fossil or other geological</li> <li>▪ Mine dumps</li> <li>▪ Finite underground mines and tunnels</li> <li>▪ Finite buried interest</li> </ul>

**Exceptions When a Full Survey and Assessment May Not Be Required**

*International and National Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

*Regional and Local Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

**Figure 1 ECOLOGICAL SURVEY SEASONS**

**Key: Optimal Survey Time** ■ **Extending into** ■

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers		■	■	■	■	■	■	■	■	■	■	■
Bats (Hibernation Roosts)	■	■	■								■	■
Bats (Summer Roosts)				■	■	■	■	■	■	■		
Bats (Foraging/Commuting)				■	■	■	■	■	■	■		
Birds (Breeding)			■	■	■	■	■	■				
BIRDS (Over Wintering)	■	■									■	■
Dormice	■				■	■	■	■	■		■	■
Great-Crested Newts		■	■	■	■	■	■	■	■	■		
Invertebrates				■	■	■	■	■	■			
Natterjack Toads				■	■							
Otters	■	■	■	■	■	■	■	■	■	■	■	■
Reptiles			■	■	■	■		■	■			
Water Voles		■	■	■	■	■	■	■	■	■		
White-Clawed Crayfish							■	■	■			
Habitats/Vegetation				■	■	■	■	■	■			

Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:  
IEEM at: ([http://www.cieem.net/data/files/Resource\\_Library/Technical\\_Guidance\\_Series/GPEA/GPEA\\_April\\_2013.pdf](http://www.cieem.net/data/files/Resource_Library/Technical_Guidance_Series/GPEA/GPEA_April_2013.pdf)- Guidelines for Survey Methodology)

Natural England: <http://www.naturalengland.org.uk/publications/default.aspx>

# ANNEX A

## Legislative and National Policy Context for Biodiversity in the Planning System

The legislative and national policy context for biodiversity within the planning system in England can be found in the following documents available through the web sites shown.

- Government planning policies for biodiversity are set out in the [National Planning Policy Framework](#) (March 2012)
- Government planning guidance for biodiversity is set out in the National Planning Practice Guidance (PPG) (2014)

# ANNEX B

## Useful Web Sites

Online information on internationally and nationally designated sites can be found at:

<http://www.magic.defra.gov.uk/>

Association of Local Government Ecologists

<http://www.alge.org.uk>

Department of Communities and Local Government

<http://www.communities.gov.uk/>

Department of Environment and Rural Affairs

<http://www.defra.gov.uk>

Environment Agency

<https://www.gov.uk/government/organisations/environment-agency>

Chartered Institute of Ecology and Environmental Management <http://www.cieem.net>

National Biodiversity Network (NBN)

<http://www.nbn.org.uk/>

Natural England

<https://www.gov.uk/government/organisations/natural-england>

North and East Yorkshire Ecological Data Centre

<http://www.neyedc.org.uk/index.php>

Planning Officers Society

<http://www.planningofficers.org.uk>

Planning Portal

<http://www.planningportal.gov.uk/>

Royal Town Planning Institute

<http://www.rtpi.org.uk>

Royal Society for the Protection of Birds

<http://www.rspb.org.uk>

The Wildlife Trusts

<http://www.wildlifetrusts.org>

Town and Country Planning Association

<http://www.tcpa.org.uk>

Wildlife and Countryside Link

<http://www.wcl.org.uk/>

National Planning Practice Guidance (PPG) <http://planningguidance.communities.gov.uk/>

# ANNEX C

## **Section 41 of the Natural Environment and Rural Communities Act (NERC) Act 2006: Habitats and Species of Principal Importance in England**

Under Section 41 of the NERC Act 2006 the Secretary of State must, for England, publish a list of habitats and species which in the Secretary of State's opinion are of principal importance for the purpose of conserving biodiversity. The Secretary of State must keep this list under review. The Section 41 list is used to guide decision makers such as local and regional authorities, in implementing their duty under Section 40 of the NERC Act "to have regard" to the conservation of biodiversity in England, when carrying out their normal functions.

The Section 41 list consists of 943 species and 56 habitats of principal importance in England. The full list of habitats and species can be found at:

[webarchive.nationalarchives.gov.uk/20140711133551/  
naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/  
habsandspeciesimportance.aspx](http://webarchive.nationalarchives.gov.uk/20140711133551/naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx)

Notes:

The Section 41 list replaces the list published under Section 74 of the Countryside and Rights of Way Act (CRoW) Act, 2000. The S41 list is based on the UK Biodiversity Action Plan (UK BAP) priority habitats and species and these still form the basis of much of the country-led biodiversity work.

The UK BAP has been superseded by the 'UK Post-2010 Biodiversity Framework' (July 2012).

Section 40 of the NERC Act extends to all public authorities the Biodiversity Duty of Section 74 of the Countryside and Rights of Way Act (CRoW) 2000 which placed a duty on Government and Ministers.

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA1 : HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site/Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
	Where relevant, details of surfacing and proposed materials for parking areas	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	The proposed building materials and the style, materials and finish of the windows and doors	

Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
<b>3. CERTIFICATES</b>		
Ownership (with Agricultural Holdings) Certificate Completed	Correct certificate – A, B, C or D as required	
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. DESIGN AND ACCESS STATEMENT</b>		
Only required if the development involves new building(s) with more than 100 sq. m. of floor space and any part of the development is within a designated area (i.e. Conservation Area or World Heritage Site).		
<b>6. OTHER REQUIREMENTS</b>		
Biodiversity/Geological Survey and Assessment Report	<p>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 of Habitats and Species Regulations 2010; 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.</p> <p>The circumstances in which a protected species survey and assessment will be required are explained in more detail in the Appendix to the published list of local requirements.</p>	



Daylight /Sunlight Assessment	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Parking Assessment	<p>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.</p>	
Statement of Community Involvement	<p>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 :</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Whether amendments have been the subject of further discussion.</li> </ul>	
Tree Survey / Arboricultural Implications, where:	<p>Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree covered by a Tree Preservation Order (TPO)</p>	
	<p>Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree within a conservation area.</p>	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYP A2 : APPLICATION FOR OUTLINE OR FULL PLANNING PERMISSION**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		✓
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue  N.B. All land necessary to carry out the proposed development should be included in the land edged red e.g. land required for access route(s) between the site and the public highway, any hard and soft landscape works etc. should all be included within the red line.	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site/Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	Where relevant, details of surfacing and proposed materials for parking areas	
	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	The proposed building materials and the style, materials and finish of the windows and doors	

Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material, roof shape, any vents and their location	
<b>3. CERTIFICATES</b>		
Ownership (with Agricultural Holdings) Certificate Completed	Correct certificate – A, B, C or D as required	
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. DESIGN AND ACCESS STATEMENT</b>		
Required for any proposal that is a "major" development or if the development involves either the provision of one or more dwellings or new building(s) with more than 100 sq. m. of floor space and any part of the development is within a designated area (i.e. Conservation Area or World Heritage Site). For detailed guidance on the requirements for a Design and Access Statement refer to pages 14 and 15 of our main Validation Requirements Document.		
<b>6. OTHER REQUIREMENTS</b>		
Affordable Housing Statement	This will be required for housing developments where the number of units exceeds the threshold set out in the Authority's Affordable Housing Policy	
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.	
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 of Habitats and Species Regulations 2010; 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 Appendix to the published list of local requirements.	

<p>Flood Risk Assessment</p>	<p>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 <a href="#">web site</a>. Currently, this will require a Flood Risk Assessment for:</p> <ul style="list-style-type: none"> <li>• Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,</li> <li>• All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use) where required under <a href="#">Flood Risk Standing Advice</a> as issued by the Environment Agency.</li> </ul> <p>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.</p>	
<p>Foul Sewerage and Utilities Assessment</p>	<p>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 <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a> 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 <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></p> <p>For major and complex schemes a statement must be provided which demonstrates that :-</p> <p>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,</p> <p>b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,</p> <p>c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.</p> <p>Any development proposing non-mains drainage should include an assessment as required by the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource including, where appropriate, results of a percolation test.</p> <p>The NPPF (2012) requires the use of sustainable drainage systems (SuDS) in major development and House of Commons written statement HCWS161 requires planning authorities to ensure that there are clear arrangements in place for ongoing maintenance of surface water drainage over the lifetime of such developments. North Yorkshire County Council, in its capacity as Lead Local Flood Authority (LLFA), has published SuDS design guidance available here:</p> <p><a href="http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0">http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0</a></p>	
<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)</p>	<p>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 development would have an impact upon archaeological remains. 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 -</p> <ul style="list-style-type: none"> <li>• Context/street-scene elevations where significant extensions are proposed on public elevations.</li> <li>• Photographs/photomontages of elevations.</li> <li>• Structural survey where the application proposes demolition or significant alterations to the structure of the building.</li> </ul> <p>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 on the web site.</p>	

