

City of York Council Validation Requirements List

December 2025



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Introduction

The Local Validation List aims to:

- Provide guidance on the national validation requirements as set out in the Development Management Procedure Order 2015 (as amended);
- Provide guidance on our local information requirements and the type of information required to be submitted with an application;
- List validation item requirements which are proportionate to the nature and scale of the proposal;
- Ensure that the Council complies with current best practice advice; and
- Ensure that the validation requirements are justified and supported by policies in the National Planning Policy Framework (NPPF), the policies in the City of York Council's adopted Local Plan and any other relevant legislation.

Please read this document carefully before submitting your application. Indicative thresholds and criteria are given to help, but please note that not all the information itemised in the local list will be required for every application.

To assist with the submission of an application, various reference sources for further information and guidance are provided throughout this document. The planning pages on the City of York Council's website, the Planning Portal and the Planning Practice Guidance (PPG) are recommended as good starting places.

If you are in any doubt about what information needs to be submitted, then please contact the Council's planning team for advice. Advice on precise requirements for a specific proposal can also be obtained as part of the Council's pre-application advice service.

Appended to this document is a series of 'Quick Lists' which provide an overview of the information we would require to be submitted for the most common types of application. In instances where a combined application is being submitted, for example, for a full planning application and application for listed building consent the checklists for both applications should be referred to in compiling your submission.

Submitting an Application

How to apply

The best way to apply is through the Planning Portal <https://www.planningportal.co.uk/applications> where you can complete your application form, upload supporting documents and calculate fees all in one place.

The benefits of applying online include:

- you can work on your application in draft before submission;
- immediate delivery and acknowledgement;
- make a payment;
- savings on postage and printing costs;
- can facilitate quicker registration of your application;
- guidance at every stage and step-by-step video tutorials; and
- online record of your completed application

If you can't apply online, you can download our planning forms from the Planning Portal.

You can submit these by email to planning.submissions@york.gov.uk or by post to:

**Planning Submissions
Development Management
City of York Council
West Offices
Station Rise
York
YO1 6GA**

If you choose to submit a paper copy of your application to us you will need to provide the original and only one copy of all documents and forms, unless you have already been advised that more paper copies are required (such as for strategic sites, large scale or EIA development).

In the case of strategic sites, large scale or EIA development we may ask you to provide hard copies of the submission to assist with the processing

and assessing of applications; this would usually be in instances where printing the submission would incur significant print costs to the Council.

In circumstances where a large volume of documents is to be submitted in support of an application these can be submitted on CD or via cloud based file transfer services such as Dropbox or WeTransfer. However, if submitting documents in this manner we will require a covering letter or email to be provided that details a full schedule of the documents that you are submitting.

Please note that all application documents are published online on the Council's website as part of our statutory planning register. All documents submitted must be of a quality that is easily readable in digital form whether scanned or submitted digitally.

When received, an application is checked by our case officers and classed as either 'valid' or 'invalid'.

If the application is **valid**

- The validation team process the application and send you an acknowledgment letter;
- The validation team create a list of neighbours to notify and letters are sent (if appropriate);
- The validation team will arrange for the application to be advertised in the local press (if required);
- A number of statutory external and internal consultees are contacted for their comments on the application e.g., Yorkshire Water, Environment Agency, conservation officers, transport officers (if required);
- The application becomes available on the website; and
- It is then given to the planning officer for assessment and to make a recommendation.

If the application is **invalid**

- You will receive an email or letter stating why the application is invalid;
- The application is then held until the requested information is received;
- The time limit for holding the application is 21 days;
- If the required information is not received within this time the application is returned and the fee will be refunded minus an administration fee;
- Once an application has been returned, you will need to submit a new application.

The statutory period for determination of a planning application starts from the day after the application becomes valid. If the application is submitted electronically it will be treated as having been delivered at 9am on the next working day following the date of its transmission. We will send a letter to you confirming the validity of the application and the start date of the statutory period for determination.

Disputes regarding validation requirements are dealt with under Part 3, Section 12 of the Development Management Procedure Order 2015 (as amended).

If an apparently valid application is later found to be invalid because of a factual or legal inaccuracy, the original start date for processing the application will be disregarded. The time from application to decision will start again on the revised validation date.

The Council strongly encourages the submission of online and electronic applications. Applications can be submitted via the Planning Portal website <https://www.planningportal.co.uk/applications> . If you have any queries or require any further information, please email planning.submissions@york.gov.uk

National Validation Requirements	
Type of information	Requirements within Development Management Procedure Order 2015 (as amended)
Application Form	<p>Required on all applications.</p> <p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission.</p> <p>Guidance on the different types of applications, how you can submit, the forms and how to fill these out can be found at the Planning Portal website.</p> <p>N.B. Applications relating to flats need to be made on the full ‘Application for Planning Permission’ form (NOT householder forms).</p> <p>Failure to use the correct forms will delay the application and make it invalid.</p> <p>Guidance</p> <p>Development management Procedure Order (DMPDO) https://www.legislation.gov.uk/uksi/2015/595/contents/made</p> <p>Planning Practice Guidance (PPG): Making an Application https://www.gov.uk/guidance/making-an-application</p> <p>Planning Portal https://www.planningportal.co.uk</p> <p>City of York Council, planning application forms and guidance https://www.york.gov.uk/PlanningFormsAndGuidance</p>

Ownership Certificates	<p>When is it required?</p> <p>An ownership Certificate provides detail about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants).</p> <p>An ownership Certificate is not required for applications seeking approval of reserved matters, removal or variation of conditions, prior notifications, lawful development certificates, consent to work on a tree subject to a Tree Preservation Order (TPO), advertisement consent or to discharge conditions.</p> <p>Ownership certificates must be completed for applications for listed building consent, although no agricultural declaration is required.</p> <p>What is required?</p> <p>For this purpose, an ‘owner’ means either the freeholder or a leaseholder with a lease term of 7 years or more. An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. You must also complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use - to confirm whether any of the land to which the application relates is, or is part of, an agricultural holding. This is incorporated into the standard planning application form.</p> <p>These certificates relate to who owns or has an interest in the land related to your application. If the certificates are not correct or have not been served properly, then your application will not be valid. If you live in a flat of any kind or your application relates to a building that you do not own entirely, you will need to use Certificate B, C or D</p> <p><u>Certificate A: Sole ownership and no agricultural tenants.</u> To be completed if the applicant owns all land that forms part of the application site and there are no agricultural tenants.</p> <p><u>Certificate B: Shared ownership (all other owners/agricultural tenants known).</u> To be completed if the applicant does not own all of the land or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. The applicant must serve notice as appropriate and a copy must be submitted with the application.</p> <p><u>Certificate C: Shared ownership (some other owners/agricultural tenants known).</u> To be completed if the applicant does not own all the land, is unable to issue Certificate A or B but has notified owners/agricultural tenants of whom the applicant is aware and is trying to ascertain the names and details of any other owners.</p> <p>You must serve notice on the owners/agricultural tenants you know and publish the notice in a local newspaper. Copies of notices served to be submitted with the application.</p>
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	<p><u>Certificate D: Shared ownership (no other owners/agricultural tenants known).</u> The applicant does not own all of the land, is unable to issue Certificate A, B or C and is trying to ascertain the names and details of any owners. If you do not know the names and addresses of any of the owners/agricultural tenants of the land involved, you must publish the notice in a local newspaper. You must submit a copy of the published notice with your application.</p> <p>The Notice to be served (a copy of which must be submitted with the application) is available here: https://ecab.planningportal.co.uk/uploads/lapp/notices/notice1.pdf</p> <p>Guidance Development management Procedure Order (DMPO), Schedule 2 https://www.legislation.gov.uk/uksi/2015/595/contents/made</p> <p>Planning Practice Guidance (PPG): Making an Application https://www.gov.uk/guidance/making-an-application</p> <p>Planning Portal https://www.planningportal.co.uk/info/200126/applications/60/consent_types</p>
Site Location Plan	<p>Required on all applications.</p> <p>What is required? Plans must:</p> <ul style="list-style-type: none"> • be to a recognisable scale – normally 1:1250; • show the application site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site; • show the direction of North; • show at least two named roads where possible; • include the street number/name of the application property and its neighbours; and • include all the buildings, roads and footpaths on land adjoining the site. <p>The land within the single continuous ‘red line’ site boundary must include all land necessary to carry out the development- e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking or open land around the building.</p>

