



Development Control Services
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NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS

NYPA1 : HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION

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

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

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

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

Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	<input type="checkbox"/>
	Details of the existing building(s) as well as the proposed development	<input type="checkbox"/>
	New buildings in context with adjacent buildings	<input type="checkbox"/>
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	<input type="checkbox"/>
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	<input type="checkbox"/>
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	<input type="checkbox"/>
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	<input type="checkbox"/>
3. CERTIFICATES		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	<input type="checkbox"/>
Agricultural Holdings Certificate Completed	Required whether or not the site includes an agricultural holding	<input type="checkbox"/>
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees or information on the Council's web site		<input type="checkbox"/>
5. DESIGN AND ACCESS STATEMENT		
If required. e.g. If the dwelling or part of the curtilage is within a Conservation Area.		<input type="checkbox"/>
6. OTHER REQUIREMENTS		
Biodiversity/Geological Survey and Assessment Report	<p>The Planning Authority must consider the conservation of biodiversity when determining a planning application – this includes having regard to the safeguarding of species protected under the Wildlife and Countryside Act 1981; the Conservation of Habitats and Species Regulations 2010; or the Badgers Act 1992; as well as designated sites and priority habitats. Where a proposed development is likely to affect protected species, a designated site, priority habitat or geological feature, the application must be accompanied by a Biodiversity/Geological Survey and Report.</p> <p>The circumstances in which a protected species survey and assessment will be required are explained in more detail in the Appendix to the published list of local requirements.</p>	<input type="checkbox"/>
Daylight /Sunlight Assessment	<p>Where a development may cause loss of amenity to nearby property through loss of daylight or sunlight to habitable windows or cause overshadowing of adjacent land then an assessment will be required.</p> <p>If the scheme involves the construction of buildings higher than single storey and within 2 metres of the common boundary with any neighbouring residential property an assessment will be required.</p> <p>The extent and complexity of the assessment will need to be proportionate to the potential impact. Consider the proposed height of the proposed building, its design and orientation of the existing and proposed buildings and changes in ground levels.</p> <p>Any information will be in respect of the planning merits and not have a direct bearing on other legislation contained in the Rights of Light Act.</p>	<input type="checkbox"/>

Parking Assessment	Where a scheme reduces the available parking space or turning space or changes access arrangements or significantly increases the size of a property and therefore has the potential to increase the demand for parking, applicants should provide details of how access will be provided and what arrangements are to be made to ensure that safe access and egress can be achieved and the reasonable parking demands are met within the application site.	<input type="checkbox"/>
Statement of Community Involvement	<p>Applicants are encouraged to submit a supporting statement setting out how neighbours have been consulted on the proposal, in accordance with the Council's Statement of Community Involvement. Examples of information helpful to supply in a Statement of Community Involvement are :</p> <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>
Tree Survey / Arboricultural Implications, where:	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree covered by a Tree Preservation Order (TPO)	<input type="checkbox"/>
	Any external works (if applicable) result in works being carried out within 10 metres of the crown spread of any tree within a conservation area.	<input type="checkbox"/>