Land Contamination Assessment	Where contamination is known or suspected, or the proposed use would be particularly vulnerable (e.g. housing with gardens, schools, nurseries or allotments), a contamination assessment should be provided. If necessary, 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 Report and/or Coal Mining Risk Assessment	<p>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.</p> <p>All non-householder applications falling within a Coal Mining Referral Area (as defined by the Coal Authority and held by the Local Planning Authority) must be accompanied by a Coal Mining Risk Assessment prepared by a suitably qualified and competent person. The risk assessment should contain :</p> <ul style="list-style-type: none"> <li>• Site specific coal mining information – including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas and any recorded surface hazards.</li> <li>• Assessment of risks – identify what risks (including cumulative effects) this information pose to the proposed development.</li> <li>• Mitigation measures – identify how coal mining issues have influenced the proposed development (including any changes that have been incorporated into the development) and whether any other mitigation measures are required to manage those issues.</li> </ul> <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.</p>	
Lighting Assessment	<p>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 '<a href="#">Lighting in the Countryside: Towards Good Practice</a>' (1997) and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".</p> <p>In general, proposals for floodlighting should by includes on the proposed site plan showing the location/position of lighting columns and luminaries illustrating proximity to the site boundary, the highway and any nearby residential properties. – The plans should illustrate the maximum, minimum and average levels of illuminance (measured in lux) in the horizontal and vertical plane and overspill beyond the site boundary (isolux diagram)</p> <p>The proposed elevation drawing should show include</p> <ul style="list-style-type: none"> <li>- lighting columns- number, height and finish</li> <li>- luminaries – number, types, dimensions, finish and output of lamps fitted</li> <li>- cowls/hoods/shades/baffles that maybe needed to control light spill and glare – number, dimensions and finish</li> <li>- details of lighting set up – horizontal (rotation) and vertical (tilt) alignment of the luminaries</li> </ul>	
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 policy guidance is provided in the <a href="#">National Planning Policy Framework</a> (March 2012). 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.	
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 certain 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 on the Council's web site.	
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 and Photomontages	These are not essential but can be helpful to members of the public, Officers and Councillors in understanding the context of the application. Photographs are expected to support major or complex schemes or proposals in sensitive locations.	
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. A model <a href="#">Section 106 Agreement</a> is available on the Communities and Local Government website. The Council has also produced guidance on Section 106 Agreements which can be found on our web site.	
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. Proposals affecting theatres will require justification to enable the Theatres Trust to consider the effects of 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 residential developments applicants will be expected to have regard to the Code for Sustainable Homes and the Council's guidance on Sustainable Buildings which can be viewed on our web site. Applications for "major" developments should be accompanied by an Energy Statement which sets out the predicted energy consumption of the development along with any planned low or zero carbon energy sources. Tools to provide this electronically to any participating Authority are provided by " <a href="#">C-Plan</a> ". Applicants should provide details of how refuse will be dealt with, including provision of bin stores and re-cycling arrangements. Additional employment arising from the development can be highlighted.	
Statement of Need for Agricultural Dwellings	Where a new agricultural dwelling is proposed a statement of the functional and financial need for the new dwelling unit in accordance with recognised practice.	
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 for Main Town Centre Uses)	The <a href="#">National Planning Policy Framework</a> (March 2012), provides policy guidance seeking to ensure the vitality of town centres. Except where local threshold apply, any application for more than 2,500 sq. m. of retail, leisure or office development outside of a defined town centre and not in accordance with an up-to-date Local Plan should be accompanied by an impact assessment to examine : <ul style="list-style-type: none"> <li>• The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and,</li> <li>• The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre(s) and wider area, up to at least 5 years from the time the application is made.</li> </ul>	
Transport Assessment	A Transport Assessment (TA) or Transport Statement should be submitted as part of any planning application where the proposed development would generate significant amounts of movement <sup>1</sup> . The coverage and detail of the Statement or	

<sup>1</sup> **Major Schemes Requiring Transport Assessments**

Development	Site Area	Gross Floor Area or Number of Units
-------------	-----------	-------------------------------------

	Assessment should reflect the scale of the development and the extent of the transport implications of the proposal.	
Travel Plan	Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required	
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 applications for restaurants and cafés, pubs, wine bars, other drinking establishments and hot food takeaways. This information may be required for significant retail, business, industrial or leisure developments where substantial ventilation or extraction equipment is proposed. Advice on suitable ventilation and extraction equipment can be obtained from the Environmental Health team	

Food Retail	0.2 Ha.	1,000 sq. m.
Non-food Retail	0.8 Ha.	1,000 sq. m.
Office (B1)	0.8 Ha.	2,500 sq. m.
Industry (B2/B8)	2.0 Ha.	6,000 sq. m.
Residential	1.0 Ha.	80 units
Other	60+ vehicle movements in any hour	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA3 : APPLICATION FOR APPROVAL OF RESERVED MATTERS**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site/Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	
	Where relevant, details of surfacing and proposed materials for parking areas	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	



Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material, roof shape, any vents and their location	
<b>3. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>4. OTHER REQUIREMENTS</b>		
Such particulars as are necessary to deal with the matters reserved in the outline planning permission.		

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA4 : APPLICATION FOR LISTED BUILDING CONSENT**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	The proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans at a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed works	
	New buildings in context with adjacent buildings	

Details	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.	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material, roof shape, any vents and their location	
<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	
<b>4. OTHER REQUIREMENTS</b>		
Biodiversity Survey and Assessment Report	Required where significant alterations are proposed to the roof or where an empty building is to be subdivided or altered.	
Heritage Statement	<p>A Heritage Statement (also referred to as a ‘Statement of Significance and Impact’) is required in all cases and is a document that is necessary to understand the potential impact (positive or negative) of the proposal on the significance of the Listed building or structure. They should be completed to a level of thoroughness proportionate to the relative importance of the building or structure whose fabric or setting is affected.</p> <p>As a minimum, it will be necessary to undertake the following steps:</p> <ol style="list-style-type: none"> <li>1. Check the Local Development Plan, main local and national records including the relevant Historic Environment Record, statutory and local lists, the Heritage Gateway, the National Monuments Record, and other relevant sources of information that would provide an understanding of the history of the place and the value the Listed building or structure holds for society</li> <li>2. Examine the Listed building or structure and its setting. This should comprise a thorough visual and physical analysis of the building or structure including its setting and context.</li> <li>3. Consider whether the nature of the significance requires an expert assessment to gain the necessary level of understanding.</li> </ol> <p>For further guidance on the application of policy in relation to the Historic Environment see the <a href="#">National Planning Policy Framework</a>.</p> <p>Good practice would recommend that a Heritage Statement should contain:</p> <ul style="list-style-type: none"> <li>• An analysis of the nature, extent and importance of the significance of the Listed building or structure in relation to the archaeological, architectural, artistic or historic interest associated with the building.</li> <li>• A description of those elements which contribute to the significance of the Listed building or structure likely to be affected by the proposals</li> <li>• An assessment of the contribution which the setting makes to that significance</li> <li>• An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of the Listed building/structure.</li> <li>• The principles of, and justification for, the proposed works.</li> </ul>	

	<p>The application should also include:</p> <ul style="list-style-type: none"> <li>• A suitably detailed schedule of works to the Listed building or structure</li> <li>• Where an application site includes, or is likely to include, archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have on these remains.</li> </ul> <p><b>NOTE:</b> Where a Design &amp; Access Statement is also required, applicants can integrate their Statement of Significance &amp; Impact into the Design &amp; Access Statement or they can submit them as two separate Statements.</p> <p><b>Where the 'Statements' are to be integrated, full adherence to this guidance note, in relation to any application relating to a Designated Heritage Asset, should be made.</b></p>	
Street scene or perspective elevations	Required where significant extensions are proposed on public elevations.	
Photographs/photomontages	Helpful to illustrate all affected elevations and details.	
Structural Survey	<p>Required where :</p> <ul style="list-style-type: none"> <li>• the application proposes demolition or significant alterations to the structure of the building.</li> <li>• the proposed involves heavier floor loading (e.g. conversions).</li> </ul>	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA5 : APPLICATION FOR ADVERTISEMENT CONSENT**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	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	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The advertisement(s) in relation to what is already there	
Advertisement details at a scale of 1:50 or 1:100 to show:	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)	
<b>2. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>3. OTHER REQUIREMENTS</b>		
Photographs or photomontages	Helpful to illustrate the proposal in its context with other advertisement.	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA6 : APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE**

**The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	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, and showing the direction of North	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	Where the application is for an existing or proposed development	
Existing and proposed floor plans to a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Site Survey Plan at a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
<b>3. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>4. OTHER REQUIREMENTS</b>		
Sworn affidavit(s) from people with personal knowledge of the use or development	Required where the application is for an existing use or development	
Supporting Statement	To explain and clarify the application with reference to all supporting information	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYP7 : APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING THE GRANT OF PLANNING PERMISSION (SECTION 96A OF THE TOWN AND COUNTRY PLANNING ACT 1990)**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

This form should be used to make an application for a non-material amendment (or amendments) to an existing planning permission. The procedure cannot be used to make non-material amendments to listed building consents.

The relevant section of the National Planning Practice Guidance is available here:  
[planningguidance.communities.gov.uk/blog/guidance/flexible-options/making-a-non-material-amendment-to-a-planning-permission/](http://planningguidance.communities.gov.uk/blog/guidance/flexible-options/making-a-non-material-amendment-to-a-planning-permission/)

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Plans and drawings necessary to clearly show the proposed amendments to the previously approved plans and drawings. All detailed drawings should include external dimensions in metres (height, length, width).		
<b>3. CERTIFICATES</b>		
Notification	The applicant must notify anyone who is an owner of the land which would be affected by the non-material amendment or, where the land comprises an agricultural holding, the tenant of that holding. The applicant must also record who has been notified on the application form. Anyone notified must be told where the application can be viewed, and that they have 14 days to make representations to the local planning authority. There is no prescribed form for this and no requirement for an ownership certificate or an agricultural holdings certificate to be provided. These requirements are set out in <a href="#">Article 10</a> of the Town and Country Planning (Development Management Procedure) (England) Order 2015.	

<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. OTHER REQUIREMENTS</b>		
Statement supporting the proposal with reference to the plans and drawings proposed to be superseded and reasons setting out why the amendments are considered to be minor and non-material.		



## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA8 : APPLICATIONS FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY TELECOMMUNICATIONS CODE SYSTEM OPERATORS**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
For applications for Prior Notification of Proposed Development by Telecommunications code system operators the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development is acceptable in accordance with Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.		
Completed application form (signed and dated) or written description of the proposed development		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
<b>3. CERTIFICATES</b>		
Evidence that the developer has given notice of the proposed development in accordance with A. 3(1) of Part 16 of Schedule 2 to the General Permitted Development Order 2015		
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		

<b>5. OTHER REQUIREMENTS</b>	
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 16 of Schedule 2 to the General Permitted Development Order 2015	
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)	
Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development) and details of the proposal as outlined in paragraphs 70-82 of the Code of Best Practice	
Acoustic report where relevant	
Any other relevant additional information	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA9 : APPLICATIONS FOR PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT**

**(including proposed buildings, roads, excavation/deposit of waste material from the farm and fish tanks)**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		✓
<b>1. FORMS</b>		
For applications for Prior Notification of Agricultural or Forestry Development the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development and of the materials to be used is acceptable in accordance with A.2(2) of Part 6 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015.		
Completed application form (signed and dated) or written description of the proposed development and materials to be used		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
<b>3. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		

<b>4. OTHER REQUIREMENTS</b>		
Existing and Proposed Elevations at a scale of 1:50 or 1:100	Where the application is for prior notification of a proposed building	
Existing and proposed floor plans to a scale of 1:50 or 1:100	Where the application is for prior notification of a proposed building	
Planning Statement of need and functional requirements for new buildings or roads with reference to landscape impact		
Planning Statement of need and functional requirements for excavation/deposit of waste materials with reference to landscape impact		

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA10 : APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEMOLITION**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

