

**Planning Application Validation Guidance:**  
**For the area covered by Richmondshire Local Plan 2012-2028 Core Strategy,**  
**adopted 2014**

**PART 1 – NATIONAL VALIDATION REQUIREMENTS FOR FULL AND OUTLINE APPLICATIONS**

Last updated: 09.08.2024

We are unable to validate planning applications without the following documents:

<b>Document/ Plan</b>	<b>When is it usually required?</b>	<b>Notes</b>
Application Fee	Most applications.	A free calculator to work out the application fee is provided by the Planning Portal: <a href="https://www.planningportal.co.uk/app/fee-calculator">https://www.planningportal.co.uk/app/fee-calculator</a>
Application Form & Ownership Certificates	All applications.	There are a small number of applications where these is no standard form and a covering letter can be used instead.  Standard Forms can be downloaded from two places: <a href="https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities">https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</a>  <a href="https://www.planningportal.co.uk/planning/planning-applications/paper-forms/find-and-download-paper-forms">https://www.planningportal.co.uk/planning/planning-applications/paper-forms/find-and-download-paper-forms</a>
Site Location Plan	All applications.	<ul style="list-style-type: none"> <li>- Application land to be edges red</li> <li>- North Arrow</li> <li>- To scale and the scale and paper size detailed</li> <li>- Land ownership to be edged blue</li> <li>- Two adopted roads shown (recommended)</li> </ul>
Plans to describe the proposal	All applications.	<ul style="list-style-type: none"> <li>- To scale and the scale and paper size detailed</li> </ul>
Design and Access Statement	Major Developments*, Listed Building Consent & designated area** for one or more dwellings or building with 100sqm or more of floor area	<a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a>  If the application site does not extend all the way to the adopted highway, details on how access can be secured is recommended.
Biodiversity Net Gain National Validation Requirements	Varies subject to application type and date submitted.	Please refer to: <a href="https://www.gov.uk/guidance/biodiversity-net-gain#biodiversity-net-gain-submitting-a-planning-application">https://www.gov.uk/guidance/biodiversity-net-gain#biodiversity-net-gain-submitting-a-planning-application</a>  National Validation Requirements comprise: <ul style="list-style-type: none"> <li>- A statutory biodiversity metric file</li> </ul>

		<ul style="list-style-type: none"> <li>- A description of any irreplaceable habitats on the land.</li> <li>- A plan showing the habitats on the development site, including any irreplaceable habitats.</li> </ul>
Environmental Statement	All Schedule 1 and Screened Schedule 2 Development	Requirements comes from The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended <a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a>

\* Definition of Major: As per Section 55 of the Town and County Planning Act 1990 including: site area 1ha or more and/or 10 or more dwellings and/or 1000sqm or more of non-residential.

\*\* Definition of designated area: a World Heritage Site or a conservation area.

## PART 2 – ADVISORY SUPPORTING INFORMATION

The former Richmondshire District Council's Local Validation Requirements 2013 is over two years old and thus this acts as a guidance document opposed to legal validation requirements. This Part 2 provides a list of additional information we are likely to need prior to approving an application, however, this is not an exhaustive checklist.

Document/ Plan	When is it usually required?	Notes
Air Quality Assessment	Case by case basis	Likely required for major development in or adjacent to an Air Quality Management Area (AQMA).  Likely required for agricultural livestock buildings in a SSSI Risk Impact Zone which can be found here: <a href="https://magic.defra.gov.uk/MagicMap.aspx">https://magic.defra.gov.uk/MagicMap.aspx</a>
Archaeological Reports	Most major applications or there have been archaeological finds in the area.	When recommended by Heritage Services  Unlikely to be required if there is no ground disturbance.
Bat Survey/ Protected Species	Where there is suitable habitats on site.	For Bat Surveys please see this guidance page for further details <a href="https://www.gov.uk/guidance/bats-advice-for-making-planning-decisions">https://www.gov.uk/guidance/bats-advice-for-making-planning-decisions</a>  For reptiles, please see this guidance page for further details <a href="https://www.gov.uk/guidance/reptiles-advice-for-making-planning-decisions">https://www.gov.uk/guidance/reptiles-advice-for-making-planning-decisions</a>  If unsure, highly recommend a site photograph schedule is submitted to share with Ecology Officer.

