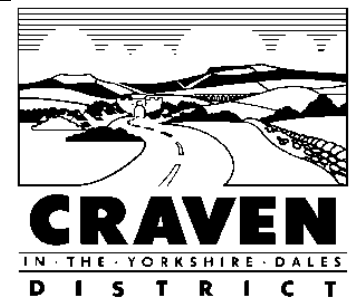


# **DRAFT REVISED LOCAL LIST FOR PLANNING APPLICATIONS**

## **Consultation document**

Consultation Period – 25 October 2021 to 3 December 2021



This list is in four parts:

**Part A** sets out the statutory national requirements for all applications. Planning applications submitted without any one of the listed items are likely to be invalidated. Plans marked “not to scale” or “do not scale” will not be registered. Applicants will be informed in writing of where the application is deficient and the timescale within which it should be provided.

**Part B** Additional Mandatory validation requirements for planning applications.

**Part C** provides a list of additional local requirements. These requirements will need to be met in particular circumstances and will be dependent on factors such as site location, characteristics of the site, the scale and nature of the development and national and local policy requirements. They will not necessarily be required in every case. Indicative thresholds are therefore included to guide applicants where appropriate.

**Part D** summary checklist of requirements for the main application types.

Part A	Information Required –Statutory National Requirements
A list of national mandatory documents can be found on the government’s Planning Portal <a href="#">What to submit</a>   <a href="#">How to apply</a>   <a href="#">Planning Portal</a> and are summarised as follows;-	
<p><b><u>a) Completed standard application form:</u></b>  The appropriate form published by the Secretary of State (or a form which is substantially the same);</p> <p><b><u>b) Plans and drawings</u></b>  A location plan that shows the application site in relation to the surrounding area. Typically the scale for this is 1:1250 or 1:2500 and this should identify sufficient roads and buildings on land adjoining the application site to ensure the exact location of the site is clear. The application site should be edged clearly with a red line and include all land necessary to carry out the development including land required for access to the site from a public highway. Such other plans, drawings and information necessary to describe the development which is the subject of the application are submitted, in most cases, this would comprise existing and proposed site (block) plans, floorplans and elevation plans if new buildings/extensions are proposed. Any plans or drawings must be drawn to an identified metric scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p> <p><b><u>c) Ownership Certificate and Agricultural Land Declaration.</u></b>  This is a certificate which provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners of the site (and any agricultural tenants).</p>	
<p><b><u>d) Correct application fee</u></b>  Lodging a cheque or making an electronic payment for the correct fee amount is taken as payment;</p>	

Part B	Additional Mandatory validation requirements for planning applications		
In addition to the National validation requirements set out in Part A there are also a number of other mandatory requirements which apply depending on the nature of the proposal and/or its location.			
Description	Regulation/ Guidance	Types of application or development that require this information	What is required
<b>Biodiversity Survey and Report</b>	<p>Conservation of Habitats and Species Regulations 2010</p> <p>NPPF Section 15 'Conserving and enhancing the natural environment'</p>	<p>All developments in or adjacent to :</p> <ul style="list-style-type: none"><li>• European Site (ie SAC/SPA/Ramsar)</li><li>• Site of Special Scientific Interest (SSSI)</li><li>• In or adjacent to National Nature Reserve (NNR)</li><li>• Site of Nature Conservation Interest (SNCI)</li><li>• Regionally Important Geological Sites (RIGS)</li><li>• Local Nature Reserve (LNR)</li><li>• Wildlife Corridors</li><li>• Priority Habitats</li></ul>	<p>In general terms all ecological information will need to be prepared and presented in such a way that it is fit to inform the decision-making process. It should include:-</p> <ul style="list-style-type: none"><li>- information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may be affected by the proposed development;</li><li>- information on possible impacts on the biodiversity interests; and</li><li>- details on avoidance, mitigation and/or compensation measures.</li></ul> <p>The level of information required will be proportionate to the scale of development proposed and the likely impact on biodiversity. In most cases a Preliminary Ecological Appraisal (PEA) should be provided and inform further survey requirements. Where a proposal is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment. Any survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.</p> <p>Ecological Information should:</p>