	√
<b>1. FORMS</b>	
For applications for Prior Notification of Proposed Demolition the Council encourages the use of the appropriate Standard Application Form however a written description of the proposed development is acceptable in accordance with Part 11 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015.	
Completed application form (signed and dated) or written description of the proposed demolition	
<b>2. PLANS</b>	
Site location plan drawn to an identified scale with the building to be demolished and the direction of North clearly identified.	
<b>3. OTHER INFORMATION</b>	
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 Town and Country Planning (General Permitted Development) Order 1995.	
<b>4. FEE</b>	
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site	
<b>5. OTHER REQUIREMENTS</b>	
A statement advising of the proposed method of demolition; the removal of material from the site; and the condition of the site following demolition	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA11 : 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 any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Position of the trees clearly marked in red	
	Wherever possible, at least 2 named roads and surrounding buildings	
<b>3. OTHER REQUIREMENTS</b>		
All applications	A full and clear specification of the works to be carried out including photographs	
Applications for works to trees protected by a Tree Preservation Order	Statement of reasons for the proposed work	
	Evidence in support of statement of reasons. In particular, you should provide: <ul style="list-style-type: none"> <li>• 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,</li> <li>• a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage</li> </ul>	
	Proposals for any replanting with details of position, species, sizes of trees and maintenance programme	

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA12 : APPLICATION FOR APPROVAL OF DETAILS RESERVED BY CONDITION**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		✓
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Plans and drawings necessary to deal with the matters reserved by conditions of the permission. All detailed drawings should include a scale bar where appropriate.		
<b>3. OTHER INFORMATION</b>		
Such particulars as are necessary to deal with the matters reserved by conditions of the permission		
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA13 : APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING THE GRANT OF PLANNING PERMISSION (SECTION 73 OF THE TOWN AND COUNTRY PLANNING ACT 1990)**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Plans and drawings necessary to deal with the matters reserved by conditions of the permission. All detailed drawings should include a scale bar where appropriate.		
<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. OTHER REQUIREMENTS</b>		
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/greenspace, evidence from Natural England and/or Yorkshire Wildlife Trust supporting the proposal.		



## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA14 : APPLICATION FOR HEDGEROW REMOVAL NOTICE**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
A completed form or the form set out in Schedule 4 to the Hedgerow Regulations 1997 (signed and dated)		
<b>2. PLANS</b>		
Location Plan	The plan should clearly show 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.	
<b>3. OTHER REQUIREMENTS</b>		
Evidence of the date that the hedgerow was planted		
An arboricultural assessment (where trees are to be removed)		
A 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) about the particular hedgerow(s).		

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA15: MINERALS AND WASTE APPLICATION**

**Applications for the extraction or processing of minerals (including Review of Old Mineral Permissions) and for the recovery, treatment, storage, processing, sorting, transfer or deposit of waste are “County Matters” and should be submitted to North Yorkshire County Council or the City of York Council as the Minerals and Waste Planning Authority**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document “Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts” which can be obtained from the Authority’s web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents **must** be provided. Due to the nature of applications which constitute ‘county matters’, it is likely that substantially more copies of the application documents will be required. Applicants are advised to check prior to formal submission. Application forms for minerals development **only** are available on the County Council’s website. All other applications must be made using the national standard application form (1APP).

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application. **Please also note that where you are of the view that a criteria above is not applicable, a Justification Statement will be required. A form without either an indication of a “√” or “n/a” will not be acceptable and will invalidate any application.**

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250, 1:2500 or 1:10,000 (depending upon the individual circumstance) to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue N.B. All land necessary to carry out the proposed development should be included in the land edged red e.g. land required for access route(s) between the site and the public highway, any hard and soft landscape works, screening or soil storage bunds or landfill gas monitoring boreholes etc. should all be included within the red line. Any gas monitoring boreholes outside the main site should also be shown.	
	Wherever possible, at least 2 named roads and surrounding buildings	

<p>Site Plan at a standard scale of 1:100, 1:200 or 1:2500 (larger plans may be appropriate in certain circumstances) on an up-to-date Ordnance Survey base to show:</p> <p>N.B. there may be instances where to fit all the requirements onto one Site Plan may render its interpretation difficult. If more than one Site Plan is provided, each must be readily identifiable</p>	The development in relation to site boundaries and existing buildings on the site with written dimensions	
	All buildings (dwellings and other sensitive properties), roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees, hedges or hedgerows on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
	Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included	
	The position of any existing watercourses, culverts, drainage ditches, ponds or other water bodies within or bounding the site showing, where appropriate, the direction of flow	
	The position of any underground services, overhead lines on, or adjacent to the site	
	Existing contours at appropriate levels within and normally for a distance of at least 250 metres outside the site to illustrate the relationship of the site to the surrounding topography to be reflected in cross section drawing showing how proposed landforms integrate with the existing landforms. For oil or gas, a greater distance of at least 500m outside the site is necessary	
	Any land within or adjoining the site which has been used for mineral working, waste disposal or associated development, including the position of working/tipping faces, areas restored etc. and any planning permission references. Any land susceptible to subsidence, or potentially susceptible to subsidence.	
	The positions of trial pits and boreholes	
	Features of archaeological interest	
Details of proposed lorry routes to and from the site and the average/maximum daily number of vehicles		
<p><b>Specifically for waste development applications:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> location and size of proposed plant, machinery and buildings;</li> <li><input type="checkbox"/> location and height of any outside bays;</li> <li><input type="checkbox"/> location and height of any stockpiles;</li> <li><input type="checkbox"/> location and extent of any hardstanding and internal access roads;</li> <li><input type="checkbox"/> the species, position and spread of all trees and hedges affected by the proposed works;</li> <li><input type="checkbox"/> the extent of any soil stripping and storage, changes to levels, noise attenuation measures, protection of existing landscape features, hard and soft landscape proposals or other measures to ensure visual amenity;</li> <li><input type="checkbox"/> location and height of any proposed boundary treatments including planting, walls or fencing</li> </ul>		
<p>Block Plan at a scale of 1:100 or 1:200 (or at a scale appropriate to the development proposed) to show:</p>	The direction of North	
	Any site boundaries	

	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment (e.g. walls, fences, etc.)	
	Where relevant, details of surfacing and proposed materials for parking areas	
Phasing/Working Plans (preferably to the same scale as the Site Plan or at a standard scale as appropriate)	Any areas of land to be excavated and/or any areas to be filled which should easily be distinguishable from each other. Such boundaries should allow a sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc. which are to remain undisturbed. Un-worked margins will need to be identified.	
	Proposals for the storage of topsoil, subsoil and overburden (including screening bunds)	
	Proposals for screening the operations including details of existing screening features to be retained and any proposals for earth bunds (with date of removal), fencing and tree and shrub planting (with species, planting and maintenance specification including timescale for implementation)	
	The location, design and external appearance of processing and other plant (whether fixed or mobile), stockpiles including temporary or permanent buildings, offices, mess rooms, weighbridges, wheel cleaners etc.	
	Details of fencing (including specification), external lighting (including beam orientation and measures to reduce light overflow) and other security arrangements	
	The method, direction and phasing of working, extraction and filling including the estimated duration of each phase together with the quantities of materials (whether mineral or waste) involved. Where the processing of waste materials results in the need to stockpile, details of the maximum, annual capacity, type and quantities of waste should be identified together with their height and location on the application site.	
	The position of any diverted watercourses, lagoons, silt ponds, leachate collection systems (where applicable), sources of water supply, means of drainage and the position of any water discharges going to existing watercourses	
	For waste development proposals involving the deposit of waste (both landraising and landfilling), details of the types and quantities of waste both in tonnages and volumes will be required. Plans showing the proposed pre-settlement and post-settlement contours must be provided together with, where relevant, the position of landfill gas monitoring and control facilities. Details concerning litter management (e.g. netting to prevent wind-blown litter etc.) should also be included.	
	A separate plan(s) should be submitted which gives full details of the proposed new vehicular access (if relevant) and route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate plan at a scale of 1:100 or a similar appropriate scale. This should show the width of the road, its means of construction, the turning radii and sight lines. Details should also include any internal haul roads, their surface treatment and their route.	
	Details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways	
	For underground mining proposals, the position of all mine entries (including ventilation shafts etc.), areas likely to be subject to subsidence and areas to be left un-worked to provide support	
	For oil or gas proposals, where relevant, the intended route of the survey, the location of well sites, number of wells, pipelines, ancillary services and siting of gathering facilities, including mitigation of ecological, landscape and visual impacts during construction and operational periods	

Restoration and After-Care Plans (preferably to the same scale as the Site Plan)	The final contours of land (with typical gradients indicated). The contours should normally be extended for a distance of at least 250 metres outside the site to illustrate the relationship of the restored land to the surrounding topography	
	The replacement depths of soil and their sources	
	The position of any permanent water features, together with estimated depths of water and details of typical marginal treatment	
	Proposals for the drainage of the restored land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses	
	The location of existing trees, shrubs, hedges and habitats to be retained on site following the completion of operations and details of those to be planted (include the expected date of planting)	
	Any other hard and soft landscape proposals and provision for public or other access	
	For oil or gas, remedial measures to prevent ground contamination after extraction and processing cease	
Sections and Profiles	Representative sections showing existing and final restoration surface levels with an indication of any likely settlement. Where extraction of minerals is to take place, the maximum depth of the excavation and where applicable, the levels of the maximum winter water table and position of quarry faces should be shown	
	For mineral working, representative sections and borehole diagrams should be submitted which differentiate between topsoil, subsoil and overburden and describe the characteristics and thickness of each	
	In the case of mineral extraction the pit/borehole information should also include the thicknesses and characteristics of the mineral(s) to be extracted and any interbedded waste materials which need to be removed, the underlying geology and the position of the water table	
	In the case of topsoil, subsoil, overburden and mineral waste tips, the typical profiles and gradients of mounds should be shown	
Existing and proposed elevations at a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show::	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials, the style, materials and finish of the windows and doors, the types of boundary treatment (e.g. fencing) and the materials as well as any ventilation equipment.	
Existing and proposed floor plans to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show :	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations, eaves and ridge height.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show :	Where appropriate to show details such as the roofing material, roof shape, any vents and their location	

<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. DESIGN AND ACCESS STATEMENT</b>		
If required. For guidance refer to the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource		
<b>6. OTHER REQUIREMENTS</b>		
Aerodrome Safeguarding	Developments, particularly waste development during their operational phases and mineral developments during their restoration and subsequent after-use, particularly where such restoration involves the creation of water bodies, have the potential to attract flocks of birds and presenting a bird-strike hazard. In such instances, a Bird-hazard Management Plan will be required where the proposed development will have the potential to increase hazardous bird species or numbers in the vicinity of the aerodrome (normally within 13 kilometres of any licensed aerodrome). Guidance is provided within DFT/ODPM Circular 1/2003.	
Air Quality Assessment	<p>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 an 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.</p> <p>Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of the planning application.</p> <p>With respect to the issue of dust, methods to control and suppress dust from the extraction/landfill and minerals/waste processing operations including the treatment of topsoil and subsoil storage heaps should be stated. In addition, measures proposed for minimising the spread of mud, minerals or wastes onto the public highway from the transportation operation (e.g. wheel cleaning, sheeting of lorries etc.) should be included (refer to Dust Impact Assessment below).</p> <p>With respect to waste-related developments, applicants will be expected to undertake a bio-aerosol assessment, particularly where the proposal involves the handling, storage or treatment of bio-degradable waste material (e.g. composting) and is within 250 metres of residential or other sensitive premises such as places of work. Such assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors, and should also include mitigation measures.</p>	

