

Applications for Outline Planning Permission with All Matters Reserved

The following information is required to enable the application to be accepted and considered. “Major” developments⁵ are likely to need more of these requirements than less complex smaller schemes:

National Requirements

- Completed form (3 copies plus one original to be supplied unless the application is submitted electronically).
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus one original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus one original to be supplied unless the application is submitted electronically) including :
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100); and,
 - Roof plans (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.

⁵ “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.

- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

Local Requirements

- *Affordable Housing Statement* – This will be required for housing developments where the number of units exceeds a certain threshold. For information on the Council's requirements please contact the Council's Affordable Housing Officer.
- *Air Quality Assessment* – Within a designated Air Quality Management Area (AQMA), proposals for development should usually include a statement relating to the air quality impact of the proposal. Although a formal Air Quality Impact Assessment is not appropriate for all developments within an AQMA, developers are encouraged to make reference to the AQMA where appropriate and provide some justification as to the reasons why they have not considered it further. In some instances an Air Quality Impact Assessment will be required. Further, specific guidance is provided in City of York Council's internal guidance note : "Air Quality and the Planning Process". This local guidance note builds on the information found within the national guidance note "Development Control : Planning for Air Quality, 2006 update" produced by NSCA (National Society for Clean Air) (now E.P.U.K).
- *Biodiversity/Geological Survey and Assessment Report* – The Planning Authority must consider the conservation of biodiversity when determining a planning application – this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981; the Conservation (Natural Habitats etc.) Regulations 1994; or the Badgers Act 1992; as well as designated sites and priority habitats. Where a proposed development is likely to affect protected species, a designated site, priority habitat or geological feature, the application must be accompanied by a Biodiversity/Geological Survey and Report.

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

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

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

For protected species :

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

For designated sites or priority habitat/geological features :

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

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

- How alternative designs or locations have been considered.
- How adverse effects will be avoided wherever possible.
- How unavoidable impacts will be mitigated or reduced.
- How impacts that cannot be avoided or mitigated will be compensated.

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

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

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

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

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

- *Economic Statement* – Applications may need to be accompanied by a supporting statement of any regeneration benefits, such as the number of new jobs likely to be created, community benefits and any regeneration strategies that lie behind the proposals. This may be included as part of a Planning Statement. This would normally apply to larger more complex schemes and agricultural diversification schemes/new business developments in the countryside but could apply to smaller commercial developments. For developments in rural areas further advice can be found in [PPS7 “Sustainable Development in Rural Areas”](#) available on the DCLG web site.
- *Environmental Statement* – The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) (as amended) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Information on this can be found at (<http://www.opsi.gov.uk/si/si1999/19990293.htm>). This usually relates to larger more complex schemes but can be required for some minor developments if there are likely to be significant environmental effects from pollution for example. For most applications EIA is not required.
- *Flood Risk Assessment* – The need for a Flood Risk Assessment depends upon which Zone, defined by the Environment Agency, applies. Generally if the site is within Zone 1 then a Flood Risk Assessment is not required. Details of the Zones and the Environment Agency’s requirements can be found on the Environment Agency’s web site at <http://www.environment-agency.gov.uk/subjects/flood/?lang=e>

Currently, this will require a Flood Risk Assessment for:

- Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,
- All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use).

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

- *Foul Sewerage and Utilities Assessment* – Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water to establish where the drains are. Their web site address is www.yorkshirewater.co.uk or for development in the western part of the District you will need to consult United Utilities at www.united-Utilities.co.uk Applicants are encouraged to minimise the effect of surface water run-off in the planning of new developments through the use of sustainable drainage systems. Advice on this can be found on the Environment Agency’s web site at www.environment-agency.gov.uk

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

- a) The availability of utility services (gas, electricity, telecommunications water, and foul and surface water sewage disposal - taking into account the capacity of the receiving water treatment works) has been examined and would not result in undue stress on the delivery of those services to the wider community,
- b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,
- c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.