	<p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Site Location Plan. The plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • all public rights of way crossing or adjoining the site; and • the position of all trees on the site, and those on adjacent land <p>Guidance and support Planning Practice Guidance (PPG): Making an Application https://www.gov.uk/guidance/making-an-application</p> <p>Planning Portal https://www.planningportal.co.uk/homepage/4/buy_a_planning_map</p>
Site Plan/ Block Plan (existing and proposed)	<p>When is it required? All applications involving extensions to the building, where a new building is being constructed, or a change of use is proposed.</p> <p>What is required? Plans must:</p> <ul style="list-style-type: none"> • be at a scale of at least 1:200 or 1:500; • Indicate the direction of North; • Show the proposed development in relation to the site boundaries and other existing building on site; • Show all buildings, roads and footpaths on land adjoining the site including access arrangements; • Show the position of all trees and street furniture on, and adjacent to, the site; • Show the extent and type of any hardsurfacing and boundaries on site; • Show proposed cycle and car parking, and waste storage, where appropriate; and • Identify anything to be demolished or relocated. <p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Block Plan.</p>
Existing and proposed elevations	<p>When is it required? All applications that involve changes to any external part of the building</p> <p>What is required? Drawings must:</p> <ul style="list-style-type: none"> • be at a scale of 1:50 or 1:100; • be included for all elevations, including blank elevations, except for householder applications where a statement

	<p>confirming that they will remain unchanged will be required;</p> <ul style="list-style-type: none"> • show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building and not just the flat in question); • show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings; • indicate proposed materials; • should not include other proposed work which has not been carried out and does not form part of the application; and • the full elevation of the building should be shown. Elevation drawings should therefore not show existing or proposed trees, hedges or boundary fences.
Existing and proposed floor and roof plans	<p>When is it required? All applications that involve the creation of new floorspace or that propose changes to existing floors or roof of a property</p> <p>What is required? Plans must:</p> <ul style="list-style-type: none"> • be at a scale of 1:50 or 1:100 ; • show the direction of North; • show details of the existing buildings including the existing room uses; • show the proposed building, including the proposed room uses if known, and including each floor and the roof; • include all floors and floors where there are no changes proposed, except for householder applications where a statement confirming that they will remain unchanged will be required; • show the site boundary and the outline of any existing neighbouring buildings; and • show any existing buildings or walls which are to be demolished. <p>Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building; and applications proposing new residential accommodation, including conversions, must state each room size and overall unit sizes on the plans.</p>
Existing and proposed sections	<p>When is it required? All applications that involve the creation of new or changes to the floor plans of a property (including roof level); where a proposal involves changes to ground or floor levels; or, for any application on a sloping site or tall building</p> <p>What is required? Plans must:</p> <ul style="list-style-type: none"> • be at a scale of 1:50 or 1:100 (for major applications 1:200 may be acceptable);

	<ul style="list-style-type: none"> • show cross sections through the site and buildings including details of existing site levels and finished; floor levels with the levels related to a fixed datum point off-site; • include details of foundations and eaves levels; and • show the proposals in relation to existing site levels and in relation to adjoining buildings. • for major applications, plans at 1:10 or 1:20 should be provided to show typical window sections, entrances and balconies (where applicable).
General Plan Requirements - For ALL drawings and plans	<p>All drawings must include:</p> <ul style="list-style-type: none"> • a title and drawing number (with the relevant revision number as necessary); • the print (paper) size; • the relevant scale at that print size (i.e. 1:50 at A3 or 1:100 at A3); • a scale bar of 10 metres highlighting each metre; • for householder and minor applications, a scale bar of 5m highlighting each metre is acceptable; • for householder and lawful development certificates it is very helpful to include measurements – i.e. depth, width and height of proposal; • all plans must be to a recognisable metric scale (i.e. 1:50, 1:100, 1:200, 1:1250); and • the proposed development in relation to the site boundaries and other existing buildings on the site. <p>For major applications, proposed and existing plans must be shown on separate drawings. For householder and minor applications, proposed and existing plans can be shown on the same drawing.</p> <p>N.B. Wherever possible please DO NOT submit plans GREATER than A3 in size. Where drawings are A2 or above, please submit an electronic version. Plans marked with "do not scale" or any similar phrase will be returned. These are unacceptable for planning purposes as we must be able to scale from all drawings.</p> <p>All drawings and supporting documentation should be logged with the drawing number, plan name and description when submitting your application via the Planning Portal website</p>
Design and Access Statement	<p>When is it required?</p> <ul style="list-style-type: none"> • major developments (those which involve the creation of 10 or more residential units; residential development on a site of 0.5 hectares or more; development on a site of at least 1 hectare; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more); • one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a Conservation Area; and • all applications for listed building consent. <p>What is required? A Design and Access Statement should be proportionate to the scale of the development. The document should be very</p>

	<p>visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p> <p>All Design and Access Statements must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development; • demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; • explain the policy adopted as to access up to and within the proposed development, and how policies relating to access have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • explain how any specific issues which might affect access to the development have been addressed. <p>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:</p> <ul style="list-style-type: none"> • the special architectural or historic importance of the building; • the particular physical features of the building that justify its designation as a listed building; and • the building's setting.
Fire Statement	<p>When is it required?</p> <p>A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve:</p> <ul style="list-style-type: none"> • Provision of one or more relevant buildings; • Development of an existing relevant building; or • Development within the curtilage of a relevant building. • <p>Relevant buildings contain two or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys.</p> <p>“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.</p> <p>What is required?</p> <p>Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the

	<ul style="list-style-type: none"> development; the site layout; emergency vehicle access and water supplies for firefighting purposes; what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this; and how any policies relating to fire safety in relevant local development documents have been taken into account. <p>Further Guidance</p> <p>Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 https://www.legislation.gov.uk/ukSI/2021/746/contents/made</p> <p>Planning Practice Guidance, Fire Safety and High-Rise Residential Buildings https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</p> <p>Fire Statement Form and Guidance https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</p>
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<p>Correct fee</p>	<p>When is it Required? When making a planning application, application for prior approval or application for advertisement consent. Most applications incur a fee.</p> <p>There is currently no fee for applications for Listed Building Consent, however it is often the case that work requiring Listed Building Consent will also require Planning Permission, for which there is a fee.</p> <p>What is required? The Planning Portal includes a fee calculator for applicants. The Council can advise applicants on specific cases and payment methods.</p> <p>Your application will not be validated until the correct application fee has been received by the Council.</p> <p>Further Guidance</p> <p>Planning Portal fee calculator https://lapp.planningportal.co.uk/FeeCalculator/Standalone?region=1</p> <p>Government Guidance Fees for Planning Applications https://www.gov.uk/guidance/fees-for-planning-applications</p> <p>Planning Practice Guidance (PPG), Making an Application https://www.gov.uk/guidance/making-an-application</p>
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Local validation requirements

This section of the list sets out the type of documents and additional information that are necessary to allow the Council to assess specific elements of a planning application. The requirements for each individual application will depend on the type of development, its scale and the nature of the constraints relating to its location. Not all the items in this list will be required all the time and the requirement to submit these documents will be dependent upon the material considerations of a specific proposal. The information submitted should provide material to allow the Council to assess the specific relevant impacts of the proposed development in relation to specific planning policies.

This list is not exhaustive and there may be occasions where further information, that is not specified within this list, is required. Advice at pre-application stage should be sought for clarification of these requirements.

The list of our Local Validation Requirements is based on our planning policies and is in alphabetical order. Each item includes a summary of the relevant policies and the type of application for which the item is likely to be required. There is also a detailed explanation of the expected content, reasons for requiring the item and where to look for further information. In accordance with the National Planning Policy Framework this list has been kept to the minimum required to make decisions and will be reviewed at least every 2 years.

Type of information required	Application type (and/or location) where local requirement applies	Policy Justification
Accessibility Statement	<p>When is it required? All full and reserved matters applications for major residential development; buildings to which the public have access; and any application proposing new public spaces.</p> <p>What is required? A statement that includes plans or references plans, that show:</p> <ul style="list-style-type: none"> • how buildings and public spaces will be accessible to all including those with limited mobility; • how buildings will be made adaptable for the changing needs of residents; and • delivery of an appropriate proportion of housing that meets the higher access standards of Part M Building Regulations (Access to and use of buildings). <p>This can be provided within the Design and Access or Planning Statement.</p> <p>Further Guidance Building Regulations Access and use of building: Approved Document M https://www.gov.uk/government/publications/access-to-and-use-of-buildingsapproved-document-m</p>	<p>Policies H3, HW7 and T1</p>
Affordable Housing Statement	<p>When is it required? Residential development of 5 or more homes.</p> <p>What is required?</p> <ol style="list-style-type: none"> 1. For sites of 5-14 dwellings: <ul style="list-style-type: none"> • Details of the gross internal floor area of the dwellings; and • Heads of terms are required for an off-site financial contribution in accordance with the formula in policy H10 of the Local Plan. 2. For sites of 15 or more dwellings the statement must include: <ul style="list-style-type: none"> • The total number of all proposed residential units; • Details of the affordable provision as a percentage of the overall number of residential units; • Details of the tenure mix of the affordable units, for example (eg. market housing, affordable rent, intermediate / shared housing etc) and the percentage split; • Details of affordable units, numbers of bedrooms and property types across all tenures to demonstrate a representative mix of unit types and size; • Details of the affordable unit space standards and floor areas (sqm); 	<p>Policies H10</p>

