



**PLANNING APPLICATION
VALIDATION REQUIREMENTS FOR
PLANNING AND OTHER
APPLICATIONS SUBMITTED WITHIN
THE CRAVEN DISTRICT COUNCIL
AREA**

Adopted: 01 April 2019 updated 01 September 2020

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1. INTRODUCTION

- 1.1 As a Local Planning Authority, Craven District Council may request supporting information to accompany a planning application. These requirements must be set out in a formally adopted local list. The list must be published less than 2 years before the application is submitted.
- 1.2 This revised document has been re-published to take account of changes in national, regional and local planning policy as applicable to the Craven District Council since the last publication in April 2019. This includes adoption of the Craven Local Plan, which sets out many detailed requirements for all types of development. Applicants and developers are advised to view the full text of all relevant Local Plan policies and supporting text, in order to gain a complete understanding of policy requirements prior to formulating proposals for submission. The Craven Local Plan is available here: www.cravenc.gov.uk/localplan.
- 1.3 The purpose of the validation arrangements is to:
- provide applicants with advice and certainty as to which necessary information is required;
 - ensure all the necessary information to determine the planning application and to draft the planning permission and all conditions is available from the outset;
 - minimise the need for further submissions of additional information in order to allow applications to be determined quickly and efficiently.
- 1.4 Information requested must be:
- reasonable, having regard to the nature and scale of the proposed development;
 - about a matter which it is reasonable to conclude will be a material consideration in the determination of the application.
- 1.5 The validation requirements set out in this document include statutory national information requirements that apply throughout England and local information requirements that only apply within the Craven District Council Area.

2. SUBMISSION AND VALIDATION OF APPLICATIONS

Pre-Application Advice

- 2.1 The Authority provides a chargeable pre-application advice service which gives detailed advice from planning officers on development proposals. The service identifies the relevant planning policies and constraints to development, as well as an assessment of the proposal, including the likelihood of whether it will be supported, suggested amendments and details of what information needs to be submitted with the application. Please note that the Council during the pre-application stage does not involve interested parties or consult with external bodies. Full details of the service and charges are available on the Authority's website: <https://www.cravenc.gov.uk/planning/information-and-advice/pre-application-advice/>.

Validation of Applications

- 2.2 In order to be a valid application, all planning applications must be accompanied by the standard national information requirement (a completed application form, plans and drawings and the relevant fee) and additional information specified by local validation requirements.
- 2.3 Applications will be validated as soon as practicable to allow the formal process of publicising and consulting on the application to begin. The Authority will inform the applicant as soon as possible if the application is not valid; setting out what additional information in the opinion of the Authority needs to be provided.
- 2.4 If the applicant disagrees with the information requested, they can submit an [article 12 notice](#) setting out the reasons why they consider that the additional information requested by the planning authority does not meet the [statutory tests](#) (Section 62 (4A) of the Town and Country Planning Act 1990).

Financial Viability Appraisals

- 2.7 In some cases, a Financial Viability report will be required as part of the determining of the planning application. Any submitted Financial Viability Appraisal will be published on the Craven District Council Planning Register along with all other documents submitted as part of the planning application. **If you consider that your financial viability information should not be disclosed, then you must submit an additional statement titled 'Financial Viability Appraisal - Exceptional Circumstances' detailing why you consider the FVA should not be made publicly available.**

Craven District Council will allow for exceptions to full disclosure in very limited circumstances and only when the disclosure of any part of a viability assessment would cause demonstrable harm to the public interest to an extent that is not outweighed by the benefits of disclosure. Please note that a statement just saying that the viability information is confidential and commercially sensitive, and should therefore be exempted from disclosure under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, will not be considered adequate justification.

If you have any questions regarding this, please speak with a member of the Craven District Council Planning Team.

3. STATUTORY NATIONAL INFORMATION REQUIREMENTS

3.1 Planning Application Form, Ownership Certificate and Notice When required?

In all cases.

What is required?

Applicants are encouraged to submit applications electronically through the [Planning Portal](#).

Applicants must complete an ownership certificate (which is found at the end of the application form) and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). An application is not valid, and therefore cannot be determined by the planning authority, unless the relevant certificate has

been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine, on conviction, of up to £5,000.

Certificate A – Sole Ownership and no agricultural tenants

This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.

Certificate B – Shared Ownership (All other owners/agricultural tenants known)*

This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.

Householder Applications:

https://ecab.planningportal.co.uk/uploads/1app/notices/householder_notice.pdf

Notice 1 for all other applications for planning permission

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

Certificate C – Shared Ownership (Some other owners/agricultural tenants known)*

This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.

Notice 1 for all other applications for planning permission

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

Notice 2 for all other applications for planning permission

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

Certificate D – Shared Ownership (None of the other owners/agricultural tenants known)*

This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

Notice 1 for all other applications for planning permission

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

Notice 2 for all other applications for planning permission

<https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

An 'owner' is anyone with a freehold interest, or leasehold interest (the unexpired term of which is not less than seven years). In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.

*** A copy of the served notice must be submitted with the application.**

Please Note: With regards to the following items 3.2 – 3.8 incl. the preferred document types are .pdf's although other formats can be submitted.

3.2 Location Plan

When required?

In all cases.

What is required?

The location plan should:

- be based on an up-to-date digital map;
- be at a recognised metric scale typically 1:1250 or 1:2500;
- identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear;
- show the application site edged clearly with a red line;
- 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, landscaping, car parking and open areas around buildings);
- have a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.
- The direction North

3.3 Site/Block Plan – Existing AND Proposed

When required?

In all cases.

What is required?

Two plans (if relevant), one showing the existing site and one the proposed site:

- drawn to an appropriate metric scale of 1:200 or 1:500;
- showing the direction of North;
- on the proposed plan show the development in relation to the site boundaries and other existing buildings on the site;

It should also include the following, unless these would **NOT** influence or be affected by the proposed development:

- all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- all Public Rights of Way crossing or adjoining the site;
- the position of all trees on the site, and those on adjacent land;
- the extent and type of any hard surfacing;
- heights and types of boundary treatment including walls or fencing where this is proposed;
- parking arrangements.

3.4 Existing and Proposed Elevations

When required?

In all cases where the elevations will change as a result of the proposal.

What is required?