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

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

Where the site is located within, or within the setting of, a Conservation Area it is expected that a statement will be submitted with any application about how the development relates to the Conservation Area, having regard to any Conservation Area Appraisal Document that may have been prepared by the Council.

- *Land Contamination Assessment* – Where contamination is known or suspected, a land contamination assessment should be provided in accordance with guidance in [PPS23 “Planning and Pollution Control”](#). Information should be provided on the levels and extent of the contamination and how it is to be remediated in order to enable a determination to be made on whether or not a proposed development can proceed. In some situations, a preliminary risk assessment may be appropriate comprising a desk study,

walk-over site reconnaissance and conceptual model (identifying potential pollutant sources, pathways and receptors as a basis for assessing risks and appraising options for remediation).

- *Land Stability/Geotechnical Reports* – For new developments that are on or adjacent to land which is known or suspected to be unstable, a report by an appropriately qualified engineer shall be submitted giving details of how land conditions are to be dealt with during the course of the development. Where the reports show that there is potential for instability details of arrangements for monitoring of ground water shall be submitted together with details of any necessary remediation details to prevent future landslips. Further advice can be found in [PPG14 “Development on Unstable Land”](#).
- *Lighting Assessment* – If the application involves significant new lighting, in terms of floodlighting, or lighting to car parks or open land, then a lighting assessment prepared by a suitably qualified lighting engineer will be required both to minimise the effect upon nearby residential properties and ensure that light pollution is minimised. Particular care will be needed with lighting in the countryside. Further advice on this can be found in “Lighting in the Countryside :Towards Good Practice” (1997) which is available at <http://www.communities.gov.uk/index.asp?id=1144822> and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".
- *Noise Impact Assessment* – Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered to be noise sensitive areas should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. In some cases a noise assessment may be required for domestic wind turbines. Further guidance is contained in PPG 24 “[Planning and Noise](#)” (September 1994). Application proposals that raise specific issues regarding vibration should be supported by a Vibration Impact Assessment prepared by a suitably qualified acoustician. Further guidance is available in BS6472: 1992, which deals with human response to vibration in buildings; BS5228: Part IV 1992, which deals with construction vibration; and BS7385: Part 2 1993 which deals with buildings.
- *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.
- *Parking Provision* – Existing and proposed details of parking and access need to be provided for all new developments and clearly shown on the submitted plans. If no parking is to be provided, this should be clearly stated. All new developments should have access to a public highway shown in red as part of the application site.

- *Photographs/Photomontages* – These are not essential with every application but can be helpful to members of the public, Officers and Councillors in understanding the context of the application. It is expected that with major or complex schemes or applications in sensitive locations that photographs will be provided.
- *Planning Obligations/Draft Heads of Terms* – Planning Obligations or “Section 106 Agreements” are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land. Agreements are usually required in connection with major or complex schemes and occasionally with certain minor developments. Advice on Planning Obligations can be found in ODPM Circular 05/2005 “[Planning Obligations](#)” and the model [Section 106 Agreement](#) which can be found on the Communities and Local Government website.
- *Planning and Sustainability Statement* – This will usually be required in connection with major or complex schemes and will usually assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. In the interests of making a difference to climate change, applicants will be expected to demonstrate how their proposals are making best use of renewable energy such as solar or wind power and/or using best practical means to reduce the carbon footprint of all new buildings. For all new residential developments applicants will be expected to have regard to the Code for Sustainable Homes of how refuse will be dealt with, including provision of bin stores and re-cycling arrangements.
- *Statement of Community Involvement* - Applicants are encouraged to submit a supporting statement setting out how the local community has been consulted on the proposal, in accordance with the Council’s Statement of Community Involvement ([insert link to policy web page](#)). Examples of information helpful to supply in a Statement of Community Involvement are :
 - Records of discussions/correspondence giving the date, time and place of discussions with whom and what issues were raised, what responses given at the time and what amendments have been made to address those concerns.
 - Whether amendments have been the subject of further discussion.
- *Statement of Need for Agricultural Dwelling(s)* – Where a new agricultural dwelling is proposed a statement of the need for the new dwelling unit shall be provided in accordance with advice contained in Annex A to [PPS7 “Sustainable Development in Rural Areas”](#).
- *Structural Survey* - Structural surveys will be required in cases where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed. In either case factual evidence will be required to support the case.
- *Town Centre Uses (Evidence to Accompany Applications)* – This would apply to all retail and leisure developments over 2,500 square metres gross