			<ul style="list-style-type: none"> <li>- record which habitats, features and species are present or likely to be present on and, where appropriate, around the site;</li> <li>- identify the extent/ area/ length/ numbers (where appropriate) present;</li> <li>- map the habitat/ features distribution on site and/or in the surrounding area shown on an appropriate scale plan; species distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).</li> </ul> <p>Any ecological report must identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity and geological features, protected/notable species and/or their habitats identified by the survey. These should include both direct and indirect effects both during construction and afterwards. Where harm is likely, evidence should be submitted to show:</p> <ul style="list-style-type: none"> <li>- how alternative designs or locations have been considered;</li> <li>- how adverse effects will be avoided wherever possible;</li> <li>- how unavoidable impacts will be mitigated or reduced;</li> <li>- how impacts that cannot be avoided or mitigated will be compensated.</li> </ul> <p>In addition, an ecological report will need to include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected species. The Assessment should also give an indication of likely changes to habitats and/or how species numbers may be affected, if at all, after development, e.g. whether there will be a net loss or gain.</p>
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<b>Design and Access Statement</b>	The substituted Section 62 (5) of the T&CP Act 1990 Act stipulates that design and access statements must be required by development order. The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the current requirements.	<p>With all applications for: Applications for major development, Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none"> <li>• one or more dwellings; or</li> <li>• a building or buildings with a floor space of 100 square metres or more.</li> <li>• Applications for listed building consent.</li> </ul>	<p>A design and access statement must—</p> <ul style="list-style-type: none"> <li>(a) explain the design principles and concepts that have been applied to the development;</li> <li>(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>(c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;</li> <li>(d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and</li> <li>(e) explain how any specific issues which might affect access to the development have been addressed</li> </ul> <p>For more information on Design and Access Statements refer to: <a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a></p>
<b>Environmental Impact Assessment</b>	Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Environmental Impact Assessment (EIA) is needed for certain types of development; these are usually but not always major developments. Information can be found in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (Schedules 1 and 2 type development)	<p>The EIA regulations define two different types of developments, set out in two Schedules to the regulations. For Schedule 1 projects an EIA must always be carried out. For Schedule 2 projects an EIA must be carried out if the development is likely to have a significant impact on the environment by virtue of its nature, size or location.</p> <p>For more information on Environmental Impact Assessments see: <a href="https://www.cravendc.gov.uk/planning-development-management/planning-applications-and-notifications/environmental-impact-assessments/">https://www.cravendc.gov.uk/planning-development-management/planning-applications-and-notifications/environmental-impact-assessments/</a></p>

			<a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a>  <a href="https://www.gov.uk/government/publications/environmental-impact-assessment-screening-checklist">https://www.gov.uk/government/publications/environmental-impact-assessment-screening-checklist</a>  <a href="https://www.gov.uk/guidance/consultation-and-pre-decision-matters#eia">https://www.gov.uk/guidance/consultation-and-pre-decision-matters#eia</a>
<b>Flood risk assessment</b>	National Planning Policy Framework – paras. 163 - 165 Planning Practice Guidance – Flood Risk and Coastal Change section	<p>In line with footnote 50, page 47 of the NPPF, a site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3.</p> <p>In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.</p> <p>Information on identified flood zones (including areas of risk of flooding from rivers and seas AND areas at risk of flooding from surface water) are included on the following webpage:-  <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a></p> <p>Alternatively, the council can provide information on whether a piece of land is identified as being at flood risk.</p>	<p>For guidance on preparing a flood risk assessment please refer to:  <a href="https://www.gov.uk/guidance/flood-risk-assessment-standing-advice">https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</a></p>

Part C	Information Required –Local Validation Requirements		
These requirements are set by the Craven District Council. The documents you will need to provide will vary, depending on your proposal and the site location.			
Local List Item	Justification & details of the policy driver i.e. National Planning Policy and Local Plan policy	Types of application or development that require this information	What is required
Affordable Housing Statement	Craven District Council Local Plan (2019) Policy H2  National Planning Policy Framework - para. 65 Planning Practice Guidance (NPPG)	In accordance with the NPPF and NPPG this applies to all applications proposing 11-units or 1000 sq. gross floor space or more.	The Council will require information concerning both the affordable housing and any open market housing through the submission of a ‘Heads of Terms’ pro-forma on affordable housing contributions for the Section 106 legal agreement required by Policy H2 criterion h)’. The Head of Terms Pro-forma is included at appendix 8 of the SPD. <a href="https://www.cravendc.gov.uk/planning/affordable-housing-spd/">https://www.cravendc.gov.uk/planning/affordable-housing-spd/</a> Such information shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Where a financial contribution in lieu of onsite affordable housing is proposed, the Affordable Housing Statement should clearly state this as well as the reasons why this is considered acceptable. Where the applicant considers the development will not support the level of affordable housing required under the Councils policies then a Viability Assessment will be required (see below).

<b>Archaeological Desk-based Assessment</b>	Craven District Council Local Plan (2019) Policy ENV2 National Planning Policy Framework - para. 194 Planning Practice Guidance	A desk-based assessment will be required where an initial assessment indicates the proposed development affects an archaeologically sensitive area (including a Scheduled Ancient Monument or non-designated sites of archaeological interest).	Information and advice on the content of reports is available either through North Yorkshire County Council Archaeological Service or the following Chartered Institute for Archaeologists website:- <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a>
<b>Air Quality Assessment</b>	Craven District Council Local Plan (2019) Policy ENV7  National Planning Policy Framework - para. 186  Planning Practice Guidance – Air pollution section	Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment.	All as per government advice included on:- <a href="https://www.gov.uk/guidance/air-quality--3">https://www.gov.uk/guidance/air-quality--3</a>
<b>Agricultural Land Assessment</b>	Craven District Council Local Plan (2019) Policy ENV7 National Planning Policy Framework - para. 174 Planning Practice Guidance	With all planning applications that are likely to cause the loss of 20 hectares or more of best and most versatile (BMV) agricultural land <a href="https://www.gov.uk/guidance/natural-environment#brownfield-land-soils-and-agricultural-land">https://www.gov.uk/guidance/natural-environment#brownfield-land-soils-and-agricultural-land</a>	<a href="https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land">https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land</a>
<b>Community Involvement Statement</b>	National Planning Policy Framework – paras. 136	If you're applying for a major development, you'll need to submit a Community Involvement Statement.	The statement sets out how you involved the community during the design process. You also need to include issues the community identified that affected the way you finalised your design. If you couldn't change your design, you need to give reasons why. The statement needs to be signed off by both parties as a true record of discussions.