	<ul style="list-style-type: none"> • Metric scaled plans showing the location of affordable units within the site; • Details of any Registered Providers acting as development partners; and • The different levels or types of affordability or tenure proposed for different units. This should be clearly and fully explained in line with policy expectation <p>This can be provided within the Planning Statement.</p> <p>Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon and refer back to the Viability Assessment that informed the Local Plan; and evidence of what has changed since then should be provided.</p> <p>If the application is in outline, it is understood that some details may be unknown.</p> <p>The statement should confirm that a legal agreement will be entered into to abide by the terms of the Council's affordable housing policy (H10). It should include details of any discussions with Registered Providers. Applicants are advised to engage with Registered Providers at an early stage.</p> <p>Further Guidance Current Local Housing Need Assessment Local Plan Viability Assessment</p>	
Air Quality Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Major applications where there is potential to generate significant air quality impacts; • Any application within AQMAs where there is potential to generate significant air quality impacts or which introduce air quality sensitive uses into areas of current, known poor air quality • Developments which may lead to an air quality impact on nationally or internationally designated sites (SPA, SAC, Ramsar and SSSI) as detailed in Natural England standing advice 'Air Pollution and Development: Advice for Local Authorities'. <p>The Council's Low Emissions Planning Guidance (updated 2022) sets out the scope of any Air Quality Assessment needed. Any development that introduces new sensitive uses into an existing area of air quality concern, or causes deterioration in air quality for existing users, will be required to undertake an Air Quality Assessment.</p>	Policies EC3, GI2, ENVI and ENV2

	<p>What is required?</p> <p>The purpose of an Air Quality Assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development. The Low Emissions Planning Guidance explains what is required from Exposure Assessments and Air Quality Assessments. It expects mitigation measures to be built in at the design stage. Developments must demonstrate how exposure issues have been addressed and minimised through the principles of good design.</p> <p>NB Some developments may have the potential to cause air pollution as a result of emissions from idling vehicles (e.g drive-through food retail establishments or supermarket click-and-collect facilities). Where relevant, applicants should demonstrate through a written idling management plan that best endeavours have been used to prevent unnecessary idling on a site.</p> <p>Further Guidance</p> <p>Please contact public.protection@york.gov.uk City of York Low Emissions Planning Guidance (updated 2022) https://www.york.gov.uk/AirQualityAndPlanning</p> <p>The Air Quality (England) Regulations 2000 https://www.legislation.gov.uk/uksi/2000/928/contents/made Land-Use Planning and Development Control: Planning for Air Quality (Jan 2017) http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf</p> <p>Natural England Guidance Note: https://publications.naturalengland.org.uk/publication/4720542048845824</p>	
Archaeological Desk Based Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • All applications affecting archaeological features and deposits; • Applications within the Areas of Archaeological Importance requiring groundworks; • Applications on land which is known to have archaeological interest, or an archaeological assessment has been requested as part of pre-application advice; • Applications which may have an impact on the character or setting of a designated asset e.g. Listed Building, Conservation Area, Scheduled Monument, WHS, Registered Parks and Gardens and Registered Battlefield. <p>What is required?</p> <p>Assessments should be undertaken by a competent person to the professional standards set out by the Chartered Institute for Archaeologists.</p>	Policy D6

	<p>Assessments should consider the following:</p> <ul style="list-style-type: none"> • The significance of the site and its setting, whether development proposals will harm the historic environment and to what degree; • Potential for previously unrecorded archaeological remains; • Wider visual impacts on historic buildings, upstanding archaeological monuments and historic landscapes; and • Follow the latest guidance by Historic England on assessing direct and indirect impacts on heritage assets. <p>Further Guidance Preserving archaeological remains: Decision-taking for sites under development York HER https://her.york.gov.uk/ https://www.york.gov.uk/ArchaeologicalAdvice</p>	
Biodiversity and Ecology Report	<p>When is it required?</p> <ul style="list-style-type: none"> • Any development for new building(s) for any type of use including residential and non-residential, extensions and change of use where it is part of, or next to, a site designated for its biodiversity value or provides potential suitable habitats for protected species recorded in the vicinity of the site; • If proposal is a development within a Site of Special Scientific Interest (SSSI) or relevant SSSI Impact Risk Zone; • If proposal is a development within European Designated wildlife sites (Special Area of Conservation (SAC), Special Protection Areas (SPA) and Ramsar) or relevant their Impact Risk Zone (See Habitat Regulation Assessment (HRA) section); • If proposal is a development within a Site of Special Scientific Interest (SSSI) or relevant SSSI Impact Risk Zone. SSSI Risk Zones can be viewed via the MAGIC website or the Natural England Open Data website; • If a proposal is within, or likely to affect, irreplaceable habitat such as ancient woodland or ancient/veteran trees, lowland fen and blanket bog; • If proposal is within or adjoining a designated nature conservation site (Site of Importance for Nature Conservation (SINC), Local Nature Reserve (LNR)); and • Development within habitats identified in the City of York Biodiversity Action Plan (BAP) 	Policy GI2

What is required?

As a minimum Preliminary Ecological Appraisal (PEA) to gather data on existing ecological conditions. The PEA will identify potential ecological constraints, make recommendations for design options to avoid significant effects on important ecological features, identify mitigation measures as far as possible and identify enhancement opportunities. In addition, the PEA should identify where further surveys for specific habitats and/or species are required. Habitats outside the redline boundary, that have the potential to be impacted by the proposed works, may also need to be considered and assessed for their ecological value;

- The PEA should be carried out in accordance with current guidance (Chartered Institute of Ecology and Environmental Management (December 2017): Guidelines for Preliminary Ecological Appraisals – second edition). The PEA (and any subsequent surveys) should be undertaken by qualified professionals, experienced in ecological surveying, with an understanding of nature conservation legislation and planning, and should be recognised by a relevant professional body such as the Chartered Institute of Ecology and Environmental Management (CIEEM). It should be noted that protected species surveys will not be conditioned.

Note: It is recommended that applicants take advice from the PEA, to ensure all recommendations for additional survey work are followed and provided in support of planning applications.

Bats

- Where developments have the potential to impact roosting bats, as a minimum an initial bat roost assessment should be provided. This initial assessment should note signs of bat activity and identify potential bat roosting features. This initial bat roost assessment can be carried out at any point during the year. If no evidence of bats is noted and the building offers no suitable features for roosting bats, no further survey work will be required. This initial assessment will also identify where further presence/absence surveys are required or if European Protected Species licencing is needed (i.e. if roosting bats are noted within the building);
- Where buildings/trees/structures offer potential to support roosting bats, presence / absence surveys should be provided. Surveys should be carried out within the appropriate survey season;
- Surveys should be carried out in-line with current guidance Bat Conservation Trust (2023) Bat Surveys for Professional Ecologists: Good Practice Guidelines 4th edition); and
- Surveys should be undertaken by qualified professionals, experienced in ecological surveying, with an understanding of nature conservation legislation and planning, and should be recognised by a relevant professional body such as the Chartered Institute of Ecology and Environmental

	<p>Management (CIEEM).</p> <p>Great crested newts</p> <ul style="list-style-type: none"> Where ponds and ditches are present on or within 500m, and suitable habitat for great crested newts is to be impacted by the development an initial assessment of all ponds and ditches should be carried out. This assessment should include a Habitat Suitability Index (HSI) assessment, with methods in-line with Oldham et al., (2000): Evaluating the suitability of habitat for the great crested newt (<i>Triturus cristatus</i>). Herpetological Journal 10(4), 143-155. Where additional presence / absence surveys are required, these should also be provided in support of the application. <p>Further Guidance Planning Practice Guidance, Protected species and development: advice for planning authorities https://www.gov.uk/guidance/protected-species-how-to-review-planningapplications#where-to-expect-protected-species CIEEM Guidelines for Preliminary Ecological Appraisal, Second Edition (2017) https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-EcologicalAppraisal-Jan2018-1.pdf</p>	
Biodiversity Net Gain	<p>When is it required?</p> <ul style="list-style-type: none"> Any major development; and Any development on small sites unless exemptions apply (see government guidance for details of BNG exemptions - https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments). <p>What is required? Where an applicant believes the development would be subject to the biodiversity gain condition, planning applications must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 in order to be validated as detailed below:</p> <ul style="list-style-type: none"> confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition; the completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date); where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; 	Policy GI2