floorspace where they are proposed to be located either in an edge of centre or an out of centre location and would not accord with the current Development Plan. They may also be required for smaller developments if they would be likely to affect smaller centres. Evidence should be supplied to show that there are no sequentially preferable sites. Policy advice is available in PPS6 “Planning for Town Centres”, March 2005 ([Planning Policy Statement 6: Planning for Town Centres](#))

- *Transport Assessment* – A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications⁶. For smaller schemes the TA should simply outline the transport aspects of the scheme but for major proposals the TA should illustrate accessibility to the site by all modes of transport, as well as giving details of measures which will a) improve public transport; b) reduce the need for parking; and, c) mitigate transport impacts. Further guidance can be found in [PPG 13 “Transport”](#).
- *Travel Plan* – Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required.
- *Tree Survey/Arboricultural Implications* - Where trees are within or adjacent to an application site and could influence or be affected by the development (including street trees) information will be required about which trees are to be retained and which removed. Details of the means of protection of trees during the construction period will also be required. This information should be prepared by a suitably qualified and experienced arboriculturalist.
- *Ventilation/Extraction Statement* – Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics will be required to accompany all applications for restaurants and cafés, pubs, wine bars and any other drinking establishments and all hot food takeaways. This information may be required for significant retail, business, industrial or leisure developments where substantial ventilation or extraction equipment is proposed to be installed. Advice on suitable ventilation and extraction equipment can be obtained from the Council’s Environmental Health team.

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Major Schemes Requiring Transport Assessments

Development	Site Area	Gross Floor Area or Number of Units
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	

Application for Outline Planning Permission with All Matters Reserved

Town and Country Planning Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Description of Proposed Works

Please describe the proposal accurately and concisely. Provide details of all the buildings proposed

Example:

- *outline application for residential development at 500 habitable rooms per hectare with primary access off London Road with all other matters reserved*
- *outline application for a new superstore with ancillary petrol filling station with all matters reserved*
- *outline application for a new Park and Ride facility for 400 cars with all matters reserved*

4. Site Address Details

Please enter the full postal address of the site. Enter the house/flat number and / or name (if appropriate) and street name in the Street address field. The town, county, country and full postcode should also be entered. If the application relates to open ground describe its location as clearly as possible (e.g. '*Land to rear of 12 to 18 High Street*' or provide a grid reference).

When you submit a location plan, it is recommended that this is at a scale of 1:1250 or 1:2500 (or larger), showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

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

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

5. Assessment of Flood Risk

Owners have the primary responsibility for assessing the flood risk to and from their property. Site-specific Flood Risk Assessments (FRAs) are generally carried out by prospective developers for specific development proposals. The responsibilities of other stakeholders are given in Planning Policy Statement (PPS) 25 *Development and Flood Risk* paras. 22-32 and in Annex H of PPS25: <http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

Establishing the need for a Flood Risk Assessment

The requirement for a FRA together with the definitions of flood zones can be found in Table D.1 of PPS25. The Environment Agency Flood Map which shows the flood zones can be viewed at www.environment-agency.gov.uk/subjects/flood/?lang=e.

Objectives

The objectives of an FRA are to establish:

- whether the proposed development is likely to be affected by current or future flooding from any source
- whether it will increase flood risk elsewhere
- whether the measures proposed to deal with these effects and risks are appropriate
- whether the development will be safe

Scope

Once it is established whether an FRA is required the scope of the FRA should be agreed with the Local Planning Authority (LPA) and Environment Agency (EA) and any other relevant bodies. The FRA should always be proportionate to the degree of flood risk and the scale, nature and location of the proposed development. The scoping of the FRA should be done as early as possible in developing the planning application as avoiding or mitigating flood risk may require important design considerations which are generally easier and more cost-effective to incorporate when developing the proposal.