Document/ Plan	When is it usually required?	Notes
		Ecology Surveys must be 'in date' at the time of decision. Please refer to the CIEEM advise <a href="https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf">https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf</a>
Bin Storage and Parking Details	Most applications.	These will likely be required for applications which intensify sites use and building change of use applications.
Contamination Assessment	New floorspace where the site has a history or evidence of contamination on site.	
Daylight/Sunlight Assessment	Where adjacent residential garden or property may be overshadowed or loose internal daylight	
Drainage Strategy including foul drainage	All major developments or development within a flood risk area including surface water or ground water.	National Guidance Requirement and confirmed by NYC as LLFA:  <a href="https://www.northyorks.gov.uk/environment-and-neighbourhoods/flooding/flood-and-water-management/sustainable-drainage-systems-guidance-2022-update">https://www.northyorks.gov.uk/environment-and-neighbourhoods/flooding/flood-and-water-management/sustainable-drainage-systems-guidance-2022-update</a> Most application will require: infiltration testing or watercourse surveys to demonstrate there is at least one way to drain the development; together with an overflow path.
Ecology Survey incorporating Biodiversity Net Gain Proposals	Application sites which are not kept grass including overgrown sites and meadows	Even where kept grass, sites with boundary hedges and trees may still require an ecology survey.  Ecology Surveys must be 'in date' at the time of decision. Please refer to the CIEEM advise <a href="https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf">https://cieem.net/wp-content/uploads/2019/04/Advice-Note.pdf</a>
Flood Risk Assessment	All major developments and some minor developments within medium and high risk flood areas (rivers and seas & surface water)	NPPG National Guidance Requirement.  This also applies to surface water and/or ground water flooding not just 'flood zones 1 -3'.
Heritage Statement	For all applications within Conservation Areas or next to or comprising Listed Building or Scheduled Monument	NPPF requirement. Report should include: <ul style="list-style-type: none"> <li>- Photograph schedule</li> <li>- Schedule of works</li> <li>- Assessment of significance of the historic fabric and layout to be lost or altered</li> <li>- Assessment of the harm from each item of works and the overall harm</li> <li>- Identification of any public or non-public benefits of the scheme</li> </ul> Please see Historic England's guidance:

Document/ Plan	When is it usually required?	Notes
		<a href="https://historicengland.org.uk">Statements of Heritage Significance: Analysing Significance in Heritage Assets (historicengland.org.uk)</a>
Lighting Strategy and Assessment	Where significant new lighting is needed in a dark area particularly late evening and early morning.	
Measured Access Plan with visibility splays	Developments where the intensity of the access may increase.	To include any obstructions such as trees and hedges.
Nutrient Neutrality Report	Large extensions, new residential, livestock and some commercial development within the Teesemouth & Cleveland Coast SPA/Ramsar and/or River Eden SAC Catchment Areas	
Noise Assessment	Commercial Uses adjacent to residential areas	
Odour Assessment	Where the development will create noticeable odours	For example, livestock installations and food manufactory.
Retail Impact Assessment	Retail development above 2,500sqm outside town centres	NPPF requirement.
Main Town Centre Use Sequential Test	For town centres uses, excluding 'small scale rural offices or other small scale rural development'	NPPF requirement.
Sequential Test And Exception Test	'Major' and 'Non-major development' proposed in areas at risk of flooding (unless land is allocated for the proposed use in the adopted development plan)	Excludes non residential extensions under 250sqm; householder development (such as extensions) and alterations.  Exception Test required as per table 2 of <a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change#table2">https://www.gov.uk/guidance/flood-risk-and-coastal-change#table2</a>
'Shadow' Habitats Regulation Assessment	All applications which may have a negative impact to a Special Protection Area, Special Area of Conservation Area or RASMAR site.	Please check the Defra Magic Maps to locate these habitat areas and you can also look for SSSI impact risk zones to see if your development may have a negative effect to these habitats: <a href="https://magic.defra.gov.uk/MagicMap.aspx">https://magic.defra.gov.uk/MagicMap.aspx</a>
Site Photograph Schedule	All applications (recommended)	This may speed up the decision making process and can help officers determine whether any ecology or tree information is needed at an early stage.
Planning Statement	Major applications and where there is deviation from the Adopted Development Plan or national guidance	This gives the applicant the chance to set out their case and put forward any mitigating factors.

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Statement of Community Involvement	Recommended for all major developments.	This reflects good planning practice.
Tree Survey, Arboricultural Impact Assessment and Tree Protection Plan	Where there are trees within or adjacent to the site which may be affected by the Development	Make sure they include a plan overlaying existing trees with the site layout and identifying which trees and hedges are required to be removed to facilitate the development.
Transport Statement	Residential Development Between 50 to 100 dwellings or Commercial between 5,000 to 10,000sqm	NYC Highways/ Highways England will ultimately advise on the scope of information needed.
Transport Assessment and Travel Plan	Over 100 dwellings or Over 10,000sqm of commercial floor space	NYC Highways/ Highways England will ultimately advise on the scope of information needed.
Ventilation/Extraction Statement	Commercial uses such as hot food takeaways in close proximity to residential	