Elevations should:

- be drawn to a scale of 1:50 or 1:100;
- show clearly the proposed works in relation to what is already there;
- all sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors;
- blank elevations must also be included; if only to show that this is in fact the case.

For new buildings or structures the following should be included:

- existing site levels;
- finished floor levels and finished height;
- with levels related to a fixed datum point off site or shown in relation to adjoining buildings.

3.5 Existing and Proposed Floor Plans

When required?

All cases which relate to buildings.

What is required?

Floor plans should:

- be drawn to a scale of 1:50 or 1:100
- clearly show any demolition
- match the openings on elevation drawings in size and position
- show details of the existing building(s) as well as those for the proposed development.

3.6 Existing and Proposed Sections

When required?

If any of the following apply:

- a change in ground level;
- the site is sloping;
- a new building;
- a track;
- new opening(s);
- new external staircase(s);
- double glazing (listed building applications).

What is required?

Sections should

- be drawn at a scale of 1:50 or 1:100
- show a cross section(s) through the proposed building(s) and/or feature.
- where a proposal involves a change in ground levels show both existing and finished levels.
- for new buildings include:
 - existing site levels
 - finished floor levels and finished height
 - with levels related to a fixed datum point off site or shown in relation to adjoining buildings.

- for sloping sites
 - show how proposals relate to existing ground levels or where ground levels would be modified.
- for new tracks
 - show the method of construction and materials.
- for new features e.g. external staircases, new openings or windows
 - a cross section through the proposed feature.

3.7 Existing and Proposed Roof Plans

When required?

- there is to be an alteration to an existing roof;
- there is a proposed new roof;
- where the roof construction is complex
- extensions over single storey
- conversions
- proposals incorporating a green roof
- proposals incorporating a roof terrace

What is required?

Roof plans should:

- a birds eye view
 - clearly show the shape of the proposed roof, identifying changes from its existing shape where appropriate
 - be drawn to a scale of 1:50 or 1:100
 - show details such as the roofing material, roof lights*, solar panels*, any new ventilation* and their location
- *a plan showing the profile/projection should be provided.

3.8 Street Scene or Contextual Drawings

Drawings showing elevations in the context of the street scene may be required to show the integration of the proposed design into the existing neighbourhood. These are usually only required for new buildings that are visible from the road.

- metric scale 1:100 or 1:200
- show the height and outline of neighbouring buildings and position and size of windows and doors
- show any differences in finished floor levels
- show written metric dimensions for gaps between buildings
- annotated to show the direction the street scene faces

3.9 Design and Access Statement

When required?

Major¹ planning applications except for:

¹ An application is classed as major if (i) it is for 10 or more dwellings, or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the number of dwellinghouses to be provided is 10 or more, or (iii) the development carried out on a site having a site area of one hectare or more or the provision of a building, or (iv) buildings where the floor space to be created by the development is over 1000m² or more.

- A material change of use of land or building where there is no operational development;
- Engineering or mining operations;
- Waste development;
- An application to vary or remove a condition.

Listed Building Consent applications. This statement can be combined with the Heritage Statement.

Applications in a Conservation Area for:-

- Provision of one or more dwellinghouses.
- Provision of building(s) where the floor space is 100sqm or more.

What is required (excl. listed buildings)?

A Design and Access Statement is a concise report to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can help planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.

A Design and Access Statement must:

- (a) explain the design principles and concepts that have been applied to the proposed development; and
- (b) demonstrate the steps taken to appraise the context² of the proposed development, and how the design of the development takes that context into account.
- (c) explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

What is required (listed buildings)?

Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:

- (a) the special architectural or historic importance of the building;
- (b) the particular physical features of the building that justify its designation as a listed building; and
- (c) the building's setting.

² A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

3.10 Planning Fees

When required?

In all cases, unless there is an exception case why no fee **or** a reduced fee applies.

Some exception cases include:

- Works to improve access and/or safety; health and comfort of disabled persons. For these applications a proof of disability should be provided; and
- Certain resubmissions.

What is required?

Payment can be made online at the time of your submission through your chosen hub **or** via the Council's website <https://www.cravencdc.gov.uk/planning/pay-planning-fees/> **or** by telephoning Craven District Council on 01756 700600, the Advisors will provide you with a single use 5 digit pin and transfer you to an automated system for you to input your card details via your handset which then concludes your payment.

Further Information

- [Schedule of Fees](#)
- [Planning Portal Fee Calculator](#)

4. LOCAL INFORMATION REQUIREMENTS

4.1 Planning Statement

A Planning Statement sets out relevant supporting information and justification for the proposed development and explains how the proposal meets the requirements of the Craven Local Plan, any Neighbourhood Plan and the National Planning Policy Framework (NPPF). It is a useful document which helps the Council to understand what is proposed as part of the application.

Policy Driver

The National Planning Policy Framework (NPPF)

When required

Major applications involving the provision of 10 or more dwellinghouses or on a site having an area of 0.5 hectares.

The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more.

Development carried out on a site with an area of 1 hectare or more, and applications not in accordance with the Craven Local Plan. Applications that are not in accordance with Local Plan policies will need to be supported by reasoned justifications based on relevant and compelling evidence.

It is also strongly recommended that a planning statement is submitted where any complex planning issues are raised. This will provide an opportunity for the applicant to provide relevant supporting information and justification for the proposed development, and explain how the proposal meets local and national planning policy requirements.

Guidance

The information provided should identify the need for the proposed development and explain how the proposal relates to Craven Local Plan policies, any Neighbourhood Plan policies and other material planning considerations, including the NPPF.

Applicants should submit a planning statement to demonstrate how a proposal meets any exceptional circumstances to satisfy the local and national planning policies.

4.2 Protected Species Survey and Report

The Council has to consider the conservation of biodiversity when deciding a planning application. This includes the protection of protected species, designated sites, habitats and geological features.

Policy Driver

Craven Local Plan Policies ENV4: Biodiversity, ENV11: The Leeds and Liverpool Canal

National Planning Policy Framework (NPPF)

When required

A biodiversity assessment (sometimes known as an ecological assessment or nature conservation assessment) will be required for all major applications or greenfield development (usually agricultural or amenity land) that could directly or indirectly impact on rare, protected, or notable species or habitats protected by:

- the Wildlife and Countryside Act 1981
- the Conservation (Natural Habitats etc.) Regulations 2010
- the Conservation of Habitats and Species (Amendment Regulations 2012)
- the Protection of Badgers Act 1992

A biodiversity survey may include either a protected species survey and/or an ecological or geological survey.