<p>Biodiversity/Geological Conservation Survey and Assessment Report</p>	<p>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 of Habitats and Species Regulations 2010; 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. Such surveys and reports will have due regard to both botany and ecology.</p> <p>Particular developments may include work such as the demolition of old buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to watercourses which may affect a number of protected species e.g. bats, etc.</p> <p>The circumstances in which a Protected Species Survey and Assessment will be required are explained in more detail in the Appendix to the published list of local requirements. Where appropriate, a Mitigation Report will also be required.</p> <p>Furthermore, geodiversity surveys and reports, where applicable, should have due regard to on-site soils as they can form a vital part of geodiversity and can provide a valuable source of information on past geological history, especially climate change.</p> <p>Please refer to the separate Appendix to these Validation Requirements which provides detailed guidance on the specialist area of Biodiversity and Geological Assessments and how these should be undertaken.</p>	
<p>Blasting</p>	<p>Where relevant, it will be expected that as much detail as possible on the effects of blasting is provided. Blasting should normally take place during the normal working day and details of the arrangements made for public warning and access restrictions during blasting itself should be provided as well as details of the methods used for such predictions (e.g. test blasts on similar sites etc.) – applicants are directed to the requirements for Noise Impact Assessment and Vibration Impact Assessment.</p>	
<p>Daylight/Sunlight Assessment</p>	<p>Where a proposed development may cause loss of amenity to a nearby property though loss of daylight/sunlight to habitable windows or cause over-shadowing of adjacent land, then an assessment will be required.</p> <p>The construction of buildings higher than a single storey and within two metres of a common boundary with a neighbouring residential property will require an assessment.</p> <p>The extent of assessment will need to be proportionate to the potential impact.</p>	
<p>Dust Impact Assessment</p>	<p>For minerals and waste-related development proposals, applications should be accompanied by a Dust Impact Assessment including details of the likely locations of those aspects of the development giving rise to dust as well as measures to mitigate against the affects of dust. When considering the impact of dust of development, proposals within at least 250 metres of a designated site of nature conservation importance or for protected species, the assessment should include consideration of the potential impact of dust upon such habitats.</p>	
<p>Economic Impact</p>	<p>If the proposal involves minerals or waste development with special characteristics or properties, or is needed to fulfil a specific commercial or market need, applicants should provide details so that this factor may be taken into consideration. If this type of information is submitted, applicants should also provide details of the procedures undertaken, including evidence, to assess the quality and quantity of the material (including the location of boreholes, trenches, etc.) and the results of any other analysis which may have been undertaken.</p>	
<p>Environmental Statement</p>	<p>Where required to do so, under the requirements of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (as amended), applications will need to be accompanied by an Environmental Statement. Where an environmental impact assessment is required to be carried out, the regulations (Schedule 4) set out the information that should be included within the Environmental Statement (also refer to the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource).</p>	

Flood Risk Assessment	<p>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 <a href="#">web site</a>. Currently, this will require a Flood Risk Assessment for:</p> <ul style="list-style-type: none"> <li>• Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,</li> <li>• All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use) where required under <a href="#">Flood Risk Standing Advice</a> as issued by the Environment Agency.</li> </ul> <p>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. All forms of flooding to and from the development need to be assessed as well as how these flood risks will be managed. The Flood Risk Assessment should identify opportunities to reduce the probability of flooding and the consequences of flooding.</p>	
Foul Sewerage and Utilities Assessment	<p>Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a> United Utilities <a href="http://www.unitedutilities.com">www.unitedutilities.com</a> or Northumbrian Water <a href="http://www.nwl.co.uk">www.nwl.co.uk</a> (depending upon site location) to establish where the drains are. If it is proposed to connect to an existing system, then details should be provided. Any development proposing non-mains drainage should include an assessment as required by the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource including, where appropriate, results of a percolation test. 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 <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></p> <p>For major and complex schemes a statement must be provided which demonstrates that :-</p> <p>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,</p> <p>b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,</p> <p>c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.</p> <p>The NPPF (2012) requires the use of sustainable drainage systems (SuDS) in major development and House of Commons written statement HCWS161 requires planning authorities to ensure that there are clear arrangements in place for ongoing maintenance of surface water drainage over the lifetime of such developments. North Yorkshire County Council, in its capacity as Lead Local Flood Authority (LLFA), has published SuDS design guidance available here: <a href="http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0">http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0</a></p>	
Geological Assessment	<p>For minerals, and where appropriate waste-related, development proposals, applications will be expected to be accompanied by a full and comprehensive Geological Assessment. A Geological Survey, normally accompanied by a Plan to a scale of 1:2500, will be expected to include borehole data, together with current ground levels and depths of materials including soils.</p>	
Hours of Operation/Working Hours	<p>Details should be provided relating to the proposed total anticipated hours of working for different activities taking place on the site specified in terms of weekday operations and weekend operations (normally work should not take place on Sundays or Bank Holidays). Applicants should state whether these hours exclude or include maintenance works. This information should preferably be disaggregated to show operational hours for mineral prospecting (where applicable), soil stripping and overburden removal and movement, mineral working and/or landfilling, mineral and/or waste processing and vehicular movements.</p>	



	N.B. If operations are likely to be intermittent then this should be clearly stated and the proposed periods of working given separately	
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<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)</p>	<p>A Heritage Statement (also referred to as a 'Statement of Significance and Impact') is required in all cases and is a document that is necessary to understand the potential impact (positive or negative) of the proposal on the significance of the Listed building or structure. They should be completed to a level of thoroughness proportionate to the relative importance of the building or structure whose fabric or setting is affected.</p> <p>As a minimum, it will be necessary to undertake the following steps:</p> <ol style="list-style-type: none"> <li>1. Check the Local Development Plan, main local and national records including the relevant Historic Environment Record, statutory and local lists, the Heritage Gateway, the National Monuments Record, and other relevant sources of information that would provide an understanding of the history of the place and the value the Listed building or structure holds for society</li> <li>2. Examine the Listed building or structure and its setting. This should comprise a thorough visual and physical analysis of the building or structure including its setting and context.</li> <li>3. Consider whether the nature of the significance requires an expert assessment to gain the necessary level of understanding.</li> </ol> <p>For further guidance on the application of policy in relation to the Historic Environment see the <a href="#">National Planning Policy Framework</a>.</p> <p>Good practice would recommend that a Heritage Statement should contain:</p> <ul style="list-style-type: none"> <li>• An analysis of the nature, extent and importance of the significance of the Listed building or structure in relation to the archaeological, architectural, artistic or historic interest associated with the building.</li> <li>• A description of those elements which contribute to the significance of the Listed building or structure likely to be affected by the proposals</li> <li>• An assessment of the contribution which the setting makes to that significance</li> <li>• An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of the Listed building/structure.</li> <li>• The principles of, and justification for, the proposed works.</li> </ul> <p>The application should also include:</p> <ul style="list-style-type: none"> <li>• A suitably detailed schedule of works to the Listed building or structure</li> <li>• Where an application site includes, or is likely to include, archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have on these remains.</li> </ul> <p><b>NOTE:</b> Where a Design &amp; Access Statement is also required, applicants can integrate their Statement of Significance &amp; Impact into the Design &amp; Access Statement or they can submit them as two separate Statements.</p> <p><b>Where the 'Statements' are to be integrated, full adherence to this guidance note, in relation to any application relating to a Designated Heritage Asset, should be made.</b></p>	
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<p>Hydrological and Hydro-Geological Assessment (including where applicable a Groundwater Vulnerability Report and any Aquifer Impact)</p>	<p>For minerals and/or waste-related development proposals, applications will be expected to be accompanied by a full and comprehensive hydrological assessment and hydro-geological assessment including details of topography and surface drainage, artificial ground, superficial deposits, landslip deposits, rockhead depth, bedrock geology and details of any borehole reports including any information with regard to abstraction licences. Such assessments should include consideration of the potential impact upon any wetland site of special scientific interest. Particularly in respect of, but not wholly limited to waste-related development proposals, details of any measures to control potential pollution of ground or surface waters should be provided, giving an indication of any necessary drainage and flood control measures, proposed monitoring, provision of settlement lagoons, surface-water run-off management and measures to prevent material entering watercourses.</p> <p>Where de-watering is proposed, applicants should include information on the calculation of the extent and volumes of de-watering that will be required by the development proposed as well as the method of de-watering. Applicants should note that this often requires at least 12 months of monitoring of the existing regime of the hydrological and hydro-geological environment prior to the submission of any application. Details should also indicate the natural water table level including its depth, source catchment areas and characteristics. Any statement must demonstrate that third parties will not be affected by the proposed de-watering. In the event that an impact is likely, applicants will be expected to provide details of the mitigation measures proposed to be put in place to ensure against any negative impact on both public and private water supplies, bodies or watercourses.</p>	
<p>Land Contamination Assessment</p>	<p>Where contamination is known or suspected, a land contamination assessment should be provided. Information should be given 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 (or Phase 1 Land Contamination 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). In other cases, a more detailed Phase 2 Contamination Assessment is required where contamination is known or is likely to be present.</p>	
<p>Landfilling</p>	<p>Notwithstanding the requirements set down within this document, a specific validation requirement in respect of waste-related developments is the provision of sufficient information that will enable the County Planning Authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002.</p>	
<p>Land Stability/Geotechnical Report and/or Coal Mining Risk Assessment</p>	<p>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.</p> <p>All non-householder applications falling within a Coal Mining Referral Area (as defined by the Coal Authority and held by the Local Planning Authority) must be accompanied by a Coal Mining Risk Assessment prepared by a suitably qualified and competent person. The risk assessment should contain :</p> <ul style="list-style-type: none"> <li>• Site specific coal mining information – including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas and any recorded surface hazards.</li> <li>• Assessment of risks – identify what risks (including cumulative effects) this information pose to the proposed development.</li> <li>• Mitigation measures – identify how coal mining issues have influenced the proposed development (including any changes that have been incorporated into the development) and whether any other mitigation measures are required to manage those issues.</li> </ul> <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.</p> <p>Any Unstable Land Assessment will need to take account of the potential hazard</p>	

