



NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS

RDC2 : APPLICATION FOR OUTLINE* OR FULL PLANNING PERMISSION

* The information required for Outline Applications is subject to whether any matters are reserved to be determined at the Reserved Matters stage.

Matters that can be reserved are:

- (a) access;**
- (b) appearance;**
- (c) landscaping;**
- (d) layout; and**
- (e) scale.**

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 two 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)		
2. PLANS with all dimensions in metres on all plans and drawings (subject to any matters reserved)		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan at a scale of 1:100 , 1:200 or 1:500 to show:	The direction of North	
	Any site boundaries	
	The proposed buildings/structures , Vehicular access; The position of any building or structure on the other side of such boundaries, and any buildings on site	
	The type and height of boundary treatment	

	Where relevant, details of surfacing and proposed materials for parking areas	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	The proposed building materials and the style, materials and finish of the windows and doors	

Existing and proposed floor plans to a scale of 1:50, 1:100 or 1:200 to show:	Where existing wall or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
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.	
	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.	
	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	
Roof plans	Where appropriate, at a scale of 1:50, 1:100 or 1:200 to show details such as the roofing material roof windows- their location and means of opening	

3. CERTIFICATES

Ownership (with Agricultural Holdings) Certificate Completed	Correct certificate – A, B, C or D as required (see information sheet)	
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4. FEE

Appropriate fee. For guidance refer to: A Guide to the Fees for Planning Applications in England 15 April 2015. Additional information is available on the Planning Portals Guidance "Fees for planning applications".

5. DESIGN AND ACCESS STATEMENT

Required for any proposal that is a “major” development or if the development involves either the provision of one or more dwellings or new building(s) with more than 100 sq. m. of floor space and any part of the development is within a designated area (i.e. Conservation Area or World Heritage Site). For detailed guidance on the requirements for a Design and Access Statement refer to pages 14 and 15 of our main Validation Requirements Document.

6. OTHER REQUIREMENTS

Affordable Housing Statement	This will be required for housing developments where the number of units exceeds the threshold set out in the Authority’s Affordable Housing Policy for on-site provision of affordable housing, or it is a type of development where a commuted sum is required.	
Air Quality Assessment	Where the development is proposed inside, or adjacent to an Air Quality Management Area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of the Local Authority’s Air Quality Action Plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an Air Quality Assessment as part of the planning application.	
Biodiversity/Geological Survey and Assessment Report	The Planning Authority must consider (as required by the NERC Act 2006) 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. http://www.ryedale.gov.uk/attachments/article/330/Protected_species_and_habitats_form.pdf	
Community Infrastructure Levy	Certain types of development are liable for the Ryedale District Council Community Infrastructure Levy Charge. Where development is for residential development, for supermarket development, or for retail warehouses, in the first instance the 'Planning Application Additional Information Requirement Form' must be completed for full planning permission. In Outline applications, this form may have been undertaken, depending on what matters were not to be reserved. The Council will need to be satisfied that there are no changes to the floorspace of the proposals when the Reserved Matters are submitted, and the CIL Liability is formally established.	