A protected species survey and assessment should be submitted where the development involves:

- demolition of a building

- conversion of a building (for example, barn conversion)
- works to derelict buildings
- works to bridges, viaducts, tunnels, mines, kilns, ice houses, adits, military fortifications, cellars and underground ducts and structures
- works near watercourses, wetlands and ponds
- buildings known to support roosting bats
- development affecting the roof space of a building
- Re-roofing works

An ecological survey should be submitted where the development involves:

- works to trees or hedgerows
- overgrown sites
- development within or adjacent to a Site of Special Scientific Interest, Special Protection Area, Ramsar Sites, Special Areas of Nature Conservation, Sites of Biological or Geographical Importance
- sites involving Ancient Woodland

Some smaller applications (including some householder proposals) that fall into the above designated sites, green gaps. or include proposals that will impact upon overgrown land, may also require an ecological assessment.

Proposals that involve the removal of trees, scrub, hedgerows or alter water courses will need to supply information on species present, potential impacts on those species and the mitigation for such impacts.

Guidance

Surveys and reporting will need to be undertaken by appropriately qualified, experienced and licensed ecologists who are members of an appropriate institution such as the Chartered Institute of Ecological and Environmental Managers.

Bat emergence surveys should be undertaken between May and August (optimum time). Although Daytime scoping surveys (checking for signs and potential) for bats can be carried out during the winter months, bat emergence surveys are preferred and strongly advised.

Reports and surveys should be carried-out in accordance with nationally recognised guidance.

We will not validate an application unless we are confident that full information on the likely ecological impacts of the proposals can be provided within the application timeframe. This allows for flexibility in cases where further ecological surveys are required to determine the presence or absence of a species but due to the seasonality of ecological surveys, the consideration of the application would be unduly delayed.

Further Information

Can be obtained from [Natural England](#)

4.3 Tree/Hedgerow care plan / Arboricultural Survey

Policy Driver

Craven Local Plan Policies ENV4: Biodiversity, ENV11: The Leeds and Liverpool Canal
National Planning Policy Framework (NPPF)

When required?

Arboricultural Survey

If there are any trees and hedges within a 10m distance where they may be affected by the development an Arboricultural survey will be required. This should include relevant data to British standard 5837:2012-Trees in Relation to Construction - recommendations. Tree trunk and canopy locations should be accurately plotted onto a scale map of the site. Surveys should include any tree with a stem diameter of more than 75mm measured at 1.5m above ground level. A Tree survey should inform good design and sustainable development. And include the Root protection zones surrounding trees.

Arboricultural Impact Assessment (AIA)

An AIA appraises the effect of the development on trees and provides solutions to any conflicts such as suitable construction methods. This will be required if the Arboricultural survey shows that there may be conflicts between the development and the trees.

Arboricultural Method Statement (AMS)

An AMS should detail protective measures during the construction phase of the development where there are potential conflicts between development and trees. A Method Statement fully details what tree protection measures are needed for all stages of your development, using current best practice and requirements of BS5837:2012 Trees in Relation to Construction recommendations. This may be required at the time of a planning submission or could be required at a later stage as a condition of granted Planning Permission. If required, The Local Authority must approve any Method Statement prior to any work commencing on site.

What is required?

A map to a recognised metric scale, showing the location, size and species of trees/hedgerows, existing buildings, roads and the proposed development

Details of how you intend to protect the trees/hedgerows during the proposed development.

Details of any work proposed to existing trees or hedgerows.

Further Information

- BS5837 2012: 'Trees in Relation to Design, Demolition and Construction – Recommendations'.

4.4 Ecological/Geological Assessment

Policy Driver

Craven Local Plan Policies ENV4: Biodiversity, ENV11: The Leeds and Liverpool Canal

National Planning Policy Framework (NPPF)

When required?

If a proposed development is likely to affect a site of ecological or geological interest. All developments within or immediately adjacent to any of the following protected sites:

- Sites of Special Scientific Interest (SSSI)
- Special Protection Areas (SPAs)
- Special Areas of Conservation (SAC)

Check www.magic.gov.uk for further information.

What is required?

The requirements are different for different protected sites, however, any survey would be informed by the results of a search for geological data. The survey must be to an appropriate level of scope and detail and must record which habitats and features are present on and around the development site, must identify the extent/area/length present and map their distribution on site and/or in the surrounding area shown on an appropriate scale plan. Following the Survey, the Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features and include direct and indirect effects both during construction and afterwards. Where harm is likely, evidence must be submitted to show how alternatives designs or locations have been considered, how adverse effects will be avoided wherever possible, how unavoidable impacts will be mitigated or reduced and how impacts that cannot be avoided or mitigated will be compensated. The Assessment should give an indication of likely change in the area, in hectares, of priority habitat on the site after development, for example whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment:

SSSI

The applicant will need to contact Natural England for its consent that permission can be granted. If there are conditions recommended by Natural England, the applicant is required to confirm that they will comply with the conditions. If the applicant does not wish to comply with the conditions then a copy of the response from Natural England should be provided along with details of how any issues raised by Natural England will be addressed.

Special Area of Conservation (SAC), Special Protection area (SPA) or RAMSAR

If the proposal is likely to have a significant effect on the protected area then an Appropriate Assessment will need to be completed by the Authority. The applicant will be requested to provide such information as may reasonably be required to make such an assessment and at their own cost.

4.5 Landscape and Visual Impact Assessment (LVIA)

Policy Driver

The National Planning Policy Framework (NPPF)

When required

- new caravan sites or extensions to existing sites
- solar energy systems
- wind turbines
- major developments on the edge of settlements or within the open countryside
- development within an Area of Outstanding Natural Beauty (AONB). This will depend upon the scale and location of the development
- development which may have a significant landscape or visual impact

Guidance

A landscape and visual assessment should usually include the following information on the following topics.

Topography

An explanation of how the topography of the site has affected the design of the proposed scheme.

Current land uses

An explanation of any change of use of land and how it will affect the appearance of the landscape or adjoining land uses.

Existing trees, hedges, woodland blocks and belts, water bodies and ditches

An explanation of the effect of the proposed development on hedges, woodland, trees, reservoirs, watercourses, ponds and other features that are important for site drainage and wildlife habitat.