	<p>that such instability could create both to the development itself and to the neighbouring area and will be required Where dewatering or abstraction is proposed in a Catchment Abstraction Management Area or where it is proposed to infill with any materials other than clean fill in former mineral workings. Landfill or land raising sites as well as proposals for the re-working or reclamation of former landfill sites will required an Unstable Land Assessment.</p> <p>The likelihood of instability of working faces, tips and associated structures should be discuss with the Planning Authority at the pre-application stage. A Stability Report should be presented which should include a geotechnical analysis and should propose measures which will be taken to reduce the risk of instability.</p>	
<p>Landscape and Visual Impact Assessment including hard and soft landscape details</p>	<p>For all planning applications major and minor if they would have a landscape impact, showing both retained and proposed landforms, water bodies and vegetation (including species and plant size). It should show how the proposal reflects and is informed by the existing landscape characterisation and the historic landscape characterisation. The scale of the proposal should reflect the depth of the assessment. Specify timing of landscape works in relation to other proposed site development works.</p> <p>Where applications fall within or affect an AONB or National Park, the assessment should show how the proposal does not conflict with the purposes of the designation.</p> <p>Sufficient information should be submitted to indicate the extent of visual impact of the proposed development and operations. Methods used may, for example, include visual envelope maps or photomontages. It is important to submit information to indicate the extent, nature and location of any earth modelling, hard and soft landscape works to be undertaken during operations to screen the site from public view or otherwise to mitigate the visual impact distinguishing between permanent and temporary features.</p> <p>Plans, normally to a scale of 1:2500, will cover such matters as:</p> <ul style="list-style-type: none"> <li>• the landscape design concept for the site during its operation and at restoration with particular reference to the character of the surrounding landscape;</li> <li>• the identification, protection and management of existing features with the site;</li> <li>• the initial screen planting proposals (both on- and off-site);</li> <li>• proposals to mitigate and to screen the impact of the development with particular reference to dwellings and other sensitive properties roads, footpaths, recreation are and viewpoints etc.;</li> <li>• the location, design and formation of screen landforms;</li> <li>• the progressive phasing of planting;</li> <li>• the location of planting and specification including soil preparation, timing, species, size, density, planting method, and protection</li> <li>• maintenance and management of all new planting noted above;</li> <li>• the final landform including contours of the site;</li> <li>• the final water features including grading of banks, depth of water and water levels in relation to surrounding land; and,</li> <li>• the location of any buildings or structures (existing or proposed) in the final landform.</li> </ul>	
<p>Lighting Assessment</p>	<p>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 <a href="#">'Lighting in the Countryside: Towards Good Practice'</a> (1997) and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".</p>	

<p>Noise Impact Assessment/Vibration Impact Assessment</p>	<p>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. 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.</p> <p>Applicants should provide information on proposed noise levels through the different stages of work. Information should also include the predicted or actual noise emissions from specific plant, the length of time plant will be in use, measures taken for controlling noise, (e.g. screening barriers or other forms of noise barrier erected) and methods of calculating noise emissions.</p> <p>Where the proposed development is to take place in proximity to noise sensitive property, such as dwellings, schools, hospitals and recreation areas, or in areas containing sensitive ecological receptors, applicants should provide details of noise levels at these properties or areas. If no noise sensitive properties are likely to be affected then applicants should give noise levels at site boundaries. The applicant should indicate whether there will be a need for temporary raising of noise limits for activities of a temporary nature and specify what these are.</p> <p>Proposed methods for noise monitoring and measures for controlling noise should also be specified. Such information is best dealt with in a supporting statement.</p> <p>Submissions should demonstrate how it is proposed to control environmental effects including noise and dust and also how these matters might be dealt with through the imposition of conditions in respect of minerals workings.</p>	
<p>Odour Impact Assessment</p>	<p>For waste-related development proposals, applications should be accompanied by an Odour Impact Assessment.</p>	
<p>Parking Provision</p>	<p>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.</p>	
<p>Photographs and Photomontages</p>	<p>These are essential and can be helpful to members of the public, Officers and Councillors in understanding the context of the application. Photographs are expected to support major or complex schemes or proposals in sensitive locations.</p>	
<p>Planning Obligations/Draft Heads of Terms</p>	<p>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. A model <a href="#">Section 106 Agreement</a> is available on the Communities and Local Government website. Applications where there is an anticipation of a Legal Agreement being entered into must be accompanied by a draft planning obligation/agreement which shall contain sufficient information that ensures that what is being proposed is readily understood by all concerned.</p>	
<p>Planning and Sustainability Statement</p>	<p>This will usually be required in connection with major or complex schemes and will usually explain the need for the development and assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. Where the proposal does not comply with extant planning policies relating to the application site, a statement justifying the development and the reasons that outweigh the policy considerations will be required.</p> <p>In the interests of making a difference to climate change, applicants will also 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. Elements of schemes that address sustainability issues (economic, social or environmental) may include using locally sourced or recycled building materials, sustainable drainage systems, sustainable water management etc.</p> <p>For all minerals and waste related development proposals, applicants will be expected to have regard to the <a href="#">National Planning Policy Framework</a>. Applicants</p>	

	should provide details of how waste will be dealt with. Additional employment arising from the development can be highlighted.	
Pollution Control	Where relevant, an outline of proposed measures to control potential pollution to protect ground and surface water should be provided plus an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open water courses.	
Restoration and After-Care Plan	<p>Whilst after-care conditions will normally be imposed on all mineral extraction permissions where the intended after-use will be for agriculture, forestry or amenity purposes, after-care details must accompany submissions demonstrating that the site can be reclaimed satisfactorily.</p> <p>This is normally achieved through a separate supporting restoration plan at the outset based on detailed site investigation and fully integrated with the working programme. For after-uses which involve some form of plant growth (e.g. agriculture, forestry or amenity) the plan should normally involve four main stages:</p> <p>(a) stripping of soils and soil making materials and either their storage or their direct replacement (i.e. restoration on another part of the site);  (b) creating final landform, including filling operations (if required);  (c) restoration;  (d) aftercare.</p> <p>Points (a) and (c) above should be submitted as part of the application and the proposed after-use(s) for the site and outline proposals for aftercare should be specified. Details of filling proposals identified in point (b) should be submitted where relevant.</p> <p>Where feasible, a progressive scheme of working should be prepared which minimises the amount of land taken out of agricultural or other use at any one time and which facilitates the early progressive restoration of the site. Special consideration should be given to the location and design of all soil and overburden storage mounds and the timing of their construction and removal should be indicated.</p> <p>If an amenity after-use is proposed then an indication whether a part(s) or whole of the site is intended for nature conservation, informal recreation or sports should be provided. If a nature conservation after-use or mixed after-use including nature conservation is proposed, applicants should consider designing a scheme that is compatible with the aims and objectives of the local Bio-diversity Action Plan for the area in which the application site falls. If water areas are to be created, then an estimation of the intended depths and areas of water, hydrology and water quality is required. Proposed profiles of banks; creation of islands; preservation and use of soil; the treatment and planting of water and land margins; and proposals for subsequent management should be submitted if they are part of the overall restoration scheme.</p> <p>Certain minerals and waste developments can have significant long-term life-spans and in such instances, the proposals should include details of arrangements for longer-term management of the restored site detailing any other party who will or may be responsible for the site during the aftercare period (e.g. if a farmer, tenant farmer or landowner); and particularly sites to be used for nature conservation or recreation; what arrangements are likely for management of the land in the longer term. Applicants should also indicate if these matters are the subject of a proposed Planning Obligation/voluntary agreement.</p>	
Site Waste Management Plan	<p>Such a Plan will be required where excavations are proposed as part of or as a consequence of the development or where demolition/removal of existing permanent or temporary buildings is proposed.</p> <p>Details of wastes arising from the main extraction operations including the nature of wastes and estimated total quantity produced (excluding overburden) should be provided, including the proportion of wastes to be retained on site. Methods of disposal of wastes not retained on the site should also be given. If significant quantities of wastes are to be tipped separately in distinct surface areas on a long term basis, such details should be provided. Opportunities for re-use and/or recovery of materials should be identified together with a demonstration of the</p>	

	measures taken to minimise and manage off-site disposal of waste materials.	
Soil Survey	<p>The results of soil surveys and site investigations will preferably be summarised in a supporting statement, with the full logs and results of any laboratory tests being provided as an appendix to the statement.</p> <p>Special consideration should also be given to the location and design of all soil and overburden storage mounds and the timing of their construction and removal should be indicated.</p> <p>Indication should be given of the grade of any agricultural land affected by the proposed development (Grades 1, 2, 3a, 3b, 4, 5) and should be accompanied by a clear indication of how the agricultural grade of the soil has been determined (e.g. using Agricultural Land Classification Maps or a special survey).</p>	
Statement of Community Involvement	In line with national advice and guidance, applications for major schemes and those accompanied by Environmental Statements, a Statement of Community Involvement will be required	
Structural Survey	Where minerals and waste proposals involve existing buildings which may be a interest, 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.	
Transport Assessment	<p>A Transport Assessment (TA) should be submitted as part of the minerals and/or waste related planning application. The coverage and the detail of the TA should reflect the scale of the development and the extent of the traffic implications. Information should include all existing and proposed vehicular movements to and from the proposed development. For small 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, as well as giving details of measures which will</p> <p>a) improve public transport;  b) reduce the need for parking; and,  c) mitigate transport impacts.</p> <p>Further guidance can be found in the <a href="#">National Planning Policy Framework</a>.</p> <p>There may be instances where there is likely to be a conflict, disturbance and /or significant impact on a local highway network or strategic highway network during the construction phase. In such circumstances, a construction traffic management plan will be required.</p> <p>For road transport, a supporting plan showing the traffic levels along the proposed routes for laden and unladen lorries is particularly helpful. For other modes, applicants should provide details of the tonnages likely to be moved, the range of market destinations, and the timing of movements.</p> <p>Where there is a need for highway improvements to be carried out as a consequence of the proposed development, applicants will normally be required to undertake these at their own expense or reimburse the Highway Authority for the cost of undertaking such improvements. If the proposal is likely to generate significant amounts of heavy vehicle traffic and/or heavy vehicles would use roads of poor construction, width or alignment, applicants are strongly advised to contact the Highway Authority.</p> <p><b>Specifically for waste development applications:</b></p> <ul style="list-style-type: none"> <li>• type of vehicles;</li> <li>• access &amp; visibility;</li> <li>• number of existing and proposed vehicle movements;</li> <li>• timing, hours &amp; days of operation/vehicle movements;</li> <li>• routing arrangements; and</li> <li>• vehicle parking &amp; turning arrangements</li> </ul>	
Travel Plan	Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required which outlines the way in which the transport implications of the development are proposed to be managed in order to ensure	