Other sources of information

Where a Strategic Flood Risk Assessment (SFRA) has been completed by the LPA and used to formulate policy and allocate development using the sequential approach in the Local Development Document (LDD), FRAs should only need to focus on site-specific issues. The LDD policies should make it clear what issues need to be covered in the FRA. The Environment Agency also has Standing Advice which can assist in developing the scope, particularly for smaller developments, to be included in a FRA. The Standing Advice is available at: <http://www.environment-agency.gov.uk/planning>

Content

Guidance on the content of a FRA is given in Annex E (Paras E8-E10) and in the Practice Guide companion to PPS25 which includes a template to assist in completing a FRA.

6. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

7. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

8. Council Employee/Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

9. Site Area

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

10. Residential Units (including Conversion)

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by category and dwelling type.

The categories are classified as:

- Market housing – includes properties for sale where prices are set in the open market.
- Social rented – includes rented housing owned by local authorities and registered social landlords for which guideline target rents are determined through the national rent regime, set out in the '*Guide to Social Rent Reforms*' published in March 2001. Also includes rented housing owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or funded with grant from the Housing Corporation, as provided for in the *Housing Act 2004*.
- Intermediate – includes housing at prices or rents above those of social rent but below market prices or rents. This can include shared equity products (e.g. HomeBuy) and intermediate rent (i.e. rents above social-rented level but below market rents). Intermediate housing differs from low cost market housing (which Government does not consider to be affordable housing).
- Key worker – includes those groups eligible for the Housing Corporation funded Key Worker Living programme and others employed within the public sector (i.e. outside of this programme) identified by the Regional Housing Board for assistance.

The types of dwellings are classified as:

- i) Houses - a house is a dwelling that is not a flat and includes single storey bungalows.
- ii) Flats or maisonettes – includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- iii) Live-work units - accommodation that is specifically designed to enable both residential and business use.
- iv) Cluster flats/non-self contained - units with no separate or self contained living and sleeping accommodation within a larger building of which it forms a part.
- v) Sheltered housing - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- vi) Bedsits/studios – refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

11. Non-Residential Floorspace

Definitions:

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace (Use Class A1) the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

All floorspace figures should be provided in square metres.

12. Employment

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

Full-time equivalent numbers can be defined as a statistic representing the number of full-time employees that could have been engaged if the reported number of hours worked by part-time employees had been worked by full-time employees. This is usually calculated by dividing the 'part-time hours paid' by the standard number of hours for full-time employees and then adding the resulting quotient to the number of full-time employees.

Proposed employment figures may be particularly relevant when applying for town centre and retail development and further information can be found in *Planning Policy Statement 6 'Planning for Town Centres'*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement11>

13. Hours of Opening

Provide details of the proposed hours of opening for each non-residential use proposed on the site. (In sensitive areas, or where a use could cause nuisance to neighbours, it is likely that the Planning Authority would impose a condition restricting the hours of operation on your proposed development should approval be given.)

In the event that the hours of operation do not match the hours of opening please provide this information in a supporting statement attached to the application.