	<ul style="list-style-type: none"> • a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (<u>'degradation'</u>), and where they have: <ul style="list-style-type: none"> • a statement to the effect that these activities have been carried out; • the date immediately before these activities were carried out; • the pre-development biodiversity value of the onsite habitat on this date; • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this; • a description of any <u>irreplaceable habitat</u> on the land to which the application relates, that exists on the date of application, (or an earlier date); and • plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable); • Where the developer is claiming a Self-Build Exemption a statement supporting with the exemption should be provided. <p>During the determination of a planning application, biodiversity net gain will be a material consideration, and the Authority will need to consider, where relevant, whether the general biodiversity gain condition is capable of being discharged successfully through the imposition of conditions and agreement of section 106 planning obligations to secure significant onsite biodiversity gains and registered offsite biodiversity gains. Therefore, in addition to the statutory minimum level of information outlined above applicants should also consider the submission of additional information to assist in the decision-making process. This would include:</p> <ul style="list-style-type: none"> • a statement outlining how the development will achieve a minimum 10% net gain, including details of the existing baseline onsite habitats, and the anticipated post development habitats retained, created or enhanced to achieve net gain. The statement should include an indication of whether BNG will be delivered onsite or whether additional offsite units or the purchase of statutory credits will be required, explaining how this will comply with the biodiversity gain hierarchy. If offsite provision is proposed an indication of where and how it is intended that these will be secured should be provided; • a draft Biodiversity Net Gain Plan outlining how the developer has applied the biodiversity gain hierarchy, how the development will achieve a minimum 10% net gain; • a draft/interim Habitat Management and Monitoring Plan (HMMP); • Pre- and post-development habitat plans (GIS format preferred with pdf versions). 	
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	<p>It is accepted that post-development habitat plans may be indicative at this stage with some of these documents in draft format, particularly for offsite BNG provision and with respect to outline applications. However, sufficient detail should be provided to enable the Authority to have confidence that the level of BNG proposed is realistically achievable; that the application will be able to meet its biodiversity net gain obligation, and that the applicant is aware of the potential costs associated with the plan proposed to achieve it.</p> <p>Further Guidance Biodiversity Net Gain: What Local Planning Authorities Should Do: https://www.gov.uk/guidance/biodiversity-net-gain-what-local-planning-authorities-should-do</p> <p>Meet your BNG Requirements: Steps to Take for Land Managers: https://www.gov.uk/guidance/meet-your-bng-requirements-steps-to-take-for-land-managers</p> <p>Meet Biodiversity Net Gain Requirements: Steps for Developers: https://www.gov.uk/guidance/meet-biodiversity-net-gain-requirements-steps-for-developers</p> <p>Biodiversity Net Gain: Exempt Developments: https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments</p> <p>Statutory Biodiversity Metric Tools and Guides: https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides</p> <p>For major development: Works should be undertaken by a suitably qualified Ecologist recognised by a relevant professional body such as the Chartered Institute of Ecology and Environmental Management (CIEEM) https://cieem.net/ and The Institute of Environmental Management and Assessment https://www.iema.net/. River habitat / geomorphology assessment should be undertaken by suitably qualified assessors.</p>	
Built sports facilities needs assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications involving the loss of built sports facilities* either currently or last used for sports activities; and • Residential development on Strategic Sites. 	Policy HW3

	<p>*To include swimming pools, artificial grass pitches sports halls, indoor bowls, specialist indoor facilities and specialist outdoor facilities. In addition, indoor tennis courts, multi-use games areas, athletics tracks and cycle tracks along with the associated supporting infrastructure (changing rooms, club house).</p> <p>What is required? Assessments should typically address:</p> <ul style="list-style-type: none"> • Relevant national and local policy around sports facilities; • Identify the capacity, quantity, quality and accessibility of existing provision; and • Any mitigation to compensate for the loss of facilities. <p>Further Guidance Built Sports Facilities Strategy April 2013 (Consultation Draft) CYC Playing Pitch Strategy 2013 (Consultation Draft) York Physical Activity and Sport Strategy for 2022 – 2032</p>	
Burial Ground Need Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications proposing the use of land as a burial/ memorial ground. <p>What is required?</p> <ul style="list-style-type: none"> • Assessment of local need; • Groundwater risk assessment; • Statement demonstrating proposals would not have adverse impacts on landscape quality, residential amenity or the historic character and setting of York; and • Statement demonstrating land management and maintenance. <p>Further Guidance GOV.UK Cemeteries and burials: groundwater risk assessment</p>	Policy GI7
Childcare Provision Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications resulting in the loss of existing childcare facilities; and • Applications for new childcare facilities. <p>Applications for strategic residential sites and housing allocations will require an audit of existing childcare facilities and their current capacity.</p> <p>What is required? For loss of existing childcare facilities:</p>	Policy HW4

	<ul style="list-style-type: none"> • Assessment of existing childcare provision in the locality; • Viability of facilities to be lost, if appropriate; and • Evidence of replacement facilities, if proposed. <p>For new childcare facilities</p> <ul style="list-style-type: none"> • A childcare needs assessment; and • Evidence of the accessibility of the proposed location to sustainable modes of transport. 	
Coal mining risk assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • All applications for development within Development High Risk Areas as defined by the Coal Authority and do not fall on the published exemption list. <p>Householder development, heritage consents, advertisement consents, lawful development certificates, change of use and prior notification applications, development where groundworks are minimal (eg Solar arrays) are exempt. For full details of exemption see paragraphs 9.116 and 9.117 of the Minerals and Waste Joint Plan.</p> <p>What is required?</p> <p>A coal mining risk assessment prepared by a competent person and covering:</p> <ul style="list-style-type: none"> • site specific mining information; • identifying risks, including cumulative effects, these coal mining features pose to new development; • identify how coal mining issues have influenced the proposed development and what mitigation is required; • confirm whether the prior written permission of the Coal Authority will be required for the site investigation and/ or mitigation works. <p>Further Guidance</p> <p>https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments Coal Authority published exemptions list. NPPF (2024) Chapter 15: Conserving and enhancing the natural environment NPPG Land Stability</p>	Policy D13 of the Minerals and Waste Joint Plan
Community Facilities Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • All applications resulting in the loss of allocated or existing land or facilities in a community use; and 	Policy HW1

	<ul style="list-style-type: none"> All strategic residential sites. <p>What is required?</p> <ul style="list-style-type: none"> Audit of existing community facilities within the locality of the site. <p>Where a loss of existing facilities is proposed:</p> <ul style="list-style-type: none"> Evidence that the facilities no longer serve a community function, cannot be adapted to meet other community needs, or are surplus to requirements; Evidence of re-provision on site, or off-site if on-site provision is not possible; Marketing report where it is necessary to demonstrate that the facility is no longer financially viable. 	
Community Infrastructure Levy (CIL) forms	<p>When is it required?</p> <ul style="list-style-type: none"> Planning applications for full planning permission including householder development, applications to remove or vary conditions, reserved matters following an outline application, Change of Use, Prior Approvals and lawful development certificates. <p>Our current CIL Charging Schedule sets a charge for residential dwellings, and off-campus Purpose Built Student Accommodation.</p> <p>What is required?</p> <ul style="list-style-type: none"> Completed CIL Additional Information form (Form I). <p>Download forms on Planning portal: https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms</p> <p>Further guidance</p> <p>As required by the Community Infrastructure Levy Regulations (2010) (as amended). Guidance on liable development: https://www.gov.uk/guidance/community-infrastructure-levy</p> <p>See further information on the Planning Portal: https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/about-CIL</p> <p>See also CYC website: https://www.york.gov.uk/CommunityInfrastructureLevy</p> <p>NB: Any development that creates new or additional internal area, where the gross internal area of new build is 100 square metres or more; or creates new dwellings, is potentially liable for the levy. Some developments may be eligible for relief or exemption from CIL; see guidance linked above.</p>	

Contamination Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • All sites with evidence of land contamination; • All sites with a past industrial use; • Any applications where a vulnerable end use is introduced (eg. Residential uses) <p>What is required?</p> <ul style="list-style-type: none"> • A Phase I investigation including a desk study, a site walkover survey and a preliminary risk assessment; • If significant land contamination is anticipated, more detailed information (such as a Phase 2 Investigation and a Remediation Strategy) may be needed to confirm that the land is safe and suitable for its proposed use; • Applications for a single residential property on a site with no past industrial use can submit a Screening Assessment form (https://www.york.gov.uk/downloads/file/9219/screening-assessment-form-fillable). <p>Further Guidance</p> <p>The investigation and remediation of land contamination must be undertaken by a competent person with a recognised relevant qualification, sufficient experience in land contamination and membership of a relevant professional organisation.</p> <p>Assessments should follow the guidelines within the Environment Agency's Land Contamination: Risk Management, in line with current best practice.</p> <p>More detailed information can be found at Contaminated land and planning applications</p>	Policy ENV3
Cultural Wellbeing Plan	<p>When is it required?</p> <ul style="list-style-type: none"> • All applications for development on strategic sites. <p>What is required?</p> <p>Assessment demonstrating how criteria listed in Policy D3 are satisfied by the proposal, including:</p> <ul style="list-style-type: none"> • Enable and promote the delivery of new cultural facilities and/or activities and services; • Provide facilities, opportunities, and/or resources for cultural programmes and activities, during and/or after the development period; • No loss of cultural facilities, activities, or services; and • No loss of venues or spaces, including in the public realm, that deliver cultural opportunities, activities, or services. 	Policy D3