<b>Community Uses Assessment</b>	Craven District Council Local Plan (2019) Policies EC4 and INF2.	When development is proposed that would result in the loss of, or have an unacceptable adverse effect on, an existing community facility. When proposals for tourism development include shops, open spaces or facilities for sports, leisure, recreation, culture or arts, as these are required to provide community use.	Applications must be supported by appropriate and proportionate independent evidence, including appropriate financial, business planning, options appraisals, marketing and community engagement evidence. Details of facilities to be provided as part of tourism developments and provisions for their use by the local community
<b>Daylight/Sunlight Assessment</b>	Craven District Council Local Plan (2019) Policy ENV3	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.
<b>Economic Statement</b>	Craven District Council Local Plan (2019) Policy ENC1 and EC2 National Planning Policy Framework – sections 1 and 3	This applies to all applications proposing either new employment development or loss of existing employment use involving 1000 sq. gross floorspace or more.	Such statements should set out any regeneration benefits from the proposed development, including: - details of any new jobs that might be created or supported; - the relative floorspace totals for each proposed use (where known); and - reference to any regeneration strategies that might lie behind or be supported by the proposal.

			<p>NB:- the standard application forms include questions on employment generation. However an economic statement allows further details on the jobs a proposal would create.</p>
<b>Farm Buildings Questionnaire</b>	<p>Craven District Council Local Plan (2019) Policy EC3</p>	<p>A completed Farm Building Questionnaire should provide sufficient information to explain the agricultural need for the proposed building and why it must be in the proposed location.</p>	<p>A completed Farm Building Questionnaire should provide sufficient information to explain the agricultural need for the proposed building and why it must be in the proposed location.</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/farm-building-questionnaire/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/farm-building-questionnaire/</a></p>
<b>Flood Risk Assessment</b>	<p>Craven District Council Local Plan (2019) Policy ENV6 National Planning Policy Framework – paras. 159-165</p> <p>Planning Practice Guidance – Flood Risk and Coastal Change section</p>	<p>A flood risk assessment is required for proposals where the site falls within:</p> <ul style="list-style-type: none"> <li>• Flood Zone 1 (flooding from watercourses) and the development site has a site area of 1 hectare or greater or has critical drainage problems as notified by the Environment Agency; or,</li> <li>• Flood Zones 2 and 3 (flooding from watercourses); or,</li> <li>• areas identified as having a moderate or high risk of flooding from surface or ground water. or</li> <li>• non mains drainage schemes.</li> </ul>	<p>A completed flood risk assessment (FRA). In line with the National Planning Policy Framework, the assessment 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. It should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirements for safe access to and from the development in areas at risk of flooding.</p> <p>Please Note: For householder applications and minor changes of use falling into flood zones can be accompanied by a Flood Risk Matrix along with details of any precautionary measures to be incorporated into the scheme</p>

<b>Flood Risk Sequential Test</b>	<p>Craven District Council Local Plan (2019) Policy ENV6 National Planning Policy Framework – paras. 159-165</p> <p>Planning Practice Guidance – Flood Risk and Coastal Change section</p>	<p>You need to do a sequential test if both of the following apply:</p> <ul style="list-style-type: none"> <li>• your development is in flood zone 2 or 3</li> <li>• a sequential test hasn't already been done for a development of the type you plan to carry out on your proposed site – contact the Council to find out if a test has already been carried out for the site.</li> </ul>	<p>For guidance on undertaking a sequential test please refer to: <a href="https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants">https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</a></p>
<b>Heritage statement</b>	<p>Craven District Council Local Plan (2019) Policy ENV2</p> <p>National Planning Policy Framework – paras. 194</p> <p>Planning Practice Guidance – Conserving and enhancing the historic environment section</p>	<ul style="list-style-type: none"> <li>• applications for planning permission affecting a nationally or locally listed building or its curtilage;</li> <li>• applications for Listed Building Consent;</li> <li>• planning applications affecting a conservation area or its setting;</li> <li>• applications for demolition within a Conservation Area;</li> <li>• planning application affecting nationally and locally designated parks and gardens;</li> <li>• planning application affecting an ancient monument or its setting;</li> <li>• planning application affecting undesignated heritage assets</li> </ul>	<p>The assessment will need to describe the significance of any heritage assets affected by the proposed development. The level of detail necessary will vary according to an asset's importance and the nature of the development/works proposed. Heritage assets should be assessed using appropriate expertise where necessary.</p> <p>Applicants are advised to undertake a pre-application enquiry with the Council before any application is made. Further national advice on heritage significance is provided on the following web-page <a href="https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment">https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</a></p>

