

Working for you

PLANNING APPLICATION PACK

IMPORTANT



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