Daylight and Sunlight Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space; and any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development; <p>What is required?</p> <p>An assessment in accordance with the Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice" (BR209) 2022, including an overshadowing study, showing shadow diagrams at different times of day and throughout the year.</p> <ul style="list-style-type: none"> the assessment shall include diagrams as relevant and a non-technical summary of the conclusions of the report. <p>Further Guidance</p> <p>All assessments must be undertaken by a suitably qualified professional using the relevant BRE guidelines and criteria.</p> <p>BRE Site Layout Planning for Daylight and Sunlight (BR209) 2022</p>	<p>Policy D1</p>
Demolition and/or Construction Environment Management Plan - Draft	<p>When is it required?</p> <ul style="list-style-type: none"> All major applications and others likely to have a detrimental impact on air quality during the demolition and or construction phase or would introduce additional dust and or plant and machinery emissions to an area of existing poor air quality; All major applications and others likely to have a detrimental noise impact during demolition and or construction; All major applications and others likely to have a significant impact on traffic congestion or pedestrian safety; <p>What is required?</p> <ul style="list-style-type: none"> A plan (to scale) identifying the site access points and where safe and legal loading can take place; Details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible; 	<p>Policies ENVI, ENV2 and T1</p>

	<ul style="list-style-type: none"> • Location of site entrance(s), exit(s), wheel washing area/s, hard standing, stock pile locations, hoardings (location, height, type etc.), dust suppression measures, water supplies and nearest neighbouring receptors; and • Proposed vehicle routing to the nearest Strategic Road Network avoiding schools, residential areas, high streets etc wherever possible. <p>The Management Plan must include a site-specific risk assessment of dust impacts in line with the guidance provided by IAQM (see http://iaqm.co.uk/guidance/) and include a package of mitigation measures commensurate with the risk identified in the assessment.</p>	
Designing out crime	<p>When is it required?</p> <ul style="list-style-type: none"> • All major applications; and • Applications for ATM's <p>What is required? A report that demonstrates that the impact of crime and anti-social behaviour have been considered as part of the design process and, where appropriate, have been designed out or mitigation measures incorporated. This can be incorporated into the Design and Access Statement.</p> <p>Further Guidance For more information about crime prevention and promoting community safety through the planning system at: https://www.securedbydesign.com/ Secured by Design Development Guides available at https://www.securedbydesign.com/guidance/design-guides City of York Streetscape Strategy and Guidance (2014)</p>	Policies DI, DI4, HW7
Delivery and Servicing Management Plan (Draft)	<p>When is it required?</p> <ul style="list-style-type: none"> • Any application likely to result in a significant number of deliveries or servicing movements. <p>What is required?</p> <ul style="list-style-type: none"> • Site layout plan (to scale) identifying site access points; • A plan showing where safe and legal loading/unloading can take place; • Size of vehicles and delivery vehicle routing (swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location); • Details of frequency of deliveries and the times when deliveries and servicing take place 	Policies TI and WMI

	<ul style="list-style-type: none"> • Details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible; • Details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered; and • Details of any restriction on servicing. 	
Economic Statement	<p>When is it required?</p> <ul style="list-style-type: none"> • any scheme which proposes the loss of existing employment land or buildings whether currently, or last, in use as such. <p>What is required? The report shall include:</p> <ul style="list-style-type: none"> • information proportionate to the size of the site regarding effective marketing for the site for employment uses for a reasonable period of time and in most cases not less than 18 months; • details of any jobs that might be created, supported or lost; • objective assessment of the shortcoming of the land/premises in relation to continued employment use; • assessment of changes in local character which has led to incompatibility of uses; • information on existing and proposed employment uses and occupants, including floorspace quantum for each proposed use in NIA, GIA and GEA; and • any community benefits. <p>In respect of the loss of any site allocated through policy EC1 evidence is also required that the site is no longer required to meet employment needs during the plan period.</p> <p>Further Guidance Employment is considered to mean any use that generates jobs. The Economic Statement can be included within the Planning Statement.</p>	Policy EC2
Environmental Statement	<p>When is it required? Developments that:</p> <ul style="list-style-type: none"> • are listed within Schedule 1 of the Town and Country Planning (Environmental Impact Regulations) 2017 (as amended); or • are listed within Schedule 2 of the Regulations and are likely to have a significant effect on the environment. 	

	<p>What is required?</p> <p>Projects should be screened in the context of the Schedule 2 thresholds and criteria (The Town and Country Planning (Environmental Impact Assessment) Regulations 2017).</p> <p>If you decide an Environmental Impact Assessment is required, you may submit an Environmental Statement with an application without having obtained a screening opinion from the council. However, you must make clear the information is intended to constitute an Environmental Statement. You are advised to seek a scoping opinion from the council prior to submission.</p> <p>For applications for Non-Material Amendments (s96a) and Minor Material Amendments (s73) for proposals that were originally EIA development, further details will be necessary (from a suitably qualified consultant) to show that the proposed changes to the scheme have been screened and that the impacts of the development, as altered, have been assessed to determine whether they would give rise to any further or different significant impacts. This will likely take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous conclusions for each chapter of the Environmental Statement from the original permission.</p> <p>Further Guidance</p> <p>Guidance on the need for, and content of, an Environmental Statement are formally provided by Screening and Scoping opinions, respectively.</p> <p>The Town and Country Planning (Environmental Impact Assessment) Regulations (2017)</p>	
Flood Risk Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • All developments on sites of 1 hectare or greater in Flood Zone 1; • Development in Flood Zone 1 which could be affected by flooding from sources other than rivers and the sea; • All developments located in Flood Zones 2 and 3, including domestic extensions and change of use to residential; and • Where development or change of use to a more vulnerable use may be subject to other sources of flooding. <p>What is required?</p>	Policy ENV4

	<p>The Flood Risk Assessment must identify the sources of flooding and assess the risks to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account. It should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage Systems (SUDS).</p> <p>Where a safe and dry means of escape cannot be provided, a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers, including those working in any commercial space.</p> <p>Further Guidance City of York Strategic Flood Risk Assessment</p> <p>More detailed guidance on the content of Flood Risk Assessments can be found on the following Environment Agency links: Flood risk assessment for planning applications Flood Risk Assessment Standing Advice</p> <p>The report should be undertaken by a suitably qualified specialist. Mitigation proposed through the Flood Risk Assessment will need to be incorporated into the plans (i.e., finished floor levels, SuDS, living roofs etc.).</p>	
Foul Sewage	<p>When is it required?</p> <ul style="list-style-type: none"> All major developments involving connections to the foul drainage network. <p>What is required? The application should demonstrate:</p> <ul style="list-style-type: none"> following consultation with the service provider, the availability of a connection to the public foul drainage system has been confirmed and that the proposals would not result in undue stress on the delivery of those services to the wider community; that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. 	Policy DP2
Habitats Regulation Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> Non-residential development within the exclusion zone of Strensall Common Special Area of Conservation (SAC); 	Policy GI2a

	<ul style="list-style-type: none"> • Housing development on unallocated sites within the zone of influence of Strensall Common Special Area of Conservation (SAC); and • For any development which might affect a European site (SSSI, SAC, SPA or Ramsar). <p>What is required?</p> <ul style="list-style-type: none"> • An HRA considering the impacts of the proposed development by itself, and in combination with other development on the integrity of the SAC. HRA is a staged procedure, entailing a number possible sequential stages including: Screening (assessment of “likely significant effects”), Appropriate Assessment (effects on site integrity) and Derogation. All stages of HRA may not need to be completed depending on the outcome determined at each stage; • Should be completed by a suitably qualified expert and in accordance with up-to-date policy and law; and • If appropriate, details of proposed mitigation and the means to secure the mitigation in perpetuity. <p>Further guidance Any new open space proposed to satisfy the requirements of policy GI2a will also be required to satisfy policy GI6. Guidance can also be found here https://www.gov.uk/guidance/habitats-regulations-assessments-protecting-a-european-site</p>	
Healthcare Services	<p>When is it required? Applications involving loss of existing primary or secondary care services.</p> <p>What is required? The application should demonstrate:</p> <ul style="list-style-type: none"> • that the facilities are no longer required; or • relocating facilities would better meet the community’s needs. <p>Further guidance The information can be presented within the Design and Access Statement.</p>	Policy HW5

Health Impact Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Outline, full and reserved matters applications for strategic sites (residential and employment) <p>What is required?</p> <p>Applications must be accompanied by as a minimum:</p> <ul style="list-style-type: none"> • a completed Healthy Urban Planning Checklist – desktop assessment; and • subject to the scope of the application, a rapid or a full HIA may be required. The scope of the HIA should be discussed with the Council’s Public Health Team during pre-application discussions. <p>Further Guidance</p> <p>See https://www.york.gov.uk/HIAGuidance</p> <p>Additional information should be referred to including the Council’s Joint Strategic Needs Assessment (JSNA) and other information which will be made available via the Public Health Team.</p>	Policy HW7
Healthy Places Statement	<p>When is it required?</p> <ul style="list-style-type: none"> • All applications for major residential development including communal establishments. <p>What is required?</p> <ul style="list-style-type: none"> • Evidence that the Healthy Places principles identified in policy HW7 have been incorporated into the development scheme. <p>Further Guidance</p> <p>This information can be presented within the Design and Access Statement. Further guidance will be made available on the City of York Council website.</p>	Policy HW7