		<p>that are recorded on the Historic Environment Record including:</p> <ul style="list-style-type: none"> <li>- known archaeological sites;</li> <li>- known historic buildings</li> </ul>	
<b>Land contamination Assessment</b>	<p>Craven District Council Local Plan (2019) Policies ENV7 and ENV8</p> <p>National Planning Policy Framework – paras. 183 - 185</p> <p>Planning Practice Guidance – Land Affected by Contamination section</p>	<p>All applications where</p> <ul style="list-style-type: none"> <li>• The proposed end use is sensitive to contamination</li> <li>• The sites are known or suspected of being affected by current or previous contaminating land uses</li> <li>• The proposed end use could cause contamination</li> </ul> <p>For all applications proposing new buildings where:</p> <ul style="list-style-type: none"> <li>- the development site is or has been used for purposes that may lead to ground contamination (eg. Industrial land, agricultural land where inappropriate spreading may have occurred); or</li> <li>- the site has a history of a contamination incident; or</li> <li>- the development site is within an established buffer zone to a site that is known to suffer from ground contamination (for example land where records held by the Council under Part 2A of the Environmental</li> </ul>	<p>General guidance is provided on the following website:-</p> <p><a href="https://www.gov.uk/guidance/land-affected-by-contamination">https://www.gov.uk/guidance/land-affected-by-contamination</a></p>

		<p>Protection Act 1990 indicates contamination is present). The Council will consider whether an assessment is required depending upon the nature and known history of the site and surrounding area as well as the nature of the proposed development. It is more likely that an assessment will be required where the proposed development involves a sensitive use such as housing with gardens, schools or nurseries.</p>	
<p><b>Landscape and Visual Impact Assessment</b></p>	<p>Craven District Council Local Plan (2019) Policy ENV1</p> <p>National Planning Policy Framework – paras. 8, 174 - 177.</p>	<p>A Landscape and Visual Impact Assessment will be required, depending on the nature and type of the proposed development. Such an assessment will be required for applications proposing:-</p> <ul style="list-style-type: none"> <li>- development other than householder development in the Forest of Bowland Area of Outstanding Natural Beauty or it will impact on the landscape setting of the AONB or Yorkshire Dales National Park.;</li> <li>- major development on undeveloped land outside settlement boundaries;</li> <li>- development that will have a more than insignificant impact</li> </ul>	<p>The assessment should identify the different elements that give a place its unique character - landform, woodlands and specimen trees, hedgerows, land use, historic artefacts, building styles and settlement patterns. From this assessment, it should be demonstrated to what extent the proposed development may alter the fabric, quality and character of the landscape.</p> <p>The assessment should also identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints)</p> <p>the extent to which those views would be occupied by the proposed development (degree of visual intrusion), the distance of the viewpoint from the site and whether views would focus on the proposed development due to proximity or</p>

		on valued landscapes and/or views available to people and their visual amenity.	whether the proposed development would form one element in a panoramic view. Consideration should be given to seasonal differences arising from the degree of vegetative screening and filtering of views that will arise in summer/winter; and also to any cumulative effect of the proposals. From this assessment the change in the character of the landscape resulting from the proposed development and the change in views/visual amenity may be determined. The assessment should also clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.
<b>Lighting assessment</b>	Craven District Council Local Plan (2019) Policy ENV1 National Planning Policy Framework – para. 185  Planning Practice Guidance <a href="https://www.gov.uk/guidance/light-pollution">https://www.gov.uk/guidance/light-pollution</a>	With applications that propose development including artificial external lighting that may:- - materially alter light levels outside the application site; or - affect residential amenities, impact on visual amenities, highway/railway safety or natural environment Also a Lighting Assessment will be required with all planning application proposing floodlighting.	The Lighting Assessment should include:- - details of the external lighting and hours when it will be switched on; - lighting layout plan with beam orientation and a schedule of the equipment proposed; details of lighting levels and assessment on how the proposed lighting may affect local amenity, intrinsically dark landscapes, natural conservation and highway/railway safety (or as appropriate) The Institution of Lighting Engineers 'Guidance Notes for the Reduction of Obtrusive Light' 2011 provides lighting designers, planners and environmental health officers with recognised technical limitations on stray light. Limits are provided for each environmental zone for each of the main sources of nuisance light pollution: sky glow, glare, spill and building illuminance.
<b>Marketing Evidence</b>	Craven District Council Local Plan (2019) Policies EC3 and INF2 f	When the proposal would result in the change of use of an employment premises.	Where a proposal would lead to a permanent loss of significant employment floorspace the applicant will need to demonstrate that the use of the site is unlikely to be viable in the longer term

			for employment activities. Evidence to demonstrate this could include market intelligence and market testing that demonstrates that the site has been exposed to sale or rental, at a price, within its current land use classification (or other uses agreed with the Authority), but has not received any realistic offers. For the Authority to accept market testing as effective evidence of lack of demand it will look for advertising of the premises for a minimum of six months at a price which fairly reflects its value or rental value. The price should be agreed with Craven District Council in advance, and the estate agent should be advised to register expressions of interest with the Authority.
<b>Non Mains Drainage</b>	Craven District Council Local Plan (2019) Policy ENV8	When new or replacement non mains drainage is proposed	A completed CDC2 form. This form has been produced by Government for use nationally and it is intended to help Local Planning Authorities establish basic information about your system and decide whether you need to submit a more detailed site assessment For more information see: <a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/</a>
<b>Noise assessment</b>	Craven District Council Local Plan (2019) Policies INF2, ENV3, ENV9 and ENV11..	Noise Assessments will be required to be provided with planning applications proposing: <ul style="list-style-type: none"> <li>new development that may create additional</li> </ul>	Any noise assessment shall need to have regard to the advice contained in the Planning Practice Guidance <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a> Noise assessments will need to establish the observed effect levels relevant to the proposed