Man-made features

Consideration should be given to any existing visually intrusive man-made features

Views

Identify key views from the surrounding area to the development site. Explain how the proposed development will be likely to be visible from and/or alter these views. This should include any changes to boundary treatments, access or vegetation.

Consideration should be given as to whether the proposed development is likely to be visible from surrounding areas where there are currently no views. It is advisable where possible to agree with the authority principle viewpoints in advance of undertaking the LVIA.

Landscape character

Where the proposal is located within open countryside or a small settlement, describe the landscape character of the application site and adjacent surroundings.

You should provide an analysis of the key landscape features and special qualities of the area. Include details of any historic pattern of field boundaries, woodlands and/or settlements in the surrounding area.

Settlement character

Where the proposal is located within or adjacent to an existing settlement, describe the character of the settlement.

This should include:

- the type of settlement (town, village or hamlet)
- the predominant type of building (terraced, detached, single or two storey, architectural style, age and typical building materials)
- Provide an explanation of the effect of the proposal on key views to the wider landscape from the settlement together with the effect of the proposal on local landmarks or any approach roads, gateways and footways to the settlement

Habitat character

Where the proposal is located on land or is adjacent to land that could provide priority habitats for wildlife (this may include unimproved upland, moorland, coastal wetland or limestone pavement), describe the effect the proposal may have upon the habitat character, together with any mitigation.

Heritage assets

Where the development is located within or adjacent to a heritage asset (listed buildings, scheduled monuments, conservation areas and registered parks and gardens), describe the effect the proposal may have upon any heritage assets.

Non-designated heritage assets

These may include above and below ground archaeology.

Buildings, land or features with a historic, architectural community or archaeological interest can be considered as heritage assets, even if they are not nationally designated.

Archaeological interest may apply to heritage assets, whether designated or not, when the development and history of a building may only be revealed through archaeological investigation, when modern features and additions are removed.

Recreation

Where the development is located on or adjacent to a public right of way, bridleway, national and local cycle route, open access land and key tourist destinations (beauty spots, view points) and describe measures which may enhance the enjoyment of the special qualities of the surrounding area.

4.6 Public Right of Way Statement

Policy Driver

*Craven Local Plan Policies ENV12 Footpaths, Bridleways, Byways and Cycle Routes, EC4 Tourism
The National Planning Policy Framework (NPPF)*

When required?

When the proposed works are within 5m of a public right of way.

What is required?

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.

- **[See CDC1 – Right of Way Statement](#)**

4.7 Flood Risk Assessment / Matrix

Policy Driver

*Craven Local Plan Policy ENV6 Flood Risk
The National Planning Policy Framework (NPPF)*

When required?

A flood risk assessment is required for proposals where the site falls within:

- 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,
- Flood Zones 2 and 3 (flooding from watercourses); or,
- areas identified as having a moderate or high risk of flooding from surface or ground water. or
- non mains drainage schemes.

[Applicants can find out what flood zone their development is in here](#)

What is required?

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.

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.

4.8 Surface water drainage scheme, sustainable urban drainages (SuDS)

Used to ensure a satisfactory standard of surface water drainage for development and to minimise the risk of flooding. It is important that your application can demonstrate the site can be sustainably drained; this is a principle of development. This should be demonstrated at the earliest opportunity.

Policy Driver

*Craven Local Plan Policies ENV6: Flood Risk, INF4: Parking Provision
The National Planning Policy Framework (NPPF)*

When required?

All development including the provision of dwellinghouses where –

- (i) the number of dwellinghouses to be provided is 10 or more; or
- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more

Minor and small developments shall provide details of a practical SuDs scheme and include details on maintenance of scheme. If it is proven that SuDs is not appropriate for the site then the drainage assessment will need to justify why the proposed method has been chosen and gives the best available environmental protection.

Guidance

The Lead Local Flood Authority (LLFA) for Craven is North Yorkshire County Council. The LLFA will be consulted on planning applications that include the provision of Sustainable Urban Drainage Systems (SuDS).

SuDS are an approach to managing rainwater falling on roofs and other surfaces through a sequence of actions. The key objectives are to manage the flow rate and

volume of surface runoff to reduce the risk of flooding and water pollution. SuDS also reduce pressure on the sewage network and can improve biodiversity and local amenity.

SuDS is a departure from the traditional approach to draining sites. There are some key principles that influence the planning and design process enabling SuDS to mimic natural drainage by:

- storing runoff and releasing it slowly (attenuation)
- allowing water to soak into the ground (infiltration)
- slowly transporting (conveying) water on the surface
- filtering out pollutants
- allowing sediments to settle out by controlling the flow of the water

A surface water drainage scheme should include the following information:

- a metric scaled plan of the existing site
- a metric scaled topographical level survey of the area to metres above ordnance datum
- metric scaled plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks)
- the existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate
- the proposed storage volume (attenuation)
- information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible
- geological information including borehole logs, depth to water table and/or infiltration test results
- details of overland flow routes if drainage capacity is exceeded
- a management plan for future maintenance and adoption of drainage system for the lifetime of the development

4.9 Non Mains Drainage Assessment

Policy Driver

*Craven Local Plan Policy ENV8 Water Resources, Water Quality and Ground Water
The National Planning Policy Framework (NPPF)*

When required?

When new or replacement non mains drainage is proposed.

What is required?

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.

Further Information

- **See CDC2 - Foul Drainage Assessment Form**

4.10 Private Water Supply Assessment

The private water supply assessment should demonstrate that the intended private water supply is feasible, adequate and does not compromise the adequacy of other private water supplies in the area.

Policy Driver

*Craven Local Plan Policy ENV8: Water Resources, Water Quality and Groundwater
The National Planning Policy Framework (NPPF)*

When required

A private water supply assessment is required for any proposal where property(s) will be served by a private water supply or private distribution system.

Guidance

For all development to be served by a private water supply please complete the non-mains drainage and water supply assessment form. **See CDC3 Non Mains Drainage Water Supply**

Private drinking water supplies are water supplies which are not provided by the statutory water undertaker, but are the responsibility of their owners and users.

The quality of private water supplies can be variable. Some have adequate treatment and are well managed, but others undoubtedly present a risk to health due to the quality of the water. If you own or use a private supply it is important that you are aware of the quality of the supply and the risks associated with it.