Heritage Statement	<p>When is it required? All applications involving:</p> <ul style="list-style-type: none"> • designated heritage assets: Conservation Areas, Listed Buildings, Scheduled Monuments and/or Registered Parks and Gardens; • non-designated heritage assets; • the setting of all the above; • Archaeological Heritage Assets. <p>What is required?</p> <ul style="list-style-type: none"> • A description of the significance of any heritage assets affected including any contribution made by their setting; • An assessment of the impact of the proposals on the asset's significance; • An explanation of how the proposal will preserve and enhance the heritage asset and its setting; • Evidence that consultation with Historic Environment Record (HER) has been undertaken; and • In especially sensitive locations, 3D visualisations/CGI images/renders showing the proposed development in the context with its surroundings or (where required) verified views to Accurate Visual Representation (AVR) Levels 0,1,2 and/or 3. The specific details should be agreed with officers during duty planner and pre-application discussions. <p>Where the site includes or has the potential to include heritage assets with archaeological interest, a desk based archaeological assessment will be required on submission and a field evaluation where necessary.</p> <p>Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage impact assessment and shall include a method statement explaining the principles for the works.</p>	Policies D4, D5, D6, D7
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	<p>Further Guidance</p> <p>The amount of detail provided should be proportionate to the importance of the asset. As a minimum, the historic environment record (HER) should have been consulted. As heritage assets are irreplaceable, any harmful impact will require clear and convincing justification. Impact can be explained in terms of high, moderate, minor or neutral levels, on a beneficial or adverse basis.</p> <p>To avoid unnecessary duplication, applicants can include the heritage impact assessment as part of the Design and Access Statement, showing how the proposed design has responded to the historic environment; this must be clearly titled.</p> <p>Applications will not be validated where the extent of the proposal’s impact on the significance of any heritage assets and their settings cannot be adequately understood from the application and supporting documents.</p> <p>Photographs are helpful in support of applications affecting Conservation Areas and Listed Buildings. Photographs dated and numbered cross-referenced to the drawings showing the areas of the listed building where the works/alterations are proposed (internally and externally) and the relationship of the building to the surrounding area.</p> <p>Good Practice Advice in Planning Note 3: The setting of Heritage Assets https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/</p>																	
Housing Statement	<p>When is it required?</p> <ul style="list-style-type: none">• All applications for new residential development of 1+ dwellings. <p>What is required?</p> <p>A statement indicating compliance with policies H1 – H10 of the Local Plan</p> <p>Completion of the following table with details of the proposed accommodation:</p> <table><tr><td>Bedrooms</td><td>PropertyType</td><td>Size</td><td>Accessibility Part M</td><td>Social Rent</td><td>Discount Sale</td><td>Market</td><td>Total</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Further Guidance</p> <p>The details can be provided within the Planning Statement.</p>	Bedrooms	PropertyType	Size	Accessibility Part M	Social Rent	Discount Sale	Market	Total									Policies H1 – H10
Bedrooms	PropertyType	Size	Accessibility Part M	Social Rent	Discount Sale	Market	Total											

Landscaping Strategy	<p>When is it required?</p> <ul style="list-style-type: none"> • All major applications; • All applications for new areas of open space, play space and landscape provision; <p>What is required?</p> <ul style="list-style-type: none"> • Indicative plan showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must include relevant site features and note whether any of the existing landscaping features are to be retained as well as the presence of any species of nature conservation interest; • Location of proposed biodiversity mitigation/enhancement measures, as necessary, and as identified in the Habitat Report; • Site levels, gradients and any earthworks required; • Indicative hard landscaping materials; • Location of bicycle and/or refuse storage areas; • Identified areas of public open space for application of 50 units or more in areas of public open space deficiency; • The associated private amenity space and size per unit and the type of provision (e.g. residential garden, balcony); and • The quantum of any communal amenity space and children's playspace. <p>The detail provided should be proportionate to the scale of the development.</p> <p>Further Guidance This can be provided within the Design and Access or Planning Statement.</p>	<p>Policy D2</p>
Lighting Assessment	<p>When is it required? All proposals involving:</p> <ul style="list-style-type: none"> • any developments in which external lighting may result in a loss of amenity to nearby residents or impact on the surrounding area (when adjacent to darker areas); • the provision of public realm where external lighting is proposed; • outdoor sports facilities (including MUGAs) where external lighting is proposed; and • where external lighting is proposed and there is the potential for the site/area to be used by bats and/or other protected species. <p>What is required?</p> <ul style="list-style-type: none"> • A layout plan with beam orientation, a schedule of the equipment in the design; • Details of any directional hoods or other forms of mitigation; 	<p>Policies ENV2 and GI2</p>

	<ul style="list-style-type: none"> • The proposed hours of operation of lighting and time of any automatic cut off; • For areas where outdoor floodlighting is proposed a lighting impact assessment must be provided that demonstrates lighting to the development will conform to requirements to meet the Obtrusive Light Limitations for Exterior Lighting Installations for the relevant Environmental Zone as set out in the Institute of Light Professionals Guidance Notes for the Reduction of Obtrusive Lighting; and • Any possible effects on wildlife that is sensitive to lighting e.g. bats. <p>Further Guidance This information can be provided within the Design and Access or Planning Statement. The Institution of Lighting Professionals Guidance Notes for the Reduction of Obtrusive Light GN01:2011 found on the website of the Institution of Lighting Professionals. Bat Conservation Trust (2023) Guidance Note 8: Bats and Artificial Lighting at Night</p>	
Local Affordable Housing Need Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Proposals for affordable housing on rural exception sites in the Green Belt. <p>What is required?</p> <ul style="list-style-type: none"> • Assessment of housing need in relation to the local community nearest to the proposed development. 	Policy GB2
Masterplan	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications on all strategic sites identified in the Local Plan. <p>What is required?</p> <ul style="list-style-type: none"> • A masterplan document evidencing how the application submission addresses best practice masterplanning principles, and including parameter plans showing, as a minimum, structural elements of land use, green infrastructure, movement and urban design principles. • The level of detail should be proportionate to the application stage (outline, full, or reserved matters). <p>Further guidance</p> <ul style="list-style-type: none"> • Homes England https://www.gov.uk/guidance/garden-communities/masterplanning and Town and Country Planning Association (TCPA) https://www.tcpa.org.uk/resources/guide-3-design-and-masterplanning/ 	Strategic site policies and policies HW7, DI and GI6.

Noise Impact Assessment	<p>When is it required? Any application that:</p> <ul style="list-style-type: none"> • includes noise generating sources; plant and or machinery or noise generating activities; • proposes flue/ventilation extraction systems (in such cases a Ventilation/Extraction Statement will be required as well); and • are themselves noise sensitive and close to existing sources of noise and/or vibration. <p>What is required? An assessment must include:</p> <ul style="list-style-type: none"> • an assessment of the existing background noise/vibration level over a 24-hour period; • predicted noise/vibration levels; • identification of any acoustic mitigation required to meet the required levels or provide the necessary protection; • the report must be undertaken by a suitably qualified acoustician; and • the assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines. 	Policies D1 and ENV2
Planning Obligations / Draft Heads of Term	<p>When is it required?</p> <ul style="list-style-type: none"> • All major developments and any other schemes where there is a need for planning obligations; and • All schemes for affordable housing. <p>What is required? The following information should be provided:</p> <ul style="list-style-type: none"> • A written agreement to pay the Council's reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement; and • Contact details if there is a solicitor acting on behalf of the applicant. <p>Further Guidance Guidance on likely Planning Obligations will be provided with any pre-application response.</p>	Policy DM1
Planning Statement	<p>When is it required? All applications except householders, extensions to flats, Advertisement Consent, Prior Approvals, Discharge of Conditions;</p> <ul style="list-style-type: none"> • Any development which is a departure from the development plan; and • All applications for non-material and minor material amendments where the originally approved scheme was a major development. 	

