

## Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building.

### Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

#### Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

#### 1. Applicant Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

#### 2. Agent Name and Address

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

#### 3. Description of Proposed Works

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Has the development or work(s) already started?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please state the date when the development or work(s) were started (DD/MM/YYYY): (date must be pre-application submission)	<input type="text"/>
Have the development or work(s) been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please state the date when the development or work(s) were completed (DD/MM/YYYY): (date must be pre-application submission)	<input type="text"/>

#### 4. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

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

Easting:  Northing:

Description:

#### 5. Pre-application Advice

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

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

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

Officer name:

Reference:

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

Details of pre-application advice received?

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

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

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

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

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

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

If you answered Yes to any of the above questions, please show details on your plans/drawings and state the reference of the plan (s)/drawings(s)

#### 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?  Yes  No

If Yes, please provide details:

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

If Yes, please provide details:

#### 8. Authority Employee / Member

With respect to the Authority, I am: (a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

Do any of these statements apply to you?  Yes  No

If Yes, please provide details of the name, relationship and role

### 9. Demolition

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

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

a) Total demolition of the listed building:  Yes  No

b) Demolition of a building within the curtilage of the listed building:  Yes  No

c) Demolition of a part of the listed building:  Yes  No

If the answer to c) is Yes:

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

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

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

### 10. Listed Building Alterations

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

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

a) Works to the interior of the building?  Yes  No

b) Works to the exterior of the building?  Yes  No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) Internally or externally?  Yes  No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?  Yes  No

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

### 11. Listed Building Grading

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

Grade I  Ecclesiastical Grade I

Grade II\*  Ecclesiastical Grade II\*

Grade II  Ecclesiastical Grade II

Don't know

### 12. Immunity From Listing

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

Yes  No  Don't know

If Yes, please provide the result of the application:

### 13. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of Vehicle	Total Existing	Total proposed (including spaces retained)	Difference in spaces
Cars			
Light goods vehicles/ public carrier vehicles			
Motorcycles			
Disability spaces			
Cycle spaces			
Other (e.g. Bus)			
Other (e.g. Bus)			

## 14. Materials

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

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls			<input type="checkbox"/>	<input type="checkbox"/>
Roof covering			<input type="checkbox"/>	<input type="checkbox"/>
Chimney			<input type="checkbox"/>	<input type="checkbox"/>
Windows			<input type="checkbox"/>	<input type="checkbox"/>
External doors			<input type="checkbox"/>	<input type="checkbox"/>
Ceilings			<input type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input type="checkbox"/>	<input type="checkbox"/>
Floors			<input type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input type="checkbox"/>	<input type="checkbox"/>
Rainwater goods			<input type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input type="checkbox"/>	<input type="checkbox"/>
Lighting			<input type="checkbox"/>	<input type="checkbox"/>
Others (add description)			<input type="checkbox"/>	<input type="checkbox"/>

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

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

### 15. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Cess pit
- Septic tank
- Other
- Package treatment plant

Are you proposing to connect to the existing drainage system?  Yes  No

If Yes, please include the details of the existing system on the application drawings and state references for the plan(s)/drawing(s):

### 16. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

- Yes  No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?  Yes  No

Will the proposal increase the flood risk elsewhere?  Yes  No

How will surface water be disposed of?

- Sustainable drainage system
- Existing watercourse
- Soakaway
- Pond/lake
- Main sewer

### 17. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

c) Features of geological conservation importance:

- Yes, on the development site
- Yes, on land adjacent to or near the proposed development
- No

### 18. Existing Use

Please describe the current use of the site:

Is the site currently vacant?  Yes  No

If Yes, please describe the last use of the site:

When did this use end (if known)?

(DD/MM/YYYY)

(date where known may be approximate)

Does the proposal involve any of the following? If yes, you will need to submit an appropriate contamination assessment with your application.

- Land which is known to be contaminated?  Yes  No
- Land where contamination is suspected for all or part of the site?  Yes  No
- A proposed use that would be particularly vulnerable to the presence of contamination?  Yes  No

### 19. Trees and Hedges

Are there trees or hedges on the proposed development site?  Yes  No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?  Yes  No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

### 20. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?  Yes  No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste

## 21. Residential Units (Including Conversion)

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

### Proposed Housing

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

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

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

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

**Total proposed residential units (A + B + C + D) =**

### Existing Housing

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

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

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

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

**Total existing residential units (E + F + G + H) =**

**TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):**

## 22. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?  Yes  No

If you have answered Yes to the question above please add details in the following table:

Use class/type of use	Not applicable	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross internal floorspace proposed (including change of use)(square metres)	Net additional gross internal floorspace following development (square metres)
A1	<input type="checkbox"/>				
Shops	<input type="checkbox"/>				
Net tradable area:	<input type="checkbox"/>				
A2	<input type="checkbox"/>				
Financial and professional services	<input type="checkbox"/>				
A3	<input type="checkbox"/>				
Restaurants and cafes	<input type="checkbox"/>				
A4	<input type="checkbox"/>				
Drinking establishments	<input type="checkbox"/>				
A5	<input type="checkbox"/>				
Hot food takeaways	<input type="checkbox"/>				
B1 (a)	<input type="checkbox"/>				
Office (other than A2)	<input type="checkbox"/>				
B1 (b)	<input type="checkbox"/>				
Research and development	<input type="checkbox"/>				
B1 (c)	<input type="checkbox"/>				
Light industrial	<input type="checkbox"/>				
B2	<input type="checkbox"/>				
General industrial	<input type="checkbox"/>				
B8	<input type="checkbox"/>				
Storage or distribution	<input type="checkbox"/>				
C1	<input type="checkbox"/>				
Hotels and halls of residence	<input type="checkbox"/>				
C2	<input type="checkbox"/>				
Residential institutions	<input type="checkbox"/>				
D1	<input type="checkbox"/>				
Non-residential institutions	<input type="checkbox"/>				
D2	<input type="checkbox"/>				
Assembly and leisure	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>				
Please specify	<input type="checkbox"/>				
Total					

In addition, for hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms

Use class	Type of use	Not applicable	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
C1	Hotels	<input type="checkbox"/>			
C2	Residential Institutions	<input type="checkbox"/>			
OTHER		<input type="checkbox"/>			
Please specify		<input type="checkbox"/>			

## 23. Employment

Please complete the following information regarding employees:

	Full-time	Part-time	Total full-time equivalent
Existing employees			
Proposed employees			

## 24. Hours of Opening

Please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Not known

## 25. Site Area

Please state the site area in hectares (ha)

## 26. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal a waste management development?  Yes  No

If the answer is Yes, please complete the following table:

	Not applicable	The total capacity of the void in cubic metres, including engineering surcharge and making no allowance for cover or restoration material (or tonnes if solid waste or litres if liquid waste)	Maximum annual operational throughput in tonnes (or litres if liquid waste)
Inert landfill	<input type="checkbox"/>		
Non-hazardous landfill	<input type="checkbox"/>		
Hazardous landfill	<input type="checkbox"/>		
Energy from waste incineration	<input type="checkbox"/>		
Other incineration	<input type="checkbox"/>		
Landfill gas generation plant	<input type="checkbox"/>		
Pyrolysis/gasification	<input type="checkbox"/>		
Metal recycling site	<input type="checkbox"/>		
Transfer stations	<input type="checkbox"/>		
Material recovery/recycling facilities (MRFs)	<input type="checkbox"/>		
Household civic amenity sites	<input type="checkbox"/>		
Open windrow composting	<input type="checkbox"/>		
In-vessel composting	<input type="checkbox"/>		
Anaerobic digestion	<input type="checkbox"/>		
Any combined mechanical, biological and/or thermal treatment (MBT)	<input type="checkbox"/>		
Sewage treatment works	<input type="checkbox"/>		
Other treatment	<input type="checkbox"/>		
Recycling facilities construction, demolition and excavation waste	<input type="checkbox"/>		
Storage of waste	<input type="checkbox"/>		
Other waste management	<input type="checkbox"/>		
Other developments	<input type="checkbox"/>		

Please provide the maximum annual operational throughput of the following waste streams:

Municipal	
Construction, demolition and excavation	
Commercial and industrial	
Hazardous	

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make clear what information it requires on its website.

## 27. Hazardous Substances

Does the proposal involve the use or storage of any of the following materials in the quantities stated below?  Yes  No  Not applicable

If Yes, please provide the amount of each substance that is involved:

Acrylonitrile (tonnes) <input type="text"/>	Ethylene oxide (tonnes) <input type="text"/>	Phosgene (tonnes) <input type="text"/>
Ammonia (tonnes) <input type="text"/>	Hydrogen cyanide (tonnes) <input type="text"/>	Sulphur dioxide (tonnes) <input type="text"/>
Bromine (tonnes) <input type="text"/>	Liquid oxygen (tonnes) <input type="text"/>	Flour (tonnes) <input type="text"/>
Chlorine (tonnes) <input type="text"/>	Liquid petroleum gas (tonnes) <input type="text"/>	Refined white sugar (tonnes) <input type="text"/>

Other:

Other:

Amount (tonnes):

Amount (tonnes):



## 28. Ownership Certificates

One certificate A, B, C, or D must be completed, together with the Agricultural Holdings Certificate with this application form

### CERTIFICATE OF OWNERSHIP - CERTIFICATE A

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which the application relates.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

### CERTIFICATE OF OWNERSHIP - CERTIFICATE B

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

### CERTIFICATE OF OWNERSHIP - CERTIFICATE C

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 28. Ownership Certificates (continued)

### CERTIFICATE OF OWNERSHIP - CERTIFICATE D

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 29. Agricultural Land Declaration

### AGRICULTURAL LAND DECLARATION

#### Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12 Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 30. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form:

The correct fee:

The original and 3 copies of the plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The original and 3 copies of a design and access statement, if required (see help text and guidance notes for details):

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

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

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings):

### 31. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(date cannot be pre-application)

### 32. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 33. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 34. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?  Yes  No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)*  Agent  Applicant  Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

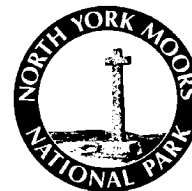
Contact name:

Telephone number:

Email address:

# Validation Checklist

Planning Permission (Non Householder Applications) and  
Listed Building consent



To ensure that the Planning Officer dealing with your planning application/consent has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at application/consent submission stage. Failure to supply the required information with a planning application/consent submission will delay a decision on the proposal as the statutory determination period will not begin until the required information is submitted and the validation requirements fulfilled.

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

## Standard National Validation Requirements

(Three copies are to be supplied unless the application/consent is submitted electronically)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>Completed Application Form with Signed and Dated Declaration</b>  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Completed Certificate of Ownership A, B, C or D</b> (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Completed Agricultural Holdings Certificate A or B</b> (only one to be completed) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Location Plan</b> based on an up-to-date map, to a recognised scale i.e. 1:2500 or 1:1250 with a north arrow labelled and with your application development site edged in red and any other land in your ownership edged in blue.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Existing and Proposed Site Layout Plans</b> to a recognised scale i.e. 1:100, 1:200 or 1:500 with a north arrow labelled.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Existing and Proposed Elevations</b> to a recognised scale i.e. 1:50 or 1:100.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Existing and Proposed Floor Plans</b> to a recognised scale i.e. 1:50 or 1:100.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Existing and Proposed Roof Plans</b> (if the proposal alters the existing roof) to a recognised scale i.e. 1:50 or 1:100.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Existing and Proposed Sections and Finished Floor Levels</b> to a recognised scale which is no less than 1:100.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>Design and Access Statement</b><br>Please see Design and Access Statement Guidance Note for further information.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**Application Fee** YES  NO   
Please see the Authority's Fee Sheet for further information.

**Environmental Impact Assessment** (if applicable) YES  NO

**Standard Local Validation Requirements**  
(Three copies are to be supplied unless the application/consent is submitted electronically)

**Bat Scoping Survey** to ensure that nature conservation interests are not unduly affected by the development. YES  NO

Please see Planning Advice Note 2 (Planning and Biodiversity) for further information.

**Flood Risk Assessments/Sequential Test** to ensure that the implications of flooding are satisfactorily addressed. YES  NO

For further advice please contact the Environment Agency on 01904 692296 or see their website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

**Tree Survey/Arboricultural Assessment** to ensure tree preservation issues are properly addressed. YES  NO

Please see Design Guide Part 3: Trees and Landscape for further information.

**Structural Survey** prepared by a suitably qualified structural engineer in order to ensure that the building is structurally sound and capable of conversion without the need for significant rebuilding and/or alterations. YES  NO

**Statement of Agricultural Need** in order to assess whether the need to live on the site is essential. YES  NO

**Affordable Housing Statement** which sets out what the latest Housing Needs Survey for the locality indicates and which provides an explanation of how the scheme meets that need together with details of how the occupancy of the properties will be maintained in perpetuity as 'affordable housing'. YES  NO

Please see the Housing Supplementary Planning Document for further advice and the relevant proformas.

**Local Occupancy Proforma (in relation to schemes for new build dwellings/conversions to dwellings for sale under Core Policy J)** which sets out the local need for the dwelling. YES  NO

Please see the Housing Supplementary Planning Document for further advice and the relevant proformas.

**Heritage Statement** with appropriate mitigation necessary to ensure conservation issues are properly addressed. YES  NO

Please see Heritage Statement Guidance Note for further information.

Checklist and Guidance Note for Planning Permission (Non Householder Applications) and Listed Building consent

**Further additional information may be requested; however this will not delay the validation of your planning application/consent but may be required prior to a decision being made. Examples of which are as follows:**

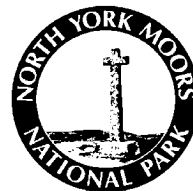
- Non Mains Drainage Form
- The access from the publicly maintainable highway to the development site shown on the location plan edged in red
- For residential developments of five or more houses (new build or conversion) and other uses of 200 square metres or more, details of how it is intended to displace 10% of predicted CO2 emissions to address Core Policy D of the NYM Local Development Framework.

Please see the Renewable Energy Supplementary Planning Document for further advice and the relevant proformas.

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.

# Guidance Notes

Planning Permission (Non Householder Applications) and  
Listed Building consent



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

## Application Forms

Please submit three copies ensuring that all parts of the form are completed and the declaration is signed and dated unless submitted via the Planning Portal.

## Certificate of Ownership

**Certificate A** - should be completed when the applicant is the sole owner of the land subject to the application or has a lease with at least seven years to run.

**Certificate B** - should be completed when the land has shared ownership or if another person other than the applicant owns the land. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given.

**Certificate C** - should be completed when one or some of the owners are known but others cannot be identified. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with these Articles.

**Certificate D** - should be completed when none of the owners are known. Notice(s) as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and by Article 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with these Articles.

## Agricultural Holdings Certificate

You must complete either A or B. If part B has been completed, notice must be served on all tenants of the land in question with the tenant's name, address and the date notice has been served on them included. If there are no tenants this must be stated.

## Location Plan

This plan should be an up-to-date map at an identified scale (i.e. 1:1250 and 1:2500) with the north arrow labelled. The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the development site is clear. The plan should show the application/consent development site edged in red and any other land in your ownership edged in blue.

The following companies provide ordnance survey location plans at a charge, however you may wish to source your own company as there may be others available:

Fox's Copy Centre  
21 Market Place  
Thirsk  
North Yorkshire  
YO7 1HD  
Phone: 01845 523268  
Email: foxscopy@btconnet.com

York Survey Supply Centre  
Prospect House  
George Caley Drive  
York  
YO30 4XE  
Phone: 01904 692723  
Email: sales@yorksurvey.co.uk

### **Existing and Proposed Site Layout Plans**

This is to allow neighbours to view the plans at a larger scale, identifying the position of buildings within the site in relation to their own properties. It can be difficult to assess the potential implications that the proposal might have at a smaller scale. The plan should be to scale i.e. 1:100, 1:200 or 1:500, with a north arrow labelled, showing the site in relation to existing buildings and site boundaries. It should indicate where existing features of the site are located including existing buildings (indicating proposed demolitions), trees (identifying any proposed felling), means of access and type of enclosure (wall, fence, hedges) and shall show adjacent properties/buildings.

### **Other Drawings Relevant to the Application**

Detailed drawings must be submitted to scale i.e. 1:100 or larger showing elevations, cross sections, floor plans and layouts of the proposed works together with existing and proposed ground levels and floor levels. Drawings shall include both existing and proposed details. It is a legal requirement that all measurements must be in metric and not imperial form. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

### **Important Information**

The plans submitted as part of any application/consent considered by the Planning Committee will be scanned and possibly used in a PowerPoint presentation of the scheme. It is essential, therefore, that the plans are sufficiently clear so that the details of the proposal can be easily seen when projected onto the screen.

If the plans are not clear resulting from, for example, discoloured paper or particularly fine line drawings it may be difficult for Members of the Committee to appreciate fully the details of the scheme which could result in a delay in the determination of an application/consent if Members consider it appropriate to seek further clarification of aspects of the development proposed. Please try to ensure that submitted plans are clear and that they meet the requirements set out in this Guidance Note.

### **Design and Access Statement**

Design and Access Statements are documents that explain why you have submitted your proposals in the way you have, how it will be accessible to all, what the thinking is behind your scheme and how you have arrived at the design/layout of the development. They will vary in length and complexity according to the nature of the development. They need not be long and unduly complex and you may want to include diagrams, sketches, photographs etc. to help illustrate your points. Statements should not be produced retrospectively to try to justify a pre-designed scheme; they are intended to be a working document which explains how the development's context has been understood before the design is drafted. Statements will be public documents; therefore they should be clear and easy to understand.

### **Application Fee**

Please see the Authority's Fee Sheet for further information.

### **Environmental Impact Assessment**

The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the Regulations must be provided. Where EIA is not required, the Local Planning Authority may still require environmental information to be provided. An applicant may request a 'Screening Opinion' (i.e. to determine whether EIA is required) from the Planning Authority before submitting the application.



### **Bat Scoping Survey**

Applications for conversions of barns to a new use where the roof is substantially in place, demolition of houses/barns/significant buildings (when pre WW1) where planning permission is needed, significant works to bridges/kilns/caves/tunnels or other similar structures and erection of wind turbines within 50 metres of a building, woodland or linear feature, or where there is evidence of bats on or close by the site require the submission of a Bat Scoping Survey to ensure that nature conservation interests are not unduly affected by the development.

Please see Planning Advice Note 2 (Planning and Biodiversity) for further information.

### **Flood Risk Assessments/Sequential Test**

This is required to ensure that the implications of flooding are satisfactorily addressed. Flood Risk Assessments/Sequential Tests 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.

For further advice please contact the Environment Agency on 01904 692296 or see their website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

### **Tree Survey/Arboricultural Assessment**

Where there are trees within the application/consent site, or adjacent to it that could influence or be affected by the development (including street trees); information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A suitably qualified and experienced arboriculturalist should prepare this information. The information provided with the application must be in accordance with British Standard 5837 (2012) Recommendation for Tree Work.

Please see the Authority's Design Guide Part 3: Trees and Landscape for further information.

### **Structural Survey**

Applications for the conversion of traditional buildings require the submission of a Structural Survey prepared by a suitably qualified structural engineer in order to ensure that the building is structurally sound and capable of conversion without the need for significant rebuilding and/or alterations.

### **Statement of Agricultural Need**

Applications for construction of a dwelling or conversion to a dwelling to be occupied by person(s) in farming, forestry or other land management activities in open countryside require the submission of a Statement of Need to demonstrate that there is a genuine need for the accommodation proposed which is essential to the efficient functioning of the unit (i.e. that there is a need for one or more full-time workers, primarily employed in agriculture, to be readily available at most times) and that such a functional need could not be fulfilled by the adaption or extension of another dwelling on the unit, through the conversion of a traditional building on the unit or any other accommodation in the area which is suitable and available. As well as demonstrating a functional need, the report must demonstrate that the enterprise, to which the functional need relates, is profitable, has been established for at least three years and is likely to remain so.

### **Affordable Housing Statement**

Applications for or which include an element of affordable housing require the submission of an Affordable Housing Statement which sets out what the latest Housing Needs Survey for the locality indicates and which provides an explanation of how the scheme meets that need together with details of how the occupancy of the properties will be maintained in perpetuity as 'affordable housing'.

**Local Occupancy Proforma**

Applications for schemes which involve the provision of 'local occupancy' dwellings/accommodation (except local occupancy letting) under Core Policy J require the submission of evidence of the need for the dwelling. This should involve details of the intended occupier, how they meet the local occupancy condition and why their needs cannot be met by the existing housing stock.

**Heritage Statement**

Applications for Listed Building consent and for applications for planning permission where these affect a Listed Building, Conservation Area, Registered Park and Garden or Scheduled Monument (all forms of statutorily designated heritage assets) require the submission of a proportionate Heritage Statement with appropriate mitigation necessary to ensure conservation issues are properly addressed. A Heritage Statement may also be required for applications that affect undesignated heritage assets.