	economic, social and environmental impacts are minimised.	
Tree and Hedgerow Survey	For applications where proposals are likely to affect existing trees, hedgerow trees or hedgerows or where there are trees/hedgerow trees/hedgerows on or adjacent to the application site. The survey should include details of height, canopy spread, trunk diameter, root spread, species and condition for all trees/hedgerow specimens identified on the site plan and levels survey.	
Ventilation/Extraction Statement	Particularly with respect, but not solely confined to, materials recycling facilities and waste transfer stations, applications will be required to provide details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics where substantial equipment is proposed to be installed.	
Specifically for Waste Development Applications:	<ul style="list-style-type: none"> <li>• the site and surrounding area;</li> <li>• type of operation to be undertaken at the site (eg. Landfill, waste transfer etc);</li> <li>• type of waste;</li> <li>• source(s) and quantity/throughput of the waste materials to be handled at the site;</li> <li>• end use of waste;</li> <li>• context and need for the development and catchment area;</li> <li>• existing and proposed vehicle movements;</li> <li>• type of plant and machinery to be used;</li> <li>• confirmation of any external storage/processing of waste;</li> <li>• ground modelling, fencing or planting for site screening;</li> <li>• site drainage and details of surface &amp; ground water protection;</li> <li>• details of any proposed external lighting; i.e. location, mounting height, beam orientation, lighting power, and hours of use;</li> <li>• the extent and type of any hard surfacing;</li> <li>• details of any Environment Agency permits held and/or applied for;</li> <li>• noise and odour attenuation measures, pollution control and visual amenity proposals; and,</li> <li>• details of any proposed boundary treatments including walls, hedging or fencing</li> </ul>	

**N.B. Where applicants/agents form the view that a criteria above is not applicable, a justification statement will be required. A form without either an indication of a “√” or “n/a” will not be acceptable and will invalidate any application.**



## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA16 : APPLICATION TO MODIFY OR DISCHARGE A SECTION 106 PLANNING OBLIGATION (SECTION 106A OF THE TOWN AND COUNTRY PLANNING ACT 1990)**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
<b>3. CERTIFICATES</b>		
Ownership (with Agricultural Holdings) Certificate Completed	Correct certificate – A, B, C or D as required	
<b>4. OTHER REQUIREMENTS</b>		
Statement supporting the proposal with reference to the relevant Section 106 Agreement or Unilateral Undertaking explaining the planning reasons why the original Planning Obligation(s) should be discharged or varied. Where it is proposed to vary an Obligation the proposed revised text should be provided, preferably in the form of draft Section 106 Agreement/Unilateral Undertaking.		

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYPA17: APPLICATIONS FOR DEVELOPMENT RELATING TO THE ONSHORE EXTRACTION OF OIL AND GAS**

**Applications for development relating to the Onshore Extraction of Oil and Gas are “County Matters” and should be submitted to North Yorkshire County Council or the City of York Council as the Minerals and Waste Planning Authority**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document “Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts” which can be obtained from the Authority’s web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

**The application details should make it clear if the development involves “hydraulic fracturing” (fracking) or the “boring for, or getting of oil and natural gas from shale”.**

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents **must** be provided. Due to the nature of applications which constitute ‘county matters’, it is likely that substantially more copies of the application documents will be required. Applicants are advised to check prior to formal submission. Application forms for minerals development **only** are available on the County Council’s website. All other applications must be made using the national standard application form (1APP).

**You are required to show all dimensions (metres) on all plans & drawings.**

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application. **Please also note that where you are of the view that a criteria above is not applicable, a Justification Statement will be required. A form without either an indication of a “√” or “n/a” will not be acceptable and will invalidate any application.**

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250, 1:2500 or 1:10,000 (depending upon the individual circumstance) to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue N.B. All land necessary to carry out the proposed development should be included in the land edged red e.g. land required for access route(s) between the site and the public highway, any hard and soft landscape works, screening or soil storage bunds etc. should all be included within the red line. Any gas monitoring boreholes outside the main site should also be shown.	
	Wherever possible, at least 2 named roads and surrounding buildings	

<p>Site Plan at a standard scale of 1:100, 1:200 or 1:2500 (larger plans may be appropriate in certain circumstances) on an up-to-date Ordnance Survey base to show:</p> <p>N.B. there may be instances where to fit all the requirements onto one Site Plan may render its interpretation difficult. If more than one Site Plan is provided, each must be readily identifiable</p>	The development in relation to site boundaries and existing buildings on the site with written dimensions	
	All buildings (dwellings and other sensitive properties), roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees, hedges or hedgerows on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
	Weighbridges, fixed wheel cleaning equipment and the maximum extent of stockpiles should be included	
	The position of any existing watercourses, culverts, drainage ditches, ponds or other water bodies within or bounding the site showing, where appropriate, the direction of flow	
	The position of any underground services, overhead lines on, or adjacent to the site	
	Existing contours at appropriate levels within and normally for a distance of at least 500 metres outside the site to illustrate the relationship of the site to the surrounding topography..	
	Any land within or adjoining the site which has been used for mineral working, waste disposal or associated development, including the position of working/tipping faces, areas restored etc. and any planning permission references. Any land susceptible to subsidence, or potentially susceptible to subsidence.	
	The positions of trial pits and boreholes	
<p>Block Plan at a scale of 1:100 or 1:200 (or at a scale appropriate to the development proposed) to show:</p>	Features of archaeological interest	
	Details of proposed lorry routes to and from the site and the average/maximum daily number of vehicles	
	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment (e.g. walls, fences, etc.)	
	Where relevant, details of surfacing and proposed materials for parking areas	
	<p>Phasing layout plan of the well site for each relevant phase-</p> <ol style="list-style-type: none"> <li>1. Exploration</li> <li>2. Appraisal</li> <li>3. Development and production</li> <li>4. Decommissioning, restoration and aftercare.</li> </ol>	

Phasing Plans (preferably to the same scale as the Site Plan or at a standard scale as appropriate)	Any areas of land to be excavated and/or any areas to be filled which should easily be distinguishable from each other. Such boundaries should allow a sufficient safety margin to protect rights of way, railway lines, watercourses, services, buildings, trees etc. which are to remain undisturbed.	
	Proposals for the storage of topsoil, subsoil and overburden (including screening bunds)	
	Proposals for screening the operations including details of existing screening features to be retained and any proposals for earth bunds (with date of removal), fencing and tree and shrub planting (with species, planting and maintenance specification including timescale for implementation)	
	The location, design and external appearance of processing and other plant (whether fixed or mobile), stockpiles including temporary or permanent buildings, offices, mess rooms, weighbridges, wheel cleaners etc.	
	Details of fencing (including specification), external lighting (including beam orientation and measures to reduce light overflow) and other security arrangements	
	The position of any diverted watercourses, lagoons, silt ponds, , sources of water supply, means of drainage and the position of any water discharges going to existing watercourses	
	A separate plan(s) should be submitted which gives full details of the proposed new vehicular access (if relevant) and route from the site to the public highway. The detailed design of the access junction with the public highway should be submitted on a separate plan at a scale of 1:100 or a similar appropriate scale. This should show the width of the road, its means of construction, the turning radii and sight lines. Details should also include any internal haul roads, their surface treatment and their route.	
	Details of proposed measures to divert, remove or avoid overhead lines and other services, or stop off, remove or divert public rights of way including footpaths and bridleways	
	For oil or gas proposals, where relevant, the intended route of the survey, the location of well sites, number of wells, pipelines, ancillary services and siting of gathering facilities, including mitigation of ecological, landscape and visual impacts during construction and operational periods	

Restoration and After-Care Plans (preferably to the same scale as the Site Plan)	The final contours of land (with typical gradients indicated). The contours should normally be extended for a distance of at least 250 metres outside the site to illustrate the relationship of the restored land to the surrounding topography	
	The replacement depths of soil and their sources	
	The position of any permanent water features, together with estimated depths of water and details of typical marginal treatment	
	Proposals for the drainage of the restored land, if known, including the position of field drains, ditches, pumps and watercourses (including direction of flow) and permanent discharge points to surrounding watercourses	
	The location of existing trees, shrubs, hedges and habitats to be retained on site following the completion of operations and details of those to be planted (include the expected date of planting)	
	Any other hard and soft landscape proposals and provision for public or other access	
	For oil or gas, remedial measures to prevent ground contamination after extraction and processing cease	
Sections and Profiles	Section through well site for each relevant phase- <ol style="list-style-type: none"> <li>1. Exploration</li> <li>2. Appraisal</li> <li>3. Development and production</li> <li>4. Decommissioning, restoration and aftercare.</li> </ol>	
	Representative sections and borehole diagrams should be submitted showing casing design, drilling depths, the underlying geology with labelled formations/strata describing the characteristics and thickness of each, show the target reservoir and the position of the water table	
	In the case of topsoil, subsoil, overburden and mineral waste tips, the typical profiles and gradients of mounds should be shown	
Existing and proposed elevations at a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show::	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials, the style, materials and finish of the windows and doors, the types of boundary treatment (e.g. fencing) and the materials as well as any ventilation equipment.	
Existing and proposed floor plans to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show :	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations, eaves and ridge height.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans to a scale of 1:50 or 1:100 (or at a scale appropriate to the development proposed) to show :	Where appropriate to show details such as the roofing material, roof shape, any vents and their location	

<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	
<b>4. FEE</b>		
Appropriate fee. For guidance refer to the National Planning Practice Guidance on fees ( <a href="http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/">http://planningguidance.communities.gov.uk/blog/guidance/fees-for-planning-applications/</a> ), the Planning Portal or information on the Council's web site		
<b>5. DESIGN AND ACCESS STATEMENT</b>		
If required. For guidance refer to the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource		
<b>6. OTHER REQUIREMENTS</b>		
Aerodrome Safeguarding	Developments, particularly waste development during their operational phases and mineral developments during their restoration and subsequent after-use, particularly where such restoration involves the creation of water bodies, have the potential to attract flocks of birds and presenting a bird-strike hazard. In such instances, a Bird-hazard Management Plan will be required where the proposed development will have the potential to increase hazardous bird species or numbers in the vicinity of the aerodrome (normally within 13 kilometres of any licensed aerodrome). Guidance is provided within DfT/ODPM Circular 1/2003.	
Air Quality Assessment	<p>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 an 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.</p> <p>Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of the planning application.</p> <p>With respect to the issue of dust, methods to control and suppress dust from the extraction/landfill and minerals/waste processing operations including the treatment of topsoil and subsoil storage heaps should be stated. In addition, measures proposed for minimising the spread of mud, minerals or wastes onto the public highway from the transportation operation (e.g. wheel cleaning, sheeting of lorries etc.) should be included (refer to Dust Impact Assessment below).</p> <p>With respect to waste-related developments, applicants will be expected to undertake a bio-aerosol assessment, particularly where the proposal involves the handling, storage or treatment of bio-degradable waste material (e.g. composting) and is within 250 metres of residential or other sensitive premises such as places of work. Such assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors, and should also include mitigation measures.</p>	