A private water supply assessment should include:

Source layout

A constant, reliable water source in a suitable location should be identified on a metric scaled plan. Many private water supplies can have problems regarding adequacy and quality in periods of prolonged dry weather.

Proposed layout plan

A detailed metric scaled layout plan of the intended water supply, including the water source, tanks, pipework and treatment plant is required.

Details of any foul drainage or sewers, septic tanks or cesspools should be provided and the sizes of all tanks and pipes should be included.

Risk assessment

A full risk assessment for the proposed supply must be provided.

Responsibility for regulating private water supplies rests with local authorities, but there is much that owners and users can do to protect themselves.

- ensuring the source is protected from contamination by grazing animals or material washing down from upstream
- installing and maintaining appropriate treatment that is capable of treating water to a consistently satisfactory quality
- ensuring the water is adequately disinfected prior to use
- making sure that water is stored and distributed in a way that avoids it becoming contaminated after treatment and disinfection but before it is consumed

If you own or use a private water supply, and are looking for advice, you should go to our Environmental Protection Team. They can also arrange testing of your supply.

4.11 Heritage Statement

Policy Driver

Craven Local Plan Policy: - ENV2: Heritage
The National Planning Policy Framework (NPPF)

When required?

Heritage assets are buildings, monuments, sites, places, areas or landscapes that are identified as being significant and valued components of the historic environment.

Heritage assets include:

- listed buildings
- scheduled monuments
- conservation areas
- registered parks and gardens of special historic interest

A heritage statement will be required for the following applications:

- applications for listed building consent
- applications within the curtilage of a listed building
- applications in a conservation area
- applications affecting a scheduled ancient monument
- applications affecting a registered park or garden of special historic interest
- applications affecting an archaeological site

What is required?

See CDC4 – Guidance for writing Heritage Statements

The amount of detail required in a heritage statement should be proportionate to the work proposed and the individual heritage asset.

A heritage statement should always have three parts:

- assessment of heritage significance
- assessment of impact
- justification and mitigation strategy

Assessment of heritage significance

An assessment of heritage significance should explain why the heritage asset is important, what gives a conservation area its character or discuss why a building is listed.

A statement of heritage significance should demonstrate an understanding of the historical, archaeological and architectural interest of the heritage asset and its setting, in particular, the significance of those parts of the building or site affected by the proposed works. For example, if the front elevation of a building or the interior is particularly notable, explain how the proposed works affect those features.

Photographs are a useful way to provide information.

Copies of historic documents or maps that provide references to the historic asset and demonstrate any historic changes.

Assessment of impact

An assessment of impact should explain the likely impact of the proposed development on the significance of both the heritage asset and its setting and the wider context. For example, how an extension would to a building would impact upon the surrounding conservation area or how an alteration would affect the character of a listed building.

It should provide:

- an assessment of the scale and nature of any harm that would be caused to the significance of the heritage asset
- an assessment of any benefits, include works that would enhance or conserve the significance (removal of previous inappropriate alterations)
- a structural survey and method statement

Where development includes demolition, significant rebuilding or repair to a listed building, a structural survey and method statement will be needed. These should be prepared by a structural engineer or an architect with experience of working with historic buildings and should include the following:

- the structural stability and condition of the building
- a schedule and method statement of the proposed works and repairs
- a statement explaining how the stability and condition of the building and any adjoining buildings or structures will be safeguarded during the development
- a statement explaining how internal and external finishes, joinery and architectural or archaeological features will be protected during the development
- a demolition statement

Justification and mitigation statement

A justification and mitigation statement should explain:

- why the proposed works are desirable or necessary. It should include any benefits which would outweigh any resulting harm or loss of significance

- the steps to be taken to avoid, minimise or mitigate any harm to the significance of the heritage asset

The following should be considered:

- minimal intervention. Are all the works necessary and is the work designed so it could be removed at a later date, without causing damage to any significant fabric of the building or archaeological remains
- alternative methods of development. Are there alternative options that would meet the applicant's objectives. Could the proposed works be repositioned, so as to cause less harm to the heritage asset
- sensitive design and choice of materials
- recording – a photographic record of archaeological or architectural features or remains that would be obscured, damaged or destroyed as a result of the proposed works

4.12 Structural Survey

Policy Driver

Craven Local Plan Policy ENV2: Heritage

When required?

When a traditional building proposed for conversion shows signs of structural instability, such as missing roof or wall material, leaning or bulging walls, cracks in the masonry etc. If the building does not show any signs of instability but you are proposing to remove the roof covering during conversion works or insert new internal or external openings then a Method Statement will be required (see 4.13 below) to set out the means of safeguarding the stability of the building during development.

When a traditional building is proposed for demolition a structural survey must be carried out by a structural engineer or a suitably qualified person.

WARNING: a planning permission for the conversion of a building may be at risk if you commence conversion works which result in roofs and walls being taken down and rebuilt. In most cases substantial demolition will be considered to be a 're-build' and not a conversion. It is therefore important that the structural integrity of the building and its capacity for conversion are established through the planning application process.

What is required?

An ***up to date** survey of the structural stability of the building carried out by a qualified structural engineer or other qualified person accepted by the Authority and an assessment of the effect of the proposed works on the structural integrity of the building. The survey or statement should be accompanied by drawings indicating the extent of anticipated rebuilding and details of how the building will be supported during the works.

***up to date** means a survey no older than 12 months old.

Please Note: An application will not be validated until this information has been received and deemed acceptable.

4.13 Method Statement

When required

To accompany applications for the conversion of a traditional building, when a Structural Survey is not identified as necessary.

What is required

A short report, which has been prepared by a builder or person of relevant competence, specifically addressing the following:

- The condition of the building. Including identification of any structural defects.
- Confirmation that the proposed works (new openings, removal of roof etc.) will not so weaken the structure that the walls shown to be retained will need to be taken down during construction.
- Details of the method of construction including the measures to be taken to ensure that the building remains stable throughout the conversion works so that walls will not need to be taken down.

WARNING: a planning permission for the conversion of a building may be at risk if you commence conversion works which result in roofs and walls being taken down and rebuilt. In most cases substantial demolition will be considered to be a 're-build' and not a conversion. It is therefore important that the structural integrity of the building and its capacity for conversion are established through the planning application process.