	<p>What is required?</p> <p>A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal.</p> <p>Submissions which just list the policies without providing the required commentary or do not address the current development plan policies will not be considered as valid.</p> <p><u>In addition:</u></p> <p>For applications for non-material and minor material amendments, the Planning Statement must set out:</p> <ul style="list-style-type: none"> • how the proposals have changed; • a list of the approved plans and what each is proposed to be replaced with a schedule of the works proposed; and • an assessment, statement and justification for the loss of community facilities where applicable (e.g. where there is a loss of a doctor's surgery, amenity/play space, community halls etc.). 	
Play Space Strategy	<p>When is it required?</p> <ul style="list-style-type: none"> • All major residential developments; and • Any application that includes communal play space. <p>What is required?</p> <ul style="list-style-type: none"> • Layout plan at a minimum scale of 1:500 showing the proposed site layout incorporating play space; • A schedule detailing play space proposed; and • Indicative equipment for all age groups and abilities. 	Policy HW7
Retail Statement / Retail Impact Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications for main town centre uses (Class E commercial, business and service and Class Sui Generis) located outside of the major, district and local centres and neighbourhood parades; and • Applications for non-retail uses with within primary, secondary or local shopping frontages (ground floor only). <p>What is required?</p> <ul style="list-style-type: none"> • For out of centre locations, a sequential test that thoroughly investigates alternative sites in town centres, local centres, neighbourhood parades and edge-of-centre locations to demonstrate that there are no more preferable sites for development; and 	Policy R1

	<ul style="list-style-type: none"> For out of centre proposals of 2500sqm gross floorspace and above, an impact assessment is also required to demonstrate that the development would not individually or cumulatively have a detrimental impact on the vitality and viability of town and local centres. 	
Self build and custom housing statement	<p>When is it required?</p> <ul style="list-style-type: none"> Developments providing more than one self or custom build plot. <p>What is required?</p> <ul style="list-style-type: none"> A statement detailing information including the size of plots; indicative locations; phasing; design framework, where appropriate; and Heads of Terms identifying the marketing strategy and appropriate sale value. <p>Further guidance www.york.gov.uk/SelfBuildCustomHousing</p>	Policy H4
Statement of Community Involvement	<p>When is it required?</p> <ul style="list-style-type: none"> All major applications. <p>What is required? The statement shall demonstrate how: <ul style="list-style-type: none"> the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement; and how the views of the local community have been sought and taken into account in the formulation of development proposals. </p> <p>Further Guidance City of York Statement of Community Involvement Localism Act 2011 National Planning Policy Framework</p>	
Student Housing Need Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> All proposals for Purpose Built Student Accommodation located off campus. <p>What is required?</p> <ul style="list-style-type: none"> Existing and likely future full-time student numbers and numbers requiring accommodation taking into account the proportion of students who study from home; A review of the current level of provision, including the level of vacancies and the quality of accommodation; and 	Policy H7

	<ul style="list-style-type: none"> The likely future supply of accommodation based on extant planning permissions and estate strategies of the relevant education provider. 	
Sustainability and Energy Statement	<p>When is it required?</p> <ul style="list-style-type: none"> Applications for new residential development of 1 or more dwellings; New non-residential development with a total internal floor area of 1000m² or more; Applications for conversion to residential use or non-residential changes of use; and Strategic sites. <p>What is required?</p> <p>Evidence to demonstrate how the energy hierarchy has been applied, how adaptation principles for climate resilience are incorporated and water efficiency is to be achieved.</p> <p>For major developments, assessment of the feasibility and viability of connecting to an existing decentralised energy network, or where this is not possible, identification of future network opportunities.</p> <p>For residential development:</p> <ul style="list-style-type: none"> A performance summary clearly stating the CO₂ Emissions (kgCO₂/m²) of the Baseline Emissions Rate (BER) and Target Emissions Rate (TER) and the associated percentage reduction (calculated using version 10 of the Standard Assessment Procedure (SAP)). The summary should also provide the CO₂ Emissions reduced through energy efficiency measures and the corresponding percentage. <p>For non-residential development over 1,000m², conversions/change of use and development on strategic sites:</p> <ul style="list-style-type: none"> A BREEAM Pre-Assessment Checklist indicating targeted credits and rating score or A BREEAM Design Stage Assessment Certificate. <p>Further Guidance</p> <p>BEIS - Heat and Building Strategy (2021)</p> <p>Historic England – Energy Efficiency and Historic Buildings: How to improve Energy Efficiency</p>	Policy CC2 and CC3
Sustainable Drainage System (SUDS Strategy)	<p>When is it required?</p> <ul style="list-style-type: none"> All major and minor applications, excluding householder development of less than 50m² and change of use applications. 	Policies DP2 and ENV5

	<p>What is required? An assessment in accordance with the CYC SUDS guidance for developers August 2018. This document sets out the approach and requirements that need to be implemented to satisfy CYC Requirements in regard to surface water management.</p> <p>Section 4.5 of the SUDS guidance sets out the requirements in relation to minor developments (greater than 50m2).</p> <p>Further Guidance City of York Council Sustainable Drainage Systems Guidance for Developers August 2018 City of York Strategic Flood Risk Assessment</p>	
Telecoms Development - Supplementary Information	<p>When is it required?</p> <ul style="list-style-type: none"> Any application for masts and/or antennae by mobile phone network operators <p>What is required? Details of:</p> <ul style="list-style-type: none"> the area of search; any consultation undertaken; the proposed structure; a technical justification (including ICNIRP certificate); and information about the proposed development. <p>Further Guidance Code of Practice on Mobile Network Development in England (2016)</p>	NPPF Chapter 10 Policy C1
Transport Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> Major applications for over 50 residential units; Major applications for commercial development (including retail); and All applications for schools and nurseries, hospitals, places of worship and other uses where the proposed development is likely to have significant transport implications. <p>What is required? The following headlines represent the required content of a Transport Assessment:</p> <ul style="list-style-type: none"> proposed development (location, site history, scale of development, supporting transport infrastructure, parking provision, provision for non-motorised users) 	NPPF paragraph 117 Policy T7

	<ul style="list-style-type: none"> quantitative and qualitative assessment of existing conditions (walking, cycling, public transport, highway); review of traffic collision data future conditions (committed development, traffic growth) assessment methodology <ul style="list-style-type: none"> area of assessment, time periods and years, traffic data, trip generation and distribution; junctions/network assessments consideration of access and sustainable transport measures mitigation of all impacts and implication & Planning obligations; provision of car parking including any proposed car club parking and electric vehicle charging points; provision and details of cycle parking in accordance with LTN 1.20 as a minimum Travel Plan. <p>Further Guidance NPPG: Travel plans, transport assessments and statements</p>	
Transport Statement	<p>When is it required?</p> <ul style="list-style-type: none"> all major applications proposing residential development of 10 plus units but less than 50; and all applications where traffic, parking and travel implications will be increased. <p>What is required?</p> <ul style="list-style-type: none"> expected Trip Generation and implications on the surrounding highway network; quantitative and qualitative assessment of access to public transport and any other sustainable modes of transport in the area; expected impact on parking and parking strategy for the proposed development; provision of car and cycle parking; how the proposals will reduce the dominance of vehicles on streets; and improve pedestrian and cycle permeability and connections to public transport. <p>Further Guidance NPPG: Travel plans, transport assessments and statements</p>	<p>Policy T7</p> <p>NPPF paragraph 117</p>

Travel Plan	<p>When is it required?</p> <ul style="list-style-type: none"> • All strategic sites; • Other development which is likely to have significant transport implications (such as employment sites, schools, nurseries and hotels) or where there is no parking, or a low level of car parking proposed; <p>What is required?</p> <p>For residential and small scale single-occupier non-residential development:</p> <ul style="list-style-type: none"> • a full Travel Plan. <p>For multiple occupier non-residential schemes or the non-residential element of a mixed used scheme:</p> <ul style="list-style-type: none"> • a framework Travel Plan including a commitment to the travel plan by individual occupiers on the site. <p>Further Guidance</p> <p>NPPG: Travel plans, transport assessments and statements</p>	<p>NPPF paragraph 117</p> <p>Strategic site policies</p> <p>Policy T7</p>
Tree Survey / Arboricultural Report	<p>When is it required?</p> <p>All applications where there are trees within the application site, or on land adjacent, that would be affected by the development (including street trees). Such trees need to be categorised as described in British Standards 5837 (2012).</p> <p>What is required?</p> <p>A Tree Survey will require information prepared by a qualified Arboriculturalist and shall include the following:</p> <ul style="list-style-type: none"> • details of the existing species, spread, roots and position of trees; • details of any trees that will be felled as part of the proposed development; • details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction; and • plans and documents outlined in accordance with the British Standards 5837 (2012) including a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan. <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> • consider the tree/building relationships that will be produced at the end of the project; • identify issues that will be faced during demolition of the existing buildings and construction of the new ones; 	<p>Policy GI4</p>