<p>Biodiversity/Geological Conservation Survey and Assessment Report</p>	<p>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 of Habitats and Species Regulations 2010; 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. Such surveys and reports will have due regard to both botany and ecology.</p> <p>Particular developments may include work such as the demolition of old buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to watercourses which may affect a number of protected species e.g. bats, etc.</p> <p>The circumstances in which a Protected Species Survey and Assessment will be required are explained in more detail in the Appendix to the published list of local requirements. Where appropriate, a Mitigation Report will also be required.</p> <p>Furthermore, geodiversity surveys and reports, where applicable, should have due regard to on-site soils as they can form a vital part of geodiversity and can provide a valuable source of information on past geological history, especially climate change.</p> <p>Please refer to the separate Appendix to these Validation Requirements which provides detailed guidance on the specialist area of Biodiversity and Geological Assessments and how these should be undertaken.</p>	
<p>Daylight/Sunlight Assessment</p>	<p>Where a proposed development may cause loss of amenity to a nearby property through loss of daylight/sunlight to habitable windows or cause over-shadowing of adjacent land, then an assessment will be required.</p> <p>The construction of buildings higher than a single storey and within two metres of a common boundary with a neighbouring residential property will require an assessment.</p> <p>The extent of assessment will need to be proportionate to the potential impact.</p>	
<p>Dust Impact Assessment</p>	<p>For minerals and waste-related development proposals, applications should be accompanied by a Dust Impact Assessment including details of the likely locations of those aspects of the development giving rise to dust as well as measures to mitigate against the affects of dust. When considering the impact of dust of development, proposals within at least 250 metres of a designated site of nature conservation importance or for protected species, the assessment should include consideration of the potential impact of dust upon such habitats.</p>	
<p>Economic Impact</p>	<p>If the proposal involves minerals or waste development with special characteristics or properties, or is needed to fulfil a specific commercial or market need, applicants should provide details so that this factor may be taken into consideration. If this type of information is submitted, applicants should also provide details of the procedures undertaken, including evidence, to assess the quality and quantity of the material (including the location of boreholes, trenches, etc.) and the results of any other analysis which may have been undertaken.</p>	
<p>Environmental Statement</p>	<p>Where required to do so, under the requirements of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (as amended), applications will need to be accompanied by an Environmental Statement. Where an environmental impact assessment is required to be carried out, the regulations (Schedule 4) set out the information that should be included within the Environmental Statement (also refer to the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource).</p>	

Flood Risk Assessment	<p>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 <a href="#">web site</a>. Currently, this will require a Flood Risk Assessment for:</p> <ul style="list-style-type: none"> <li>• Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,</li> <li>• All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use) where required under <a href="#">Flood Risk Standing Advice</a> as issued by the Environment Agency.</li> </ul> <p>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. All forms of flooding to and from the development need to be assessed as well as how these flood risks will be managed. The Flood Risk Assessment should identify opportunities to reduce the probability of flooding and the consequences of flooding.</p>	
Foul Sewerage and Utilities Assessment	<p>Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a> United Utilities <a href="http://www.unitedutilities.com">www.unitedutilities.com</a> or Northumbrian Water <a href="http://www.nwl.co.uk">www.nwl.co.uk</a> (depending upon site location) to establish where the drains are. If it is proposed to connect to an existing system, then details should be provided. Any development proposing non-mains drainage should include an assessment as required by the National Planning Practice Guidance (PPG) (6 March 2014) web-based resource including, where appropriate, results of a percolation test. 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 <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></p> <p>For major and complex schemes a statement must be provided which demonstrates that :-</p> <p>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,</p> <p>b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,</p> <p>c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.</p> <p>The NPPF (2012) requires the use of sustainable drainage systems (SuDS) in major development and House of Commons written statement HCWS161 requires planning authorities to ensure that there are clear arrangements in place for ongoing maintenance of surface water drainage over the lifetime of such developments. North Yorkshire County Council, in its capacity as Lead Local Flood Authority (LLFA), has published SuDS design guidance available here: <a href="http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0">http://m.northyorks.gov.uk/CHttpHandler.ashx?id=30769&amp;p=0</a></p>	
Geological Assessment	<p>For minerals, and where appropriate waste-related, development proposals, applications will be expected to be accompanied by a full and comprehensive Geological Assessment. A Geological Survey, normally accompanied by a Plan to a scale of 1:2500, will be expected to include borehole data, together with current ground levels and depths of materials including soils.</p>	
Hours of Operation/Working Hours	<p>Details should be provided relating to the proposed total anticipated hours of working for different activities taking place on the site specified in terms of weekday operations and weekend operations (normally work should not take place on Sundays or Bank Holidays). Applicants should state whether these hours exclude or include maintenance works. This information should preferably be disaggregated to show operational hours for mineral prospecting (where applicable), soil stripping and overburden removal and movement, mineral working and/or landfilling, mineral and/or waste processing and vehicular movements.</p>	



	N.B. If operations are likely to be intermittent then this should be clearly stated and the proposed periods of working given separately	
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<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)</p>	<p>A Heritage Statement (also referred to as a 'Statement of Significance and Impact') is required in all cases and is a document that is necessary to understand the potential impact (positive or negative) of the proposal on the significance of the Listed building or structure. They should be completed to a level of thoroughness proportionate to the relative importance of the building or structure whose fabric or setting is affected.</p> <p>As a minimum, it will be necessary to undertake the following steps:</p> <ol style="list-style-type: none"> <li>1. Check the Local Development Plan, main local and national records including the relevant Historic Environment Record, statutory and local lists, the Heritage Gateway, the National Monuments Record, and other relevant sources of information that would provide an understanding of the history of the place and the value the Listed building or structure holds for society</li> <li>2. Examine the Listed building or structure and its setting. This should comprise a thorough visual and physical analysis of the building or structure including its setting and context.</li> <li>3. Consider whether the nature of the significance requires an expert assessment to gain the necessary level of understanding.</li> </ol> <p>For further guidance on the application of policy in relation to the Historic Environment see the <a href="#">National Planning Policy Framework</a>.</p> <p>Good practice would recommend that a Heritage Statement should contain:</p> <ul style="list-style-type: none"> <li>• An analysis of the nature, extent and importance of the significance of the Listed building or structure in relation to the archaeological, architectural, artistic or historic interest associated with the building.</li> <li>• A description of those elements which contribute to the significance of the Listed building or structure likely to be affected by the proposals</li> <li>• An assessment of the contribution which the setting makes to that significance</li> <li>• An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of the Listed building/structure.</li> <li>• The principles of, and justification for, the proposed works.</li> </ul> <p>The application should also include:</p> <ul style="list-style-type: none"> <li>• A suitably detailed schedule of works to the Listed building or structure</li> <li>• Where an application site includes, or is likely to include, archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have on these remains.</li> </ul> <p><b>NOTE:</b> Where a Design &amp; Access Statement is also required, applicants can integrate their Statement of Significance &amp; Impact into the Design &amp; Access Statement or they can submit them as two separate Statements.</p> <p><b>Where the 'Statements' are to be integrated, full adherence to this guidance note, in relation to any application relating to a Designated Heritage Asset, should be made.</b></p>	
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<p>Hydrological and Hydro-Geological Assessment (including where applicable a Groundwater Vulnerability Report and any Aquifer Impact)</p>	<p>For minerals and/or waste-related development proposals, applications will be expected to be accompanied by a full and comprehensive hydrological assessment and hydro-geological assessment including details of topography and surface drainage, artificial ground, superficial deposits, landslip deposits, rockhead depth, bedrock geology and details of any borehole reports including any information with regard to abstraction licences. Such assessments should include consideration of the potential impact upon any wetland site of special scientific interest. Particularly in respect of, but not wholly limited to waste-related development proposals, details of any measures to control potential pollution of ground or surface waters should be provided, giving an indication of any necessary drainage and flood control measures, proposed monitoring, provision of settlement lagoons, surface-water run-off management and measures to prevent material entering watercourses.</p> <p>Where de-watering is proposed, applicants should include information on the calculation of the extent and volumes of de-watering that will be required by the development proposed as well as the method of de-watering. Applicants should note that this often requires at least 12 months of monitoring of the existing regime of the hydrological and hydro-geological environment prior to the submission of any application. Details should also indicate the natural water table level including its depth, source catchment areas and characteristics. Any statement must demonstrate that third parties will not be affected by the proposed de-watering. In the event that an impact is likely, applicants will be expected to provide details of the mitigation measures proposed to be put in place to ensure against any negative impact on both public and private water supplies, bodies or watercourses.</p>	
<p>Land Contamination Assessment</p>	<p>Where contamination is known or suspected, a land contamination assessment should be provided. Information should be given 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 (or Phase 1 Land Contamination 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). In other cases, a more detailed Phase 2 Contamination Assessment is required where contamination is known or is likely to be present.</p>	
<p>Land Stability/Geotechnical Report and/or Coal Mining Risk Assessment</p>	<p>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.</p> <p>All non-householder applications falling within a Coal Mining Referral Area (as defined by the Coal Authority and held by the Local Planning Authority) must be accompanied by a Coal Mining Risk Assessment prepared by a suitably qualified and competent person. The risk assessment should contain :</p> <ul style="list-style-type: none"> <li>• Site specific coal mining information – including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas and any recorded surface hazards.</li> <li>• Assessment of risks – identify what risks (including cumulative effects) this information pose to the proposed development.</li> <li>• Mitigation measures – identify how coal mining issues have influenced the proposed development (including any changes that have been incorporated into the development) and whether any other mitigation measures are required to manage those issues.</li> </ul> <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.</p> <p>Any Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area and will be required Where dewatering or abstraction is proposed in a Catchment Abstraction Management Area or where it is proposed to infill with any materials other than clean fill in former mineral workings. Landfill or land raising sites as well as proposals for the re-working or reclamation of former landfill sites will required an Unstable Land Assessment.</p>	