	<p>National Planning Policy Framework – para. 174</p> <p>Planning Practice Guidance</p>	<p>noise in areas where noise sensitive development already exists; and</p> <ul style="list-style-type: none"> <li>• new noise sensitive development in areas that already experiences significant noise levels.</li> </ul> <p>In this regard, development that may <b>create additional noise</b> would include:-</p> <ul style="list-style-type: none"> <li>- development in which industrial (Use Class B2 uses) would take place;</li> <li>- development that incorporates HGV turning, loading and unloading areas (such as large retail developments);</li> <li>- development that incorporates external plant and equipment that generates noise;</li> <li>- development that may result in noise associated with the users of the proposal, particular outside daylight hours e.g. night clubs, event venues</li> </ul> <p><b>Noise sensitive development</b> will include residential properties, hostels and hotels. Applications for noise sensitive development (e.g. includes residential, schools and hospitals) adjacent to major road/transport infrastructure and</p>	<p>development and where appropriate set out proposed mitigation measures to address noise issues. This may include details of sound insulation.</p>
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		<p>other significant sources of noise;</p> <ul style="list-style-type: none"> <li>• Applications for development that involve activities that may generate significant levels of noise, e.g new commercial development in Use Classes B2 or B8 adjacent to existing residential development.</li> </ul>	
<b>Open Space/ recreational Facilities Assessment</b>	<p>Craven District Council Local Plan (2019) Policy INF3 and INF3 National Planning Policy Framework – para. 98 and 99 Planning Practice Guidance <a href="https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space#open-space-sports-and-recreation-facilities">https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space#open-space-sports-and-recreation-facilities</a></p>	<p>All major residential or mixed use developments which create a need for open space</p> <p>In designated rural areas all new housing and mixed use developments yielding between 6 to 10 dwellings and from developments of less than 6 dwellings but more than 1000m2 combined gross floorspace.</p>	<p>An assessment will need to show the impact of the proposed development on the need for recreational facilities and open space in the area of the application site.</p>
<b>Parking Provision</b>	<p>Craven District Council Local Plan (2019) Policy INF4 National Planning Policy Framework – para. 106, 107 and 108.</p>	<p>Required for all applications where new dwellings and/or floorspace is proposed or where a loss of existing car parking is involved.</p>	<p>All (non-householder) applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision.</p>
<b>Planning Statement</b>	<p>National Planning Policy Framework – para.43</p>	<p>Planning Statement setting out comments in support of proposals can be submitted with any planning application.</p>	<p>Planning statements should include all comments the applicants want the Council to consider in support of the proposal. In particular statements should:-</p>

		<p>However a statement will be required for</p> <ul style="list-style-type: none"> <li>• all major planning applications</li> <li>• applications that are not in accordance with the development plan</li> <li>• proposals that require detailed policy consideration</li> </ul>	<ul style="list-style-type: none"> <li>- explain why the proposal complies with relevant development plan policies; or if not in accordance with such policies;</li> <li>- explain why the applicant(s) consider permission should be granted contrary to development plan policies.</li> </ul> <p>Planning statements may also usefully include additional information, such as suggested planning conditions and expand on information provided on the application form. It would also be helpful for such documents to include an explanation as to why it is considered the proposal represents sustainable development, having regard to the advice in the National Planning Policy Framework.</p>
<b>Public Right of Way Statement</b>	<p>Craven District Council Local Plan (2019) Policies ENV12 and EC4</p> <p>National Planning Policy Framework – para. 100</p>	When the proposed works are within 5m of a public right of way.	<p>A completed form to indicate what measures are proposed to protect the interests of users of any public right of way crossing or near to the site, both while the development is taking place, and in the longer term.</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/public-right-of-way-statement/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/public-right-of-way-statement/</a></p>
<b>Private Water Supply Assessment</b>	Craven District Council Local Plan (2019) Policy ENV8	When new or replacement non mains drainage is proposed.	<p>A completed Foul Drainage Assessment Form. This form has been produced by Government for use nationally and it is intended to help Local Planning Authorities establish basic information about your system and decide whether you need to submit a more detailed site assessment.</p> <p><a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-</a></p>

			<a href="#">planning-validation-requirements/local-information-requirements/non-mains-drainage-assessment/</a>
<b>Retail Impact Assessment/ Town Centre Uses/Sequential Assessment</b>	<p>Craven District Council Local Plan (2019) Policy EC5</p> <p>National Planning Policy Framework – paras 86 -91</p> <p>Planning Practice Guidance  <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a> </p>	<p>Assessments are required for all retail, office and leisure uses that are proposed outside the following centres (as defined on the Policies Map of the Craven Local Plan) and are at or above the centre's corresponding gross floorspace threshold:</p> <p>Skipton Town Centre – 1,500 sqm</p> <p>Settle Town Centre – 750 sqm</p> <p>Bentham District Centre – 500 sqm</p> <p>Cross Hills District Centre – 500sqm</p> <p>Ingleton Local Centre – 250 sqm</p> <p>Relevant proposals for main town centre uses in locations outside defined centres, as set out above, will be required to demonstrate that there are no sequentially preferable locations that are available and suitable for the proposed development, and that the proposal will not result in a significant adverse impact on vitality and viability.</p>	<p>Such assessments will need to include evidence/information to show:</p> <ul style="list-style-type: none"> <li>the proposals, compliance with the sequential test as required under para. 86 of the NPPF;</li> <li>- that the scale of development is appropriate to the location;</li> <li>- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made.</li> </ul> <p>Further information and guidance on these assessments is included as part of the Planning Practice Guidance  see <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a> </p>
<b>Rural Workers' Dwelling Justification</b>	Craven District Council Local Plan (2019) Policy EC3	Where an application is made for a dwelling in a rural location and justified by its association	For a permanent dwelling, the document should include:-

