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## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYP7 : APPLICATION FOR CONSERVATION AREA CONSENT**

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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<b>1. FORMS</b>		
Completed application form (signed and dated)		<input type="checkbox"/>
<b>2. PLANS</b>		
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"/>
Existing elevations and floor plans at a scale of 1:50 or 1:100 to show:	The existing building	<input type="checkbox"/>
<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	<input type="checkbox"/>
<b>4. OTHER REQUIREMENTS</b>		
Biodiversity Survey and Assessment Report	Required where buildings are to be demolished.	<input type="checkbox"/>
Photographic Survey	A full internal and external survey of the building is required.	<input type="checkbox"/>
Structural Survey	Required where the application proposes demolition of a historic building which would normally be retained or re-used.	<input type="checkbox"/>

<p>Heritage Statement</p>	<p>A Heritage Statement (also referred to as a 'Statement of Significance and Impact') is a document that is necessary to understand the potential impact (positive or negative) of the proposal on the significance of the Conservation Area. They should be completed to a level of thoroughness proportionate to the significance of the proposal in terms its impact on the character and appearance of the Conservation Area.</p> <p>It will be necessary to undertake the following steps where relevant to the application site:</p> <ol style="list-style-type: none"> <li>1. Check the Local Development Plan, main local and national records including the relevant Historic Environment Record, the Heritage Gateway, the National Monuments Record, and other relevant sources of information that would provide an understanding of the history of the place and the value the building holds.</li> <li>2. Examine the building and its setting. This should comprise of a visual and physical analysis of the building including its setting and context.</li> <li>3. Consider whether the nature and extent of the significance of the building or the impact on the Conservation Area requires an expert assessment to gain the necessary level of understanding.</li> </ol> <p>For further guidance on the application of policy in relation to the Historic Environment see <a href="#">PPS5: Planning for the Historic Environment</a> and the <a href="#">PPS5: Planning for the Historic Environment: Historic Environment Practice Guide</a>.</p> <p>Sections 54 to 66 of the Good Practice Guide describe in detail the above approach and extent of understanding required by applicants to inform proposals that may affect a designated heritage asset (a Conservation Area) or an undesignated heritage asset within a Conservation Area. A Heritage Statement should contain:</p> <ul style="list-style-type: none"> <li>• An analysis of the significance of the building in relation to the Conservation Area.</li> <li>• An assessment of the likely impact which the proposals will have upon the significance of the Conservation Area.</li> <li>• The principles of and justification for the proposed works.</li> </ul> <p>Where an application site includes or is likely to include archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have on these remains.</p> <p><b>NOTE:</b> Under current planning legislation applications relating to heritage assets require the submission of a Design &amp; Access Statement. Applicants can integrate their Statement of Significance &amp; Impact into the Design &amp; Access Statement or they can submit them as two separate Statements.</p> <p><b>Where the 'Statements' are to be integrated, full adherence to this guidance note, in relation to any application relating to a Designated Heritage Asset, should be made.</b></p> <p><b>Where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents the application may not be validated. If an application is validated but is subsequently found to be deficient either in the depth or extent of the description of significance and the impacts, the Local Planning Authority has the power under Article 24 (7) of the Town &amp; Country Planning General Development Procedure Order 1995 to require further information from the applicant. This may include the assessment of the asset by an appropriately qualified expert.</b></p>	<p><input type="checkbox"/></p>
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