4.14 Planning Obligations and Draft Heads of Terms Pro-forma

Policy Driver

*Craven Local Plan Policies: - H2: Affordable Housing, EC4: Tourism, INF1: Planning Obligations, INF2: Community Facilities and Social Spaces, INF6: Education and INF7: Sustainable Transport and Highways.
The National Planning Policy Framework*

What are these?

Planning obligations are developer contributions which are:

- a. necessary to make the development acceptable in planning terms;
- b. directly related to the development; and
- c. fairly and reasonably related in scale and kind to the development.

Planning obligations usually require a legal agreement (Section 106) to be drawn up alongside the planning proposal and a Draft Heads of Terms Pro-forma is provided here which, once completed will set out the basis of this legal agreement. Craven Local Plan policy INF1: Planning Obligations sets out how the Council will use planning obligations.

Where can these planning obligations be found?

In accordance with paragraph 34 of the NPPF, the Craven Local Plan has set out the planning obligations expected from development in its policies.

Those developer contributions/planning obligations which will be calculated by standardised formula and set by policy size thresholds are contained in the following parts of the plan:

- Affordable Housing (Policy H2)
- Sport, Open Space and Recreation (Policy INF3 and Appendix A)
- Education Provision (Policy INF6 and Appendix B)
- Sustainable Transport and Highways (Policy INF7)

When required?

See above policies and the draft Heads of Terms pro-forma.

On a case by case basis, other policies in the plan may require developer contributions/planning obligations, including but not limited to Policy ENV3: Good Design, ENV4: Biodiversity; ENV5: Green Infrastructure, ENV6: Flood Risk, ENV11: The Leeds & Liverpool Canal and ENV12: Footpaths, Bridleways, Byways and Cycle Routes

What is the validation requirement?

Where relevant to the development proposal, failure to supply a completed and agreed Draft Heads of Terms with the submitted application will result in the application not being validated.

See CDC5 – Heads of Terms Proforma

4.15 Agricultural Dwelling Questionnaire

Policy Driver

*Craven Local Plan Policy EC3: Rural Economy
The National Planning Policy Framework (NPPF)*

When required?

Where a farm worker's dwelling or dwelling for a person employed in another rural enterprise is proposed.

What is required?

It should be demonstrated that it is essential that a full time worker must live at the location proposed for the functional needs of agriculture, or a rural-based enterprise. Applicants should provide the necessary information to demonstrate a functional need for a dwelling/additional dwelling in that location using the relevant questionnaire below.

Please note if any document includes sensitive details of a personal or commercial nature, they must be clearly marked "confidential". The same applies to their file name if submitted electronically.

4.16 Farm Buildings Questionnaire

Policy Driver

*Craven Local Plan Policy EC3: Rural Economy
The National Planning Policy Framework (NPPF)*

When required?

Full applications when an agricultural building is proposed.

What is required?

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.

Further Information

- **See CDC6 – Farm Buildings Questionnaire**

Please note if any document includes sensitive details of a personal or commercial nature, they must be clearly marked “confidential”. The same applies to their file name if submitted electronically.

4.17 Marketing Evidence

Policy Driver

*Craven Local Plan Policy EC3: Rural Economy
The National Planning Policy Framework (NPPF)*

When required?

When the proposal would result in the change of use of an employment premises.

What is required?

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.

4.18 Community Use Assessment

Policy Driver

Craven Local Plan Policies EC4: Tourism, INF2: Community Facilities and Social Spaces
The National Planning Policy Framework (NPPF)

When required

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.

What is required

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'.

4.19 Contaminated Land Report

Policy Driver

Craven Local Plan Policy: - ENV7: Land and Air Quality
The National Planning Policy Framework (NPPF)

When required

Where the land is known or suspected to be contaminated or where the development site is close to such land and ground works are proposed. Where the end user of the development is considered to be sensitive to contamination (for example: housing, schools, nurseries, hospitals and allotments).

Guidance

This information is required to determine the existence of contaminated land, the nature of the contamination and the risks it may pose to the proposed development and whether remedial measures are feasible to reduce the contamination to an acceptable level.

Uses and land highly likely to be contaminated

- smelters, foundries, steel works, metal processing and finishing works
- coal and mineral mining and processing, both deep mines and opencast
- heavy engineering works (car manufacture, shipbuilding)
- military related activities
- electrical and electronic equipment manufacture and repair
- gasworks, coal processing plants and power stations
- oil refineries, petroleum storage and distribution sites
- manufacture and use of asbestos, cement, lime and gypsum
- manufacture of organic and inorganic chemicals, including pesticides, acids, alkalis, pharmaceuticals, solvents, paints, detergents and cosmetics

- rubber industry, including tyre manufacture
- munitions and explosives production and testing and storage sites
- glass making and ceramics manufacture
- textile industry, including tanning and dyestuffs
- paper and pulp manufacture, printing works and photographic processing
- timber treatment
- food processing industry and catering establishments
- railway depots, dockyards (including filled dock basins), garages, road haulage depots and airports
- landfill, storage and incineration of waste
- sewage works, farms, stables and kennels
- abattoirs, animal waste processing and burial of diseased livestock
- scrap yards
- dry cleaning premises
- all types of laboratories

Uses and land likely to be contaminated

- industry involving radioactive substances
- burial sites and graveyards
- agriculture – excessive use of pesticides, herbicides, fungicides, sewage sludge and farm waste
- naturally occurring radioactivity (including radon)
- naturally occurring concentrations of metals and other substances
- methane and carbon dioxide production and emissions in coalmining areas, wetlands, peat moors or former wetlands

The investigation and risk assessment of contaminated land is split into three stages:

1. Desk study, site walkover and preliminary risk assessment.
2. Intrusive site investigation and detailed risk assessment.
3. Remediation strategy, risk management, validation report and monitoring.

For more information please see YALPAG_Planning_Guidance__Version_9.2

4.20 Ventilation, exhaust and extraction report

Policy Driver

*Craven Local Plan Policy ENV7: Land and Air Quality
The National Planning Policy Framework (NPPF)*

When required?

A ventilation, exhaust or extraction report is needed so we can make sure that no nuisance, disturbance or loss of amenity is caused by odour, fumes, food droplets or noise to nearby properties.

When required

Any developments which include the installation of ventilation systems or air-conditioning units. This includes premises in Use Class A3, A4, A5 (includes the sale of food and drink for consumption on the premises or of hot food for consumption off the premises).