	National Planning Policy Framework – para. 80	with an agricultural/forestry or other rural business need.	<ul style="list-style-type: none"> <li>- evidence of functional need for the proposed dwelling;</li> <li>- information to demonstrate the associated enterprise is viable and clear prospects of doing so;</li> <li>- evidence that any need for the dwelling cannot be met by existing dwelling or re-use of existing building;</li> <li>- evidence that the size of the dwelling is commensurate with functional requirements of the enterprise.</li> </ul> <p>For a temporary dwelling on a new rural enterprise, the document should include evidence to show compliance with economic and functional tests and no appropriate accommodation available in the locality.</p> <p>The Council are currently preparing a Rural Worker's Dwelling's SPD which, once adopted, will require that applications for agricultural workers' dwellings be accompanied by a completed Agricultural Dwelling Supplementary Information form (ADSIF).'</p> <p>The draft form is available to view on the Council website at:  <a href="https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/">https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/</a></p>
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<b>Structural Survey</b>	Paragraph 80 and Section 16 of the National Planning Policy Framework	<p>A structural survey is required with:-</p> <ul style="list-style-type: none"> <li>- planning application/applications for listed building consent for works that include demolition of all or a significant part of a listed building; or</li> <li>- a planning application proposing the conversion of an existing rural building; or</li> <li>- an application proposing the replacement of existing rural building with a new building, in order to help show the accommodation needs cannot be met through alterations, extension and/or refurbishment.</li> </ul>	<p>The survey document shall accurately describe the structural condition of the building to be demolished/converted. For applications proposing demolition of the building (be it listed, locally listed or building to be replaced) the survey shall set out an explanation as to why repairs works or alterations could not be carried out to address any structural problems. For applications seeking permission for conversion of rural buildings a full schedule of works (with plans) will be required to clearly explain and illustrate the works required to carry out the proposed conversion.</p>
<b>Sustainable Design and Construction Statement</b>	<p>Craven District Council Local Plan (2019) Policies ENV3 and ENV8</p> <p>Local Plan National Planning Policy Framework – Sections 2, 9.14 and 15</p>	<p>All planning applications with the following exceptions of proposals that are themselves solely for the installation of energy efficiency measures or renewables.</p>	<p>A Sustainable Design and Construction Statement is a comprehensive document that covers all aspects of the environmental impact of a proposed development. The following are examples of what a Statement can include:</p> <ul style="list-style-type: none"> <li>• Water Efficiency calculations.</li> <li>• Daylight Assessments.</li> <li>• The Sourcing of Materials.</li> <li>• Impact on Pollution.</li> <li>• Impact on biodiversity</li> <li>• Measures to improve the energy efficiency of buildings e.g. <ul style="list-style-type: none"> <li>- Proposed insulation for walls, windows and doors (with comparison against current Building Regulations)</li> <li>- Management of solar gain</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>- Provision of ventilation and heat recovery systems</li> <li>- Reduction of thermic bridges (i.e. areas of heat loss)</li> <li>- Provision of solar panels</li> <li>- Provision of energy storage (batteries) connected to the building</li> <li>- Provision of non-CO2 generating sources of heat and cooling (e.g. ground source or air source pumps)</li> </ul>
<b>Sustainable Drainage System Strategy</b>	<p>Craven District Council Local Plan (2019) Policies ENV6 and INF4</p> <p>National Planning Policy Framework – para's 166 - 169</p>	<p>This applies to all applications proposing 10 or more residential units or 1000 sq. gross floor space or more.</p>	<p>In addition to any requirement for a Flood Risk Assessment (FRA), the following information with regard to surface water drainage must be submitted:</p> <p><b>Outline Planning Application</b> Any outline application for a development falling within the definition of 'major' shall be accompanied by a drainage strategy. Information to include:</p> <ul style="list-style-type: none"> <li>• indicative sustainable drainage principles for the development</li> <li>• topographical survey showing how water naturally flows on the site together with groundwater and land drainage flows</li> <li>• proposed destination for surface water post-development</li> <li>• ground investigation results for infiltration (if appropriate)</li> <li>• existing and/or proposed watercourses</li> <li>• existing and/or proposed surface water sewers and/or pumping stations</li> </ul>