14. Industrial or Commercial Processes and Machinery

- **Landfill** - in all cases this should include void space to be created by mineral extraction.
- **Energy from waste incineration** - where the incineration of waste will generate electricity and/or district heating (combined heat and power (CHP)); where there will be no energy utilisation from incineration use 'Other incineration' box
- **Other incineration** - where there will be no energy utilisation from the incineration of waste
- **Transfer stations** - where the main activity will be the bulking up of waste for treatment or disposal elsewhere; may include some sorting, baling, compaction for recycling, but where this is the main activity use material recycling/recovery facilities (MRFs)
- **Material recovery / recycling facilities** - where the main activity will be the receipt and sorting of waste for recycling and recovery; may include centralised MRFs, community MRFs and as well as small scale recycling bring banks
- **Any combined mechanical, biological and/or thermal treatment (MBT)** - where a single application proposes a mix of technologies to treat a single waste stream on one site; where a single technology is proposed use the most specific waste facility type
- **Other treatment** - where a more specific waste treatment type does not describe the proposed activity; examples may include separation technologies, vitrification, autoclaving, etc.
- **Storage of waste** - where the proposal is for medium to long-term storage of waste; where waste will move to recycling, recovery or disposal in the short-term use Transfer Stations or MRFs
- **Other waste management** - including the recovery of waste to land under an exemption from waste permitting
- **Other developments** - to include incidental development proposals on existing sites such as leachate treatment plants and weighbridges, where these don't add waste management capacity

15. Existing use

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

Contamination

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment. Sensitive uses include housing with gardens, schools, nurseries or allotments, and consideration should be given to whether the use could be particularly vulnerable to the presence of any contamination.

Assessment of contamination of the land

The need to provide an adequate assessment of land contamination is outlined in *Planning Policy Statement 23: Planning and Pollution Control (PPS23)*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement6>

Advice for developers on the steps they should take to identify whether there is a risk of contamination is contained in *Annex 2 to PPS23: Development on Land Affected by Contamination*:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement8>

You should also consult your waste planning authority's website which should make clear what the statement should contain.

16. Certificates

If you are the sole owner of the land to which the application relates please complete **Certificate A**. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete **Certificate B** and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

It is an offence knowingly or recklessly to complete a false or misleading certificate

17. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

18. Declaration

Please sign and date your application.

19. Applicant Contact Details

Please provide contact information for the applicant.

20. Agent Contact Details

Please provide contact information for the agent.

21. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

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The following information is required to enable the application to be accepted and considered. “Major” developments⁵ are likely to need more of these requirements than less complex smaller schemes:

National Requirements

- Completed form (3 copies plus one original to be supplied unless the application is submitted electronically).
- A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies plus one original to be supplied unless the application is submitted electronically).
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies plus one original to be supplied unless the application is submitted electronically) including :
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries;
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100); and,
 - Roof plans (e.g. at a scale of 1:50 or 1:100).
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.
- Design and Access Statement, if required.
- The appropriate fee.

⁵ “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.

- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

Local Requirements

- *Affordable Housing Statement* – This will be required for housing developments where the number of units exceeds a certain threshold. For information on the Council's requirements please contact the Council's Affordable Housing Officer.
- *Air Quality Assessment* – Within a designated Air Quality Management Area (AQMA), proposals for development should usually include a statement relating to the air quality impact of the proposal. Although a formal Air Quality Impact Assessment is not appropriate for all developments within an AQMA, developers are encouraged to make reference to the AQMA where appropriate and provide some justification as to the reasons why they have not considered it further. In some instances an Air Quality Impact Assessment will be required. Further, specific guidance is provided in City of York Council's internal guidance note : "Air Quality and the Planning Process". This local guidance note builds on the information found within the national guidance note "Development Control : Planning for Air Quality, 2006 update" produced by NSCA (National Society for Clean Air) (now E.P.U.K).
- *Biodiversity/Geological Survey and Assessment Report* – The Planning Authority must consider the conservation of biodiversity when determining a planning application – this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981; the Conservation (Natural Habitats etc.) Regulations 1994; or the Badgers Act 1992; as well as designated sites and priority habitats. Where a proposed development is likely to affect protected species, a designated site, priority habitat or geological feature, the application must be accompanied by a Biodiversity/Geological Survey and Report.

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

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

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

For protected species :

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

For designated sites or priority habitat/geological features :

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

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

- How alternative designs or locations have been considered.
- How adverse effects will be avoided wherever possible.
- How unavoidable impacts will be mitigated or reduced.
- How impacts that cannot be avoided or mitigated will be compensated.