It covers most restaurants, cafes, pubs and premises providing hot food take-away. It may also include other businesses where the installation of externally mounted air-conditioning units is proposed.

Guidance

Adequate ventilation/extraction must be provided in food and drink premises to remove steam, cooking odours and grease-laden air. In most cases, natural ventilation is insufficient and an extract duct with a fan and filters is required to ventilate cooking fumes and remove odours without causing a nuisance to neighbouring properties.

Getting the right ventilation and extraction system for your needs can be complex, and you should contact a specialist contractor who can carry out a ventilation survey or advise on a specific aspect of your requirements.

Metric scaled floor plans (1:50/1:100) to show the layout of internal ductwork to its point of discharge are required, together with metric scaled elevations (1:50/1:100) showing external equipment (flues, vents, grilles etc.) and the technical specification of the proposed system. This should include an acoustic and vibration report.

4.21 Noise Assessment

Policy Driver

*Craven Local Plan Policy INF2 Community Facilities and Social Spaces
The National Planning Policy Framework (NPPF)*

When required?

When the development is likely to give rise to noise that could disturb residents or the tranquillity of the area around the site. This includes changes of use when commercial / residential are or are to above and/or adjoining. The requirement for a noise assessment may extend to proposals that include the operation of machinery, the installation of ventilation, extraction systems or Air Source Heat Pumps, the movement of significant levels of traffic or intensive human activity or when residential development is proposed near to existing industrial development.

What is required?

Either, a report from a qualified acoustician giving anticipated noise levels and noise mitigation measures, or, a statement from the District Council Environmental Health Officer indicating that the proposed development would be compatible with the location of the site relative to nearest residential properties, taking into account any proposed sound proofing measures. For Air source heat pumps see MCS020.

4.22 Daylight/Sunlight Assessment

Policy Driver

*Craven Local Plan Policy: - ENV3: Good Design
The National Planning Policy Framework (NPPF)*

When required?

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.

Guidance

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](#).

4.23 External Lighting Assessment

Policy Driver

Craven Local Plan Policy: - ENV1: Countryside and Landscape

Used to assess the impact of any proposed external lighting on the character of an area, neighbouring properties, visibility of the night sky, biodiversity (including bats and light sensitive species), residents, pedestrians.

When required?

All proposals in the countryside and any proposals in the vicinity of a residential property, listed building, conservation area, ecologically sensitive area or watercourse, where external lighting would be provided or made necessary by the development.

What is required?

Details should include the following information:

- Site plan showing the location/positioning of the proposed lighting
- hours of operation
- an isolux contour map showing light spillage to 1 lux
- light levels
- column heights; layout plan with beam orientation
- a schedule of equipment
- a description of the measures such as hoods and cowls that have been provided to avoid glare
- impact on nearby dwellings or roads and use of planting to mitigate effect.

4.24 Transport Assessment, Statement or Travel Plan

Used to assess how a proposed development will impact on the highway network, minimise the use of private motor vehicles and maximise the use of non-car modes of travel, including walking, cycling and public transport.

Policy Driver

Craven Local Plan Policies ENV7: Land and Air Quality, EC4: Tourism, INF4: Parking Provision

The National Planning Policy Framework (NPPF)

Guidance

Transport assessments and statements

The scope and level of detail in a Transport assessment or statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment

- information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport)
- information about neighbouring uses, amenity and character, existing functional classification of the nearby road network
- data about existing public transport provision, including provision/ frequency of services and proposed public transport changes
- a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site
- an assessment of trips from all directly relevant committed development in the area (that is development that there is a reasonable degree of certainty will proceed within the next three years)
- data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area
- an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas)
- measures to improve the accessibility of the location (such as provision/ enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms
- a description of parking facilities in the area and the parking strategy of the development
- ways of encouraging environmental sustainability by reducing the need to travel and measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads)

In general, assessments should be based on normal traffic flow and usage conditions (e.g. non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant Government policy.

Travel plans

Travel plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

They should evaluate and consider:

- benchmark travel data including trip generation databases
- information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development
- relevant information about existing travel habits in the surrounding area
- proposals to reduce the need for travel to and from the site via all modes of transport and provision of improved public transport services
- parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists) and proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives)
- these active measures may assist in creating new capacity within the local network that can be utilised to accommodate the residual trip demand of the site(s) under consideration
- it is often best to retain the ability to establish certain elements of the travel plan or review outcomes after the development has started operating so that it can be based upon the occupational and operational characteristics of the development
- any sanctions (for example financial sanctions on breaching outcomes/ processes) need to be reasonable and proportionate, with careful attention paid to the viability of the development. It may often be more appropriate to use non-financial sanctions where outcomes/ processes are not adhered to (such as more active or different marketing of sustainable transport modes or additional traffic management measures). Relevant implications for planning permission must be set out clearly, including (for example) whether the travel plan is secured by a condition or planning obligation.

Travel plans should impose such requirements where these are consistent with Craven Local Plan and government policy on planning obligations (Section 106 agreements).

4.25 Statement of Community Involvement

A Statement of Community Involvement is a written statement which sets out the level and nature of consultation that has been undertaken with the community in the formulation of a development proposal prior to the submission of a planning application.

When required

Applicants will be expected to demonstrate appropriate community engagement has been undertaken in the formulation of the development proposals prior to the submitting their scheme for the following types of application:

- When the development is judged by the case officer to be locally significant.
- When the development is classified as a departure from the current development plan.
- When the proposal falls into the definition of a major¹ application.

Locally significant

A proposal which would alter the overall character of the locality either by nature of its scale, visibility or use, or because the development could set a damaging precedent.

4.26 Sustainable Design and Construction Statement

A Sustainability Statement should demonstrate how the proposed development would minimise resource and energy consumption compared to the minimum required under current Building Regulations legislation and how it is located and designed to withstand the longer term impacts of climate change. It should also detail how the proposed development would incorporate decentralised, renewable or low carbon energy sources. All non-residential development will be expected, to achieve a minimum standard of BREEAM 'Very Good' (or any future national equivalent). This should be supported by preliminary assessments at the planning application stage.