			<ul style="list-style-type: none"> <li>• surface water flows onto the site, flows from the site and flood risk to and from the site</li> <li>• offsite works which may be required to provide surface water drainage or mitigate against flood risk</li> <li>• sensitive receptors</li> <li>• general maintenance principles</li> </ul> <p><b>Full Planning Application</b> In addition to details required for an Outline application (listed above) the following shall be provided:</p> <ul style="list-style-type: none"> <li>• details of compliance with Defra non-statutory technical standards</li> <li>• off-site works</li> <li>• consents required</li> <li>• flow paths through the development <ul style="list-style-type: none"> <li>• surface water storage volumes and locations</li> </ul> </li> <li>• sub-catchment areas</li> <li>• treatment train components</li> <li>• proposed landscaping and/or vegetative systems</li> <li>• design calculations for: <ul style="list-style-type: none"> <li>- greenfield run-off</li> <li>- brownfield run-off if appropriate (including reductions)</li> <li>- peak flow rates</li> <li>- surface water volumes</li> <li>- storage requirements</li> <li>- drain down times</li> <li>- multi-use areas</li> <li>- exceedance routes</li> <li>- temporary drainage during construction</li> </ul> </li> </ul>
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			<ul style="list-style-type: none"> <li>- climate change allowances</li> <li>- future development allowances</li> <li>• details of how the sustainable drainage system is to be maintained, and by whom, for the lifetime of the development</li> </ul>
<b>Telecommunications Statement</b>	<p>Craven District Council Local Plan (2019) Policy INF5</p> <p>National Planning Policy Framework – para. 117</p>	All applications proposing telecommunications development, including applications for prior approval under part 16 of the Town and Country Planning (General Permitted Development) Order) 2015.	<p>In line with the policy drivers, planning applications should be accompanied by a range of supplementary information including:-</p> <ul style="list-style-type: none"> <li>• outcome of consultations with organisations with an interest in the proposed development (see NPPF para. 115);</li> <li>• for an addition to an existing mast or a base station or for a new mast or base station</li> <li>• a statement that self-certifies that the cumulative exposure will not exceed International Commission on non-ionising radiation protection guidelines; for a new mast or base station,</li> <li>• evidence that shows the possibility of erecting antennas on an existing building, mast or other structure.</li> </ul> <p>To support this evidence, details of the operational requirements of the telecommunications networks and the technical limitations of the technology should be provided.</p>
<b>Transport assessment (TA)</b>	Craven District Council Local Plan (2019) Policies ENV7, EC4, INF4 and INF5	In determining whether a Transport Assessment or Statement will be needed for a proposed development the local	Where required the TA should illustrate accessibility to the site by all modes of transport, for example cycle, foot or car, as well as giving details of measures which will a) improve public



	<p>National Planning Policy Framework – para. 113</p> <p>Planning Practice Guidance – (section on Travel Plans, transport assessment and statement)</p>	<p>planning authority will take into account the following considerations:</p> <ul style="list-style-type: none"> <li>• Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</li> <li>• the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);</li> <li>• existing intensity of transport use and the availability of public transport;</li> <li>• proximity to nearby environmental designations or sensitive areas;</li> <li>• impact on other priorities/strategies (such as promoting walking and cycling);</li> <li>• the cumulative impacts of multiple developments within a particular area; and</li> </ul>	<p>transport; b) reduce the need for parking; and, c) mitigate transport impact</p>
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		<ul style="list-style-type: none"> <li>whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. assessing traffic generated at peak times).</li> </ul>	
<b>Transport Statement</b>	<p>Strategy (2009) Policies INF 5 and CS24</p> <p>National Planning Policy Framework – para. 113</p> <p>Planning Practice Guidance – (section on Travel Plans, transport assessment and statement)</p>	For developments with anticipated limited transport impacts.	Transport Statements similar to a TA but are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development.
<b>Travel Plan</b>	<p>Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</p> <p>National Planning Policy Framework - para. 113</p> <p>Planning Policy Guidance</p>	<p>In determining whether a Travel Plan will be needed for a proposed development the local planning authority will take into account the following considerations:</p> <ul style="list-style-type: none"> <li>Craven District Council Local Plan (2019) Policies ENV7, EC4 and INF4</li> <li>the scale of the proposed development and its potential for additional trip generation (smaller applications with limited</li> </ul>	<p>A travel plan should set out measures to reduce the demand for travel by private cars and encourage cycling, walking and public transport use through agreed targets and monitoring arrangements.</p> <p>For town centre development applications, draft travel plans will need to show that the needs of alternative powered vehicles have been considered.</p> <p>Further advice is included on the following webpages:-  <a href="https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements">https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</a> </p>

		<p>impacts may not need a Travel Plan);</p> <ul style="list-style-type: none"> <li>• existing intensity of transport use and the availability of public transport;</li> <li>• proximity to nearby environmental designations or sensitive areas;</li> <li>• impact on other priorities/ strategies (such as promoting walking and cycling);</li> <li>• the cumulative impacts of multiple developments within a particular area;</li> <li>• whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and</li> </ul> <p>A Travel Plan is also required with all Transport Assessments.</p>	
<b>Tree Survey/ Arboricultural Statement</b>	<p>Craven District Council Local Plan (2019) Policy ENV4, ENV11</p> <p>National Planning Policy Framework - para. 180</p>	<p>An arboricultural report (see Table 2) must be submitted where there are trees within a proposed application site, or on land adjacent to an application site (including trees in neighbouring gardens and street trees), that could influence or be affected by the development, including works</p>	<p>An arboricultural statement should show how the tree constraints on and adjacent to the site have been correctly incorporated into the design and how these trees are to be retained without damage during construction and future occupancy. The statement must be produced in line with the guidelines set out within BS5837:2012 and shall include:</p> <p>(i) <i>Tree survey drawing and schedule</i> - The survey shall provide clear data regarding the</p>