Flood Risk Assessment	<p>The need for a Flood Risk Assessment depends upon which Zone, defined by the Environment Agency, applies. Generally if the site is within Zone 1 and is less than 1 ha in size then a Flood Risk Assessment is not required. Details of the Zones and the Environment Agency's requirements can be found on the Environment Agency's web site. Currently, this will require a Flood Risk Assessment for:</p> <ul style="list-style-type: none"> Any development of 1 hectare or more in Flood Zone 1 (to consider surface water drainage); and, All proposals for development in Flood Zones 2 and 3 (including a change of use to a more vulnerable class of use) where required under Flood Risk Standing Advice as issued by the Environment Agency. <p>All proposals in High Risk Flood Zones must include information about alternative sites that have been considered in order to support a sequential test for the proposed development.</p>	
Foul Sewerage and Utilities Assessment	<p>Details of drainage should be provided for both foul and surface water. You may need to contact Yorkshire Water to establish where the drains are. Their web site address is www.yorkshirewater.co.uk Applicants are encouraged to minimise the effect of surface water run-off in the planning of new developments through the use of sustainable drainage systems. Advice on this can be found on the Environment Agency's web site at www.environment-agency.gov.uk</p> <p>For major and complex schemes a statement must be provided which demonstrates that :-</p> <ol style="list-style-type: none"> The availability of utility services (gas, electricity, telecommunications water, and foul and surface water sewage disposal (taking into account the capacity of the receiving water treatment works) has been examined and would not result in undue stress on the delivery of those services to the wider community, Proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures, The service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains. <p>Any development proposing non-mains drainage should include an assessment as required by the National Planning Guidance (Planning Requirements in Respect of the Use of Non-Mains Drainage in New Development) including, where appropriate, results of a percolation test</p>	
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	<p>A Heritage Statement will need to accompany an application if it affects a Listed Building, Conservation Area, Historic Park or Garden, Registered Battlefield, World Heritage Site, Scheduled Monument or their setting. They may also be required where the development would have an impact upon archaeological remains. Where a local list exists and a building is considered to be of historic interest, though not a listed building, the following information may be required -</p> <ul style="list-style-type: none"> Context/street-scene elevations where significant extensions are proposed on public elevations. Photographs/photomontages of elevations. Structural survey where the application proposes demolition or significant alterations to the structure of the building. <p>Where the site is located within, or within the setting of, a Conservation Area it is expected that a statement will be submitted with any application about how the development relates to the Conservation Area, having regard to any Conservation Area Appraisal Document that may have been prepared by the Council. Details of the Council's Conservation Areas and Appraisal Documents can be found on the web site.</p>	

Hydrogeological Risk Assessment	This will only be required where it has been identified that the application site is on a Ground Source Protection Zone. Further details are provided in the accompanying information section.	
Land Contamination Assessment	Where contamination is known or suspected, or the proposed use would be particularly vulnerable (e.g. housing with gardens, schools, nurseries or allotments), a contamination assessment should be provided. If necessary, information should be provided on the levels and extent of the contamination and how it is to be remediated in order to enable a determination to be made on whether or not a proposed development can proceed. In some situations, a preliminary risk assessment may be appropriate comprising a desk study, walk-over site reconnaissance and conceptual model (identifying potential pollutant sources, pathways and receptors as a basis for assessing risks and appraising options for remediation).	
Landscape	Applications for types of development which have the potential to impact on the landscape significantly, or have been identified as being subject to EIA where there is an identified landscape impact would need to be accompanied by landscaping details in the form of a Landscape and Visual Impact Assessment (LVIA). This should include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.	
Land Stability/Geotechnical Report and/or Coal Mining Risk Assessment	<p>For new developments that are on or adjacent to land which is known or suspected to be unstable, a report by an appropriately qualified engineer shall be submitted giving details of how land conditions are to be dealt with during the course of the development. Where the reports show that there is potential for instability details of arrangements for monitoring of ground water shall be submitted together with details of any necessary remediation details to prevent future landslips.</p> <p>All non-householder applications falling within a Coal Mining Referral Area (as defined by the Coal Authority and held by the Local Planning Authority) must be accompanied by a Coal Mining Risk Assessment prepared by a suitably qualified and competent person. The risk assessment should contain :</p> <ul style="list-style-type: none"> • Site specific coal mining information – including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas and any recorded surface hazards. • Assessment of risks – identify what risks (including cumulative effects) this information pose to the proposed development. • Mitigation measures – identify how coal mining issues have influenced the proposed development (including any changes that have been incorporated into the development) and whether any other mitigation measures are required to manage those issues. <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.</p>	
Lighting Assessment	If the application involves significant new lighting, in terms of floodlighting, or lighting to car parks or open land, then a lighting assessment prepared by a suitably qualified lighting engineer will be required both to minimise the effect upon nearby residential properties and ensure that light pollution is minimised. Particular care will be needed with lighting in the countryside. Further advice on this can be found in Planning Practice Guidance website.	
Noise Impact Assessment	Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered to be noise sensitive areas should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. In some cases a noise assessment may be required for domestic wind turbines. Further policy guidance is provided in the National Planning Policy Framework (March 2012). Application proposals that raise specific issues regarding vibration should be supported by a Vibration Impact Assessment prepared by a suitably qualified acoustician.	
Open Space Assessment	For development on public or private open space or recreation areas, applications should be accompanied by plans showing existing or proposed open space within or adjoining the application site. Applicants would need to demonstrate as part of the assessment that the land or buildings are surplus to requirements. It is also expected that with certain residential schemes, new open space will either be provided on site or a commuted sum paid towards up-grading existing facilities or	