Policy Driver

*Craven Local Plan Policies ENV3: Good Design, ENV8: Water Resources, Water Quality and Groundwater
The National Planning Policy Framework (NPPF)*

When Required

- All applications

Minimum requirements

- A non-technical summary that sets out what climate change mitigation measures have been integrated within the schemes design.
- Details of how the proposed climate change mitigation measures compare to the minimum required under current Building Regulations

- Where climate change mitigation measures have been discounted the applicants should demonstrate why it is not viable to do so.

4.27 BREEAM Pre-Assessment

Policy Driver

*Craven Local Plan Policies: - ENV3: Good Design, ENV8: Water Resources, Water Quality and Groundwater
The National Planning Policy Framework (NPPF)*

When Required

- all major applications with a commercial component

Minimum Requirements

- Non-residential developments compliance with at least BREEAM “Very Good”
- A BREEAM Pre-Assessment Checklist indicating targeted credits and rating score
- If non-compliance an economic viability assessment should be submitted demonstrating why it is not viable to do so

4.28 Retail Impact Assessment and Sequential Test

Policy Driver

*Craven Local Plan Policy EC5 Town. District and Local Centres
The National Planning Policy Framework*

Required for retail and leisure uses where they are of a scale, role or function where they could have a negative impact on the vitality and viability of the centre and are:

Located outside the primary shopping area of

Skipton Town Centre – have a floorspace in excess of 1,500 sqm gross (need to check NPPF requirements 2,500sqm)

Settle Town Centre – as above

Bentham Town Centre – 500 sqm

Cross Hills Local Centre – 500sqm

Ingleton Local Centre – 250 sqm

Sequential Approach:

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.

5. OTHER USEFUL INFORMATION ON SPECIFIC APPLICATION TYPES

As well as the national and local requirements, supporting information would also be desirable for the following application type.

5.1 Certificates of Lawful Development for an Existing Use

- Sworn Affidavit(s): From people with personal knowledge of the specific use or development subject of the application
- Supporting Statement: To explain and clarify the application with reference to all supporting information.

The burden of proof in a lawful development certificate lies with the applicant and therefore sufficient evidence and information should be included with the application demonstrate the development applied for which is clear, precise and unambiguous. Suggested evidence e.g utility bills, tenancy agreements and photographs.

5.2 Discharge of Conditions Applications

These applications should be accompanied by a schedule which clearly sets out which plans / documents / supporting information apply to the specific planning condition or part conditions as set out on the planning decision notice.

E.g.

Condition No.	Summary of Condition	Drawing No(s) and Name / Document Title, Issue and Date
3	Highways	000.001 Visibility Splays
6	Landscape	000.003 Rev C Hard Landscaping
12	SuDS	Management Plan – Jan 2019

The validation team may request this information for any application type but is more likely to be requested for the more complex application sites.

Please note, in the past many discharge of condition applications have been delayed or refused due to the lack of clarity provided.

5.3 Minor Material Amendment / Variation or Condition(s) Applications

These applications should be accompanied by a schedule which clearly sets out which plans / documents / supporting information apply to the specific planning condition or part conditions as set out on the planning decision notice.

E.g.

Condition No.	Superseded Plan	Amended Plan	Summary of Amendment
2	000.001 Proposed	000.001 Rev B Proposed	First floor window removed from N

	Elevation	Elevation	elevation
Condition No.	Superseded Statement	Amended Statement	Summary of Amendment
2	Heritage Statement v1	Heritage Statement v3	Amendment to paragraph 2.1
	Addition Plan / Information	Reason for inclusion	
-	000.006 Proposed Elevation		

The validation team may request this information for any application type but is more likely to be requested for the more complex application sites.

Please note, in the past many applications have been delayed or refused due to the lack of clarity provided.

5.4 Wind Turbine / Farms

These applications should also be accompanied with the following additional details and information: -

Connectivity Details;
 Planning and Sustainability Statement (ZTV) Zone of Theoretical Visibility;
 Cumulative Impact Assessment;
 Shadow Flicker;
 Photographs and photomontages.

5.5 Environmental Impact Assessment

The aim of Environmental Impact Assessment (EIA) is to protect the environment by ensuring that when we decide whether to grant planning permission for a project, which is likely to have significant effects on the environment, we do so in the full knowledge of the likely significant effects, and take this into account when making a decision.

The regulations set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment, and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects. An Environmental Impact Assessment will also ensure that the public are given early and effective opportunities to participate in the decision making procedures.

When required

Required for developments listed under [Schedule 1 or Schedule 2 projects Town & Country Planning \(Environmental Impact Assessment Regulations 2017\)](#)

Also for developments that are likely to have significant effects on the environment by reason of its nature, size or location.

Guidance

There is lots of guidance available about the relevant information needed [Town & Country Planning Environmental Impact Assessment Regulations 2017](#)

Further Information

An assessment will need to be undertaken on applications falling within Schedule 1 or exceeding thresholds within Schedule 2, as to the significance of any impact of the development on the environment.

We will follow the following procedure:

Screening Opinion

If you are unsure whether a proposal requires an Environmental Impact Assessment (EIA) you may submit a request for a Screening Opinion.

You will need to include the following information with your request:

Site location plan (1:1250 or 1:2500)

Description of proposal and its possible effects on the environment together with any other information that may be useful.

When we receive the request for a screening opinion we will consult with relevant organisations and reply to the request within 21 days.

If we consider that the proposal could have significant effects on the environment we will require an Environmental Impact Assessment to be submitted with the planning application. We will let you know the outcome of the screening opinion in writing.

Scoping Opinion

If you are sure that a proposal is an Environmental Impact Assessment Development (by virtue of either Schedule 1 or Schedule 2 of the Regulations) or from the results of a screening opinion, then you may submit a scoping opinion.

You will need to include the following information with your request:

- site location plan (1:1250 or 1:2500)
- description of the proposal and its possible effects on the environment

The request should provide sufficient information so that we can agree the scope of the Environmental Impact Assessment.

We will consult all relevant specialists and the developer as part of the process. We must issue the scoping opinion within 5 weeks. This period may be extended if the developer agrees in writing.

We will then confirm what we consider to be the main effects of the development and the topics that the environmental statement should cover. This does not prevent us from requesting additional information as part of the EIA process.

Environmental Statement

The developer should describe the likely significant effects of the development on the environment and set out the proposed mitigation measures, for example, with an air quality assessment or transport assessment.

A planning application proposing EIA Development has a target decision date of 16 weeks to allow the Local Authority and all interested parties greater opportunity to consider the impacts of the proposed development.