		<p>such as site access, service routes and site compounds. Information will be required on which trees are to be removed and retained, the means of protecting those to be retained during demolition and construction works and compensatory planting for removed trees.</p>	<p>species, size, age, condition and useful life expectancy of trees. It shall also categorize trees, groups of trees or woodlands in terms of their quality and value within their <i>existing context</i> and not within the context of the proposals.</p> <p>(ii) <i>Arboricultural Constraints Plan (ACP)</i> – An aid to layout design that shows tree Root Protection Areas (RPA) as well as representing the effect that the mature height and spread of retained trees will have on the development. The ACP shall incorporate the tree survey information as well as illustrate both the above-ground (shade patterns) and belowground RPA constraints posed by the trees.</p> <p>(iii) <i>Tree Protection Plan</i> – scale drawing produced by an arboriculturalist showing the finalised layout proposals, tree retention and tree and landscape protection measures detailed within the arboricultural method.</p> <p>(i) <i>Arboricultural Method Statement (AMS)</i> – sets out the information regarding the measures to be taken to protect the trees shown to be retained on the submitted drawings. Also detail the methodology for the implementation of any aspect of the proposal that has the potential to result in loss or damage to a tree.</p>
<b>Viability Appraisal</b>	<p>Craven District Council Local Plan (2019) Policy H2</p> <p>National Planning Policy Framework – para.57, 58 and 63 Planning Practice Guidance</p>	<p>Viability assessment will be required with all planning application proposing housing where under policy H2 affordable housing or a contribution in lieu of on-site affordable housing is required and for viability reasons the</p>	<p>Any viability assessment shall provide sufficient financial information to demonstrate why the proposed scheme is unable to support the affordable housing or infrastructure (or monies in lieu of).</p> <p>For further guidance see:  <a href="https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment">https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment</a></p>

		level of affordable housing contribution in lieu of on-site provision is not being proposed.	<p>The appraisal should include the following information:-</p> <ul style="list-style-type: none"> <li>• a quantity surveyor's cost assessment;</li> <li>• market evidence of sales rates and site values;</li> <li>• a development and sales programme (if relevant)</li> <li>• details of any exceptional development costs.</li> </ul>
<b>Ventilation/ Extraction Statement</b>	Craven District Council Local Plan (2019) Policy ENV 7	<p>All applications where extraction equipment for the preparation of cooked food is to be installed.(excluding alterations to existing dwellings and proposals for new dwellings)</p> <p>A statement will be required with all applications for new restaurants, hot food takeaways and bars/pubs which sell hot food where they are proposed next to residential property, including flats.</p>	<p>Statements should include details of measures for fume extraction, including the mechanical equipment proposed, the location of any external pipework or flues and the means by which a chimney would be capped to prevent ingress by rain.</p>

<b>Part D      checklist of requirements for the main application types</b>								
* Indicates where the requirement is dependent on the nature of the proposed development and/or location, refer to Parts A, B and C								
	Householder	Listed building consent	Minor Full	Minor Outline	Major Full	Major Outline	Telecom	Rural Workers Dwelling
1. Affordable Housing Statement	No	No	No	No	Yes*	Yes*	No	No
2. Archaeological Desk-based Assessment	No	No	Yes*	Yes*	Yes*		No	Yes*
3. Air Quality Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
4. Agricultural Land Assessment	No	No	No	Yes*	Yes*	Yes*	No	No
5. Biodiversity Survey and Report	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	No	Yes*
6. Community Involvement Statement	No	No	No	No	Yes	Yes	No	No
7. Community Uses Assessment	No	No	Yes*	Yes*	Yes*	Yes*	No	No
8. Design and Access Statement	Yes*	Yes*	Yes*	Yes*	Yes	Yes	No	Yes*
9. Economic Statement	No	No	No	No	Yes*	Yes*	No	No
10. Environmental Impact Assessment**	No	No	Yes**	Yes**	Yes**	Yes**	No	Yes**
** Subject to screening opinion								
11. Flood risk assessment	Yes*	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
12. Flood Risk Sequential Test	No	No	Yes*	Yes*	Yes*	Yes*	No	Yes*

[illegible]

	Householder	Listed building consent	Minor Full	Minor Outline	Major Full	Major Outline	Telecom	Rural Workers Dwelling
<b>29. Transport assessment (TA)</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>30. Transport Statement</b>	No	No	Yes*	Yes*	No	No	No	No
<b>31. Travel Plan</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>32. Tree Survey /Arboricultural Statement</b>	Yes*	No	Yes*	Yes*	Yes*	Yes*	No	Yes*
<b>33. Viability Appraisal</b>	No	No	Yes*	Yes*	Yes*	Yes*	No	No
<b>34. Ventilation/Extraction Statement</b>	No	No	Yes*	No	Yes*	No	No	No