	making new provision on a different site. Information on open space requirements in respect of residential schemes can be found on the Council's web site.	
Parking Provision	Existing and proposed details of parking and access need to be provided for all new developments and clearly shown on the submitted plans. If no parking is to be provided, this should be clearly stated. All new developments should have access to a public highway shown in red as part of the application site.	
Photographs and Photomontages	These are not essential but can be helpful to members of the public, Officers and Councillors in understanding the context of the application. Photographs are expected to support major or complex schemes or proposals in sensitive locations.	
Planning Obligations/Draft Heads of Terms	Planning Obligations or "Section 106 Agreements" are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land. Agreements are usually required in connection with major or complex schemes and occasionally with certain minor developments.	
Planning and Sustainability Statement	This will usually be required in connection with major or complex schemes and will usually assess how the scheme accords with relevant national, regional and local planning policies as well as explaining the context and background to the development. Proposals affecting theatres will require justification to enable the Theatres Trust to consider the effects of the development. In the interests of making a difference to climate change, applicants will be expected to demonstrate how their proposals are making best use of renewable energy such as solar or wind power and/or using best practical means to reduce the carbon footprint of all new buildings. For all new residential developments applicants will be expected to have regard to Sustainable Buildings and construction. Applications for "major" developments should be accompanied by an Energy Statement which sets out the predicted energy consumption of the development along with any planned low or zero carbon energy sources, and to show that the Energy Hierarchy of the SP18 of the Local Plan Strategy has been considered by looking at reducing energy consumption on the site. Applicants should provide details of how refuse will be dealt with, including provision of bin stores and re-cycling arrangements. Additional employment arising from the development can be highlighted.	
Statement of Need for Agricultural Dwellings	Where a new agricultural dwelling is proposed a statement of the functional and financial need for the new dwelling unit in accordance with recognised practice.	
Structural Survey	Structural surveys will be required in cases where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed. In either case factual evidence will be required to support the case	
Town Centre Uses (Evidence to Accompany Applications for Main Town Centre Uses)	The National Planning Policy Framework (March 2012) , provides policy guidance seeking to ensure the vitality of town centres. The Local Plan Strategy sets out when impact assessments are required: Any application for more than 500 sq. m. of comparison retail only schemes, 750 sq. m of convenience only schemes, or where the scheme is a combination of convenience or comparison, the threshold is set at 1000 sq. m of the total retail gross floor space, which is development outside of a defined town centre and not in accordance with the Local Plan Strategy should be accompanied by an impact assessment to examine : <ul style="list-style-type: none"> The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and, The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre(s) and wider area, up to at least 5 years from the time the application is made. 	
Transport Assessment	A Transport Assessment (TA) or Transport Statement should be submitted as part of any planning application where the proposed development would generate significant amounts of movement ¹ . The coverage and detail of the Statement or Assessment should reflect the scale of the development and the extent of the transport implications of the proposal.	

¹ **Major Schemes Requiring Transport Assessments**

Development	Site Area	Gross Floor Area or Number of Units
Food Retail	0.2 Ha.	1,000 sq. m.
Non-food Retail	0.8 Ha.	1,000 sq. m.
Office (B1)	0.8 Ha.	2,500 sq. m.
Industry (B2/B8)	2.0 Ha.	6,000 sq. m.
Residential	1.0 Ha.	80 units
Other	60+ vehicle movements in any hour	

Travel Plan	Where developments are likely to generate significant additional traffic or journeys to work a Travel Plan will be required	
Ventilation/Extraction Statement	Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics will be required to accompany applications for restaurants and cafés, pubs, wine bars, other drinking establishments and hot food takeaways. This information may be required for significant retail, business, industrial or leisure developments where substantial ventilation or extraction equipment is proposed. Advice on suitable ventilation and extraction equipment can be obtained from the Environmental Health team	