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

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

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

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

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

- *Economic Statement* – Applications may need to be accompanied by a supporting statement of any regeneration benefits, such as the number of new jobs likely to be created, community benefits and any regeneration strategies that lie behind the proposals. This may be included as part of a Planning Statement. This would normally apply to larger more complex schemes and agricultural diversification schemes/new business developments in the countryside but could apply to smaller commercial developments. For developments in rural areas further advice can be found in [PPS7 “Sustainable Development in Rural Areas”](#) available on the DCLG web site.
- *Environmental Statement* – The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) (as amended) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Information on this can be found at (<http://www.opsi.gov.uk/si/si1999/19990293.htm>). This usually relates to larger more complex schemes but can be required for some minor developments if there are likely to be significant environmental effects from pollution for example. For most applications EIA is not required.
- *Flood Risk Assessment* – The need for a Flood Risk Assessment depends upon which Zone, defined by the Environment Agency, applies. Generally if the site is within Zone 1 then a Flood Risk Assessment is not required. Details of the Zones and the Environment Agency’s requirements can be found on the Environment Agency’s web site at <http://www.environment-agency.gov.uk/subjects/flood/?lang=e>

Currently, this will require a Flood Risk Assessment for:

- Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and,
- All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use).

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

- *Foul Sewerage and Utilities Assessment* – Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water to establish where the drains are. Their web site address is www.yorkshirewater.co.uk or for development in the western part of the District you will need to consult United Utilities at www.united-Utilities.co.uk Applicants are encouraged to minimise the effect of surface water run-off in the planning of new developments through the use of sustainable drainage systems. Advice on this can be found on the Environment Agency’s web site at www.environment-agency.gov.uk

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

- a) The availability of utility services (gas, electricity, telecommunications water, and foul and surface water sewage disposal - taking into account the capacity of the receiving water treatment works) has been examined and would not result in undue stress on the delivery of those services to the wider community,
- b) Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,
- c) The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.

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

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

Where the site is located within, or within the setting of, a Conservation Area it is expected that a statement will be submitted with any application about how the development relates to the Conservation Area, having regard to any Conservation Area Appraisal Document that may have been prepared by the Council.

- *Land Contamination Assessment* – Where contamination is known or suspected, a land contamination assessment should be provided in accordance with guidance in [PPS23 “Planning and Pollution Control”](#). Information should be provided on the levels and extent of the contamination and how it is to be remediated in order to enable a determination to be made on whether or not a proposed development can proceed. In some situations, a preliminary risk assessment may be appropriate comprising a desk study,

walk-over site reconnaissance and conceptual model (identifying potential pollutant sources, pathways and receptors as a basis for assessing risks and appraising options for remediation).

- *Land Stability/Geotechnical Reports* – For new developments that are on or adjacent to land which is known or suspected to be unstable, a report by an appropriately qualified engineer shall be submitted giving details of how land conditions are to be dealt with during the course of the development. Where the reports show that there is potential for instability details of arrangements for monitoring of ground water shall be submitted together with details of any necessary remediation details to prevent future landslips. Further advice can be found in [PPG14 “Development on Unstable Land”](#).
- *Lighting Assessment* – If the application involves significant new lighting, in terms of floodlighting, or lighting to car parks or open land, then a lighting assessment prepared by a suitably qualified lighting engineer will be required both to minimise the effect upon nearby residential properties and ensure that light pollution is minimised. Particular care will be needed with lighting in the countryside. Further advice on this can be found in “Lighting in the Countryside :Towards Good Practice” (1997) which is available at <http://www.communities.gov.uk/index.asp?id=1144822> and in the Institution of Lighting Engineers (ILE) "Guidance Notes for the Reduction of Obtrusive Light".
- *Noise Impact Assessment* – Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered to be noise sensitive areas should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. In some cases a noise assessment may be required for domestic wind turbines. Further guidance is contained in PPG 24 “[Planning and Noise](#)” (September 1994). Application proposals that raise specific issues regarding vibration should be supported by a Vibration Impact Assessment prepared by a suitably qualified acoustician. Further guidance is available in BS6472: 1992, which deals with human response to vibration in buildings; BS5228: Part IV 1992, which deals with construction vibration; and BS7385: Part 2 1993 which deals with buildings.
- *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.
- *Parking Provision* – Existing and proposed details of parking and access need to be provided for all new developments and clearly shown on the submitted plans. If no parking is to be provided, this should be clearly stated. All new developments should have access to a public highway shown in red as part of the application site.