	<ul style="list-style-type: none"> • identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located; • show clearly all the trees to be retained and those to be felled; • show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage; and • show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction. <p>Further Guidance The report should be undertaken by a suitably qualified Arboriculturalist, in line with British Standards 5837 (2012).</p>	
Ventilation / Extraction Strategy	<p>When is it required? Any proposal for the use of premises within Use Classes E(b) and B2 or any other Sui Generis use that requires ventilation or extraction</p> <p>What is required?</p> <ul style="list-style-type: none"> • Follow the odour risk assessment in Appendix 3 of the EMAQ guidance on “The control of odour and noise from commercial kitchen exhaust systems” (September 2018). • Plans to scale showing the position and design of ventilation and extraction equipment; • Full manufacturers details of the equipment proposed including odour abatement techniques; and • A Noise and Vibration Assessment (see Noise and Vibration Assessment requirements) <p>Further Guidance Where a flue is necessary to support the use of a premises, the location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse visual impact on occupiers of neighbouring properties.</p>	Policy ENV2
Viability Assessment	<p>When is it required?</p> <ul style="list-style-type: none"> • Applications that fail to meet policy requirements for affordable housing, where the justification is on the grounds of financial viability, including S73 applications where amendments sought would materially alter the economic circumstances of the scheme; • Any other major development where the deliverability of the scheme as designed needs to be understood; and • Any application where the viability of the existing use is relevant. 	Policy H7 and H10

	<p>What is required?</p> <ul style="list-style-type: none"> • Where a scheme cannot meet the affordable housing policy requirements, the applicants should demonstrate they have maximised provision of affordable housing as far as is viable; and • An un-redacted viability assessment should be submitted for publication along with the other application documents. The assessment should: <ul style="list-style-type: none"> ○ generate a residual land value; ○ include a benchmark land value against which the viability of the development can be assessed; ○ include evidence to support all values and costs included in the assessment, including the benchmark land value; ○ identify and justify all the assumptions used in the viability assessment model; ○ provide a viability assessment model capable of full interrogation by the Council and its advisors. <p>Applicants should be aware that the viability assessment will be made publicly available in the same manner as other documents that form part of the submission.</p> <p>Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon, and refer back to, the Viability Assessment that informed the Local Plan; and the applicant should provide evidence of what has changed since then.</p> <p>Further Guidance Where a viability assessment requires independent review, this will be at the cost of the applicant.</p>	
<p>Waste Management Strategy</p>	<p>When is it required?</p> <ul style="list-style-type: none"> • All major residential and commercial proposals • Applications which have the potential to increase the volume of waste generated <p>What is required?</p> <ul style="list-style-type: none"> • Estimated volumes and types of waste produced by the development; • The size and locations of waste and recycling storage areas; • How waste and recyclable material is delivered to these stores; and • The proposed collection point (if applicable) and the method for transferring waste to this location. <p>Further Guidance Guidance can be found on the Council website at https://www.york.gov.uk/NewBuildBins</p>	<p>Policy WMI</p>

Requirements for common application types

Household and minor developments

Below are standard requirements for common application types. These are intended to provide guidance on what is normally required. However, all applications are different and if you wish to discuss the specific requirements for your application, this can be provided by our pre-application service.

Full Planning Applications	<ul style="list-style-type: none"> • Application form (householder application form for houses/full planning application form for flats) • Ownership Certificate (as above) • Site Location Plan (as above) • Block Plan (as above) • Existing and proposed elevations • Existing and proposed floor and roof plans • Existing and proposed sections • Design and access statements (see main checklist) • Heritage statement and/or archaeological statement/DBA (see requirements for this under the relevant section of this document) • Contamination assessment • Fee <p>Local requirements (see main checklist for guidance)</p>
Applications for Householder Planning Applications or Full Planning Applications for works to a Flat	<ul style="list-style-type: none"> • Application form (householder application form for houses/full planning application form for flats) • Ownership Certificate (as above) • Site Location Plan (as above) • Block Plan (as above) • Existing and proposed elevations • Existing and proposed floor and roof plans • Existing and proposed sections • Heritage statement (see requirements for this under the relevant section of this document) • Fee

Lawful Development Certificates for Proposed Development or Use	<p>National requirements:</p> <ul style="list-style-type: none"> • Application Form • Site Location Plan • Fee • Evidence/information/drawings that the proposed development or use is lawful <p>Suggested evidence/information/drawings that may be appropriate to provide:</p> <ul style="list-style-type: none"> • Block Plan • Existing and proposed elevations • Existing and proposed floor and roof plans • Existing and proposed sections • Proposed volume calculations (roof extensions) <p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p>
Lawful Development Certificates for Existing Development or Use (flat conversions, use as a residential unit, change of use)	<p>National requirements:</p> <ul style="list-style-type: none"> • Application Form • Site Location Plan • Fee • Evidence/information/drawings that the existing development or use is lawful <p>Suggested evidence/information/drawings that may be appropriate to provide:</p> <ul style="list-style-type: none"> • Block Plan • Pre-Existing (before the works took place) and current elevations (as the site is now) • Pre-Existing (before the works took place) and current floor plans (as the site is now) • Pre-Existing (before the works took place) and current sections (as the site is now) • Council tax bills (all sensitive information must be redacted) • Utility bills (all sensitive information must be redacted) • Tenancy agreements (all sensitive information must be redacted) • Sworn affidavits (all sensitive information must be redacted)

	<p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p> <p>N.B. A Certificate cannot be issued for retrospective works to a Listed Building.</p>
Prior Notifications for Larger Home Extensions	<p>National requirements:</p> <ul style="list-style-type: none"> • A written description of the proposed development which includes the maximum depth, eaves height and overall height of the extension. We strongly recommend using the Application form available on the Planning Portal to ensure all the required information is provided. • A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined • Address of all adjoining properties (including to the rear) • Contact information • Fee <p>Suggested information:</p> <ul style="list-style-type: none"> • Block Plan • Existing and proposed elevation • Existing and proposed floor plans • Existing and proposed sections <p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p> <p>N.B. A Prior Notification cannot be issued for a property that is situated on Article 2(3) land (a conservation area or a World Heritage Site).</p>
Listed Building Consent	<ul style="list-style-type: none"> • Application form • Ownership Certificate • Site Location Plan • Block plan at 1:100 or 1:200 showing site boundaries (if building footprint is altering or changes to the landscaping are proposed) • Existing and proposed floor plans at 1:50 or 1:100 clearly showing any proposed changes to the layout • Existing and proposed external elevations at 1:50 or 1:100 clearly showing any proposed changes • Existing and proposed internal elevations as necessary to a scale of 1:10 or 1:20 clearly showing any

	<p>proposed changes</p> <ul style="list-style-type: none"> • Existing and proposed cross sections at 1:50 or 1:100 clearly showing any proposed changes • Existing and proposed plans, cross sections and/or elevations to a scale of 1:5 or full size as appropriate to show all new or any alterations to building fabric including walls, ceilings, floors, doors, windows, panelling, fireplaces, mouldings and other details as relevant • Design and Access Statement • Photographs of all areas where changes are proposed • Heritage Statement (see requirements for this under the relevant section of this document) • Schedule of works (for major works and/or a number of alterations) • Method Statement (for major works and/or a number of alterations) • Structural Engineers report (if structural alterations, substantial demolition or excavation works proposed) • Fire safety strategy, sound proofing strategy (for changes of use) • Detailed manufacturers specification for replacement features such as windows, doors etc. and for any type of insulation or damp-proofing <p>For extensive or complicated proposed works to a listed building it is strongly recommended that you use our pre-application service to ensure all the required information is provided as part of the application.</p>
Advertisement Consent	<ul style="list-style-type: none"> • Application form • Site Location Plan • Existing elevation/s (no less than a scale of 1:100) or a clear photograph of existing building/s • Elevations or computer-generated image of all proposed adverts on building, pole or hoarding including height above ground • Drawing of each advert at a scale of 1:20 noting all colours and materials • Sections of all proposed adverts at a scale of 1:20 showing the building and how they would be fixed to it, extent of projection • Details of any illumination, including external or internal illumination, colour and method • Fee • Heritage Statement (see requirements for this under the relevant section of this document) <p>N.B. the installation of a new shopfront or significant alteration to an existing shopfront requires Planning Permission and in the case of listed buildings, separate Listed Building Consent.</p>
Section 96a (Non Material Amendments) & Section 73 (Minor	<ul style="list-style-type: none"> • Application form • Site Location Plan • Block plan

material amendments)	<ul style="list-style-type: none"> • A composite document containing marked-up versions of the approved plans (at A3 or A4 size and not necessarily to scale) to visually show each proposed amendment against the relevant existing and consented part of development, for information and comparison purposes. • Proposed plans, elevations and sections as necessary • Draft amended S106 Agreement in 'track changes' format for S73 applications where the existing planning permission is subject to a S106 Agreement • Any supporting documents (if applicable) • Fee <p>Please note that the proposed plans must be a full update or revision of the originally approved plans and must explicitly state which of the original plans are to be superseded by the amendments. The proposed plans must include all information and clarifications originally included on the approved plans.</p> <p>If the original application was an EIA development, then additional requirements may apply, and we would advise you to seek specialist advice.</p>
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Major Applications

Given the complex nature of most major applications, we strongly encourage all applicants looking to submit an application for major development to use our pre-application service. Part of the pre-application service is to provide advice and guidance on the information required to support the planning application.