	<p>The likelihood of instability of working faces, tips and associated structures should be discussed with the Planning Authority at the pre-application stage. A Stability Report should be presented which should include a geotechnical analysis and should propose measures which will be taken to reduce the risk of instability.</p>	
<p>Landscape and Visual Impact Assessment including hard and soft landscape details</p>	<p>For all planning applications major and minor if they would have a landscape impact, showing both retained and proposed landforms, water bodies and vegetation (including species and plant size). It should show how the proposal reflects and is informed by the existing landscape characterisation and the historic landscape characterisation. The scale of the proposal should reflect the depth of the assessment. Specify timing of landscape works in relation to other proposed site development works.</p> <p>Where applications fall within or affect an AONB or National Park, the assessment should show how the proposal does not conflict with the purposes of the designation.</p> <p>Sufficient information should be submitted to indicate the extent of visual impact of the proposed development and operations. Methods used may, for example, include visual envelope maps or photomontages. It is important to submit information to indicate the extent, nature and location of any earth modelling, hard and soft landscape works to be undertaken during operations to screen the site from public view or otherwise to mitigate the visual impact distinguishing between permanent and temporary features.</p> <p>Plans, normally to a scale of 1:2500, will cover such matters as:</p> <ul style="list-style-type: none"> <li>• the landscape design concept for the site during its operation and at restoration with particular reference to the character of the surrounding landscape;</li> <li>• the identification, protection and management of existing features with the site;</li> <li>• the initial screen planting proposals (both on- and off-site);</li> <li>• proposals to mitigate and to screen the impact of the development with particular reference to dwellings and other sensitive properties roads, footpaths, recreation areas and viewpoints etc.;</li> <li>• the location, design and formation of screen landforms;</li> <li>• the progressive phasing of planting;</li> <li>• the location of planting and specification including soil preparation, timing, species, size, density, planting method, and protection</li> <li>• maintenance and management of all new planting noted above;</li> <li>• the final landform including contours of the site;</li> <li>• the final water features including grading of banks, depth of water and water levels in relation to surrounding land; and,</li> <li>• the location of any buildings or structures (existing or proposed) in the final landform.</li> </ul>	
<p>Lighting Assessment</p>	<p>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 '<a href="#">Lighting in the Countryside: Towards Good Practice</a>' (1997) and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".</p>	

<p>Noise Impact Assessment/Vibration Impact Assessment</p>	<p>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. 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.</p> <p>Applicants should provide information on proposed noise levels through the different stages of work. Information should also include the predicted or actual noise emissions from specific plant, the length of time plant will be in use, measures taken for controlling noise, (e.g. screening barriers or other forms of noise barrier erected) and methods of calculating noise emissions.</p> <p>Where the proposed development is to take place in proximity to noise sensitive property, such as dwellings, schools, hospitals and recreation areas, or in areas containing sensitive ecological receptors, applicants should provide details of noise levels at these properties or areas. If no noise sensitive properties are likely to be affected then applicants should give noise levels at site boundaries. The applicant should indicate whether there will be a need for temporary raising of noise limits for activities of a temporary nature and specify what these are.</p> <p>Proposed methods for noise monitoring and measures for controlling noise should also be specified. Such information is best dealt with in a supporting statement.</p> <p>Submissions should demonstrate how it is proposed to control environmental effects including noise and dust and also how these matters might be dealt with through the imposition of conditions in respect of minerals workings.</p>	
<p>Odour Impact Assessment</p>	<p>For waste-related development proposals, applications should be accompanied by an Odour Impact Assessment.</p>	
<p>Parking Provision</p>	<p>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.</p>	
<p>Photographs and Photomontages</p>	<p>These are essential and can be helpful to members of the public, Officers and Councillors in understanding the context of the application. Photographs are expected to support major or complex schemes or proposals in sensitive locations.</p>	
<p>Planning Obligations/Draft Heads of Terms</p>	<p>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. A model <a href="#">Section 106 Agreement</a> is available on the Communities and Local Government website. Applications where there is an anticipation of a Legal Agreement being entered into must be accompanied by a draft planning obligation/agreement which shall contain sufficient information that ensures that what is being proposed is readily understood by all concerned.</p>	
<p>Planning and Sustainability Statement</p>	<p>This will usually be required in connection with major or complex schemes and will usually explain the need for the development and assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. Where the proposal does not comply with extant planning policies relating to the application site, a statement justifying the development and the reasons that outweigh the policy considerations will be required.</p> <p>In the interests of making a difference to climate change, applicants will also 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. Elements of schemes that address sustainability issues (economic, social or environmental) may include using locally sourced or recycled building materials, sustainable drainage systems, sustainable water management etc.</p> <p>For all minerals and waste related development proposals, applicants will be expected to have regard to the <a href="#">National Planning Policy Framework</a>. Applicants</p>	

	should provide details of how waste will be dealt with. Additional employment arising from the development can be highlighted.	
Pollution Control	Where relevant, an outline of proposed measures to control potential pollution to protect ground and surface water should be provided plus an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open water courses.	
Restoration and After-Care Plan	<p>Whilst after-care conditions will normally be imposed on all mineral extraction permissions where the intended after-use will be for agriculture, forestry or amenity purposes, after-care details must accompany submissions demonstrating that the site can be reclaimed satisfactorily.</p> <p>This is normally achieved through a separate supporting restoration plan at the outset based on detailed site investigation and fully integrated with the working programme. For after-uses which involve some form of plant growth (e.g. agriculture, forestry or amenity) the plan should normally involve four main stages:</p> <p>(a) stripping of soils and soil making materials and either their storage or their direct replacement (i.e. restoration on another part of the site);  (b) creating final landform, including filling operations (if required);  (c) restoration;  (d) aftercare.</p> <p>Points (a) and (c) above should be submitted as part of the application and the proposed after-use(s) for the site and outline proposals for aftercare should be specified. Details of filling proposals identified in point (b) should be submitted where relevant.</p> <p>Where feasible, a progressive scheme of working should be prepared which minimises the amount of land taken out of agricultural or other use at any one time and which facilitates the early progressive restoration of the site. Special consideration should be given to the location and design of all soil and overburden storage mounds and the timing of their construction and removal should be indicated.</p> <p>If an amenity after-use is proposed then an indication whether a part(s) or whole of the site is intended for nature conservation, informal recreation or sports should be provided. If a nature conservation after-use or mixed after-use including nature conservation is proposed, applicants should consider designing a scheme that is compatible with the aims and objectives of the local Bio-diversity Action Plan for the area in which the application site falls. If water areas are to be created, then an estimation of the intended depths and areas of water, hydrology and water quality is required. Proposed profiles of banks; creation of islands; preservation and use of soil; the treatment and planting of water and land margins; and proposals for subsequent management should be submitted if they are part of the overall restoration scheme.</p> <p>Certain minerals and waste developments can have significant long-term life-spans and in such instances, the proposals should include details of arrangements for longer-term management of the restored site detailing any other party who will or may be responsible for the site during the aftercare period (e.g. if a farmer, tenant farmer or landowner); and particularly sites to be used for nature conservation or recreation; what arrangements are likely for management of the land in the longer term. Applicants should also indicate if these matters are the subject of a proposed Planning Obligation/voluntary agreement.</p>	
Site Waste Management Plan	<p>Such a Plan will be required where excavations are proposed as part of or as a consequence of the development or where demolition/removal of existing permanent or temporary buildings is proposed.</p> <p>Details of wastes arising from the main extraction operations including the nature of wastes and estimated total quantity produced (excluding overburden) should be provided, including the proportion of wastes to be retained on site. Methods of disposal of wastes not retained on the site should also be given. If significant quantities of wastes are to be tipped separately in distinct surface areas on a long term basis, such details should be provided. Opportunities for re-use and/or recovery of materials should be identified together with a demonstration of the</p>	

	measures taken to minimise and manage off-site disposal of waste materials.	
Soil Survey	<p>The results of soil surveys and site investigations will preferably be summarised in a supporting statement, with the full logs and results of any laboratory tests being provided as an appendix to the statement.</p> <p>Special consideration should also be given to the location and design of all soil and overburden storage mounds and the timing of their construction and removal should be indicated.</p> <p>Indication should be given of the grade of any agricultural land affected by the proposed development (Grades 1, 2, 3a, 3b, 4, 5) and should be accompanied by a clear indication of how the agricultural grade of the soil has been determined (e.g. using Agricultural Land Classification Maps or a special survey).</p>	
Statement of Community Involvement	In line with national advice and guidance, applications for major schemes and those accompanied by Environmental Statements, a Statement of Community Involvement will be required	
Structural Survey	Where minerals and waste proposals involve existing buildings which may be a interest, 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.	
Transport Assessment	<p>A Transport Assessment (TA) should be submitted as part of the minerals and/or waste related planning application. The coverage and the detail of the TA should reflect the scale of the development and the extent of the traffic implications. Information should include all existing and proposed vehicular movements to and from the proposed development. For small 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, as well as giving details of measures which will</p> <ul style="list-style-type: none"> <li>a) improve public transport;</li> <li>b) reduce the need for parking; and,</li> <li>c) mitigate transport impacts.</li> </ul> <p>Further guidance can be found in the <a href="#">National Planning Policy Framework</a>.</p> <p>There may be instances where there is likely to be a conflict, disturbance and /or significant impact on a local highway network or strategic highway network during the construction phase. In such circumstances, a construction traffic management plan will be required.</p> <p>For road transport, a supporting plan showing the traffic levels along the proposed routes for laden and unladen lorries is particularly helpful. For other modes, applicants should provide details of the tonnages likely to be moved, the range of market destinations, and the timing of movements.</p> <p>Where there is a need for highway improvements to be carried out as a consequence of the proposed development, applicants will normally be required to undertake these at their own expense or reimburse the Highway Authority for the cost of undertaking such improvements. If the proposal is likely to generate significant amounts of heavy vehicle traffic and/or heavy vehicles would use roads of poor construction, width or alignment, applicants are strongly advised to contact the Highway Authority.</p>	
Travel Plan	Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required which outlines the way in which the transport implications of the development are proposed to be managed in order to ensure economic, social and environmental impacts are minimised.	
Tree and Hedgerow Survey	For applications where proposals are likely to affect existing trees, hedgerow trees or hedgerows or where there are trees/hedgerow trees/hedgerows on or adjacent to the application site. The survey should include details of height, canopy spread, trunk diameter, root spread, species and condition for all trees/hedgerow specimens identified on the site plan and levels survey.	

**N.B. Where applicants/agents form the view that a criteria above is not applicable, a justification statement will be required. A form without either an indication of a “√” or “n/a” will not be acceptable and will invalidate any application.**