- *Photographs/Photomontages* – These are not essential with every application but can be helpful to members of the public, Officers and Councillors in understanding the context of the application. It is expected that with major or complex schemes or applications in sensitive locations that photographs will be provided.
- *Planning Obligations/Draft Heads of Terms* – Planning Obligations or “Section 106 Agreements” are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land. Agreements are usually required in connection with major or complex schemes and occasionally with certain minor developments. Advice on Planning Obligations can be found in ODPM Circular 05/2005 “[Planning Obligations](#)” and the model [Section 106 Agreement](#) which can be found on the Communities and Local Government website.
- *Planning and Sustainability Statement* – This will usually be required in connection with major or complex schemes and will usually assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. In the interests of making a difference to climate change, applicants will be expected to demonstrate how their proposals are making best use of renewable energy such as solar or wind power and/or using best practical means to reduce the carbon footprint of all new buildings. For all new residential developments applicants will be expected to have regard to the Code for Sustainable Homes of how refuse will be dealt with, including provision of bin stores and re-cycling arrangements.
- *Statement of Community Involvement* - Applicants are encouraged to submit a supporting statement setting out how the local community has been consulted on the proposal, in accordance with the Council’s Statement of Community Involvement ([insert link to policy web page](#)). Examples of information helpful to supply in a Statement of Community Involvement are :
 - Records of discussions/correspondence giving the date, time and place of discussions with whom and what issues were raised, what responses given at the time and what amendments have been made to address those concerns.
 - Whether amendments have been the subject of further discussion.
- *Statement of Need for Agricultural Dwelling(s)* – Where a new agricultural dwelling is proposed a statement of the need for the new dwelling unit shall be provided in accordance with advice contained in Annex A to [PPS7 “Sustainable Development in Rural Areas”](#).
- *Structural Survey* - Structural surveys will be required in cases where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed. In either case factual evidence will be required to support the case.
- *Town Centre Uses (Evidence to Accompany Applications)* – This would apply to all retail and leisure developments over 2,500 square metres gross

floorspace where they are proposed to be located either in an edge of centre or an out of centre location and would not accord with the current Development Plan. They may also be required for smaller developments if they would be likely to affect smaller centres. Evidence should be supplied to show that there are no sequentially preferable sites. Policy advice is available in PPS6 “Planning for Town Centres”, March 2005 ([Planning Policy Statement 6: Planning for Town Centres](#))

- *Transport Assessment* – A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications⁶. For smaller schemes the TA should simply outline the transport aspects of the scheme but for major proposals the TA should illustrate accessibility to the site by all modes of transport, as well as giving details of measures which will a) improve public transport; b) reduce the need for parking; and, c) mitigate transport impacts. Further guidance can be found in [PPG 13 “Transport”](#).
- *Travel Plan* – Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required.
- *Tree Survey/Arboricultural Implications* - Where trees are within or adjacent to an application site and could influence or be affected by the development (including street trees) information will be required about which trees are to be retained and which removed. Details of the means of protection of trees during the construction period will also be required. This information should be prepared by a suitably qualified and experienced arboriculturalist.
- *Ventilation/Extraction Statement* – Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics will be required to accompany all applications for restaurants and cafés, pubs, wine bars and any other drinking establishments and all hot food takeaways. This information may be required for significant retail, business, industrial or leisure developments where substantial ventilation or extraction equipment is proposed to be installed. Advice on suitable ventilation and extraction equipment can be obtained from the Council’s Environmental Health team.

⁶ **Major Schemes Requiring Transport Assessments**

Development	Site Area	Gross Floor Area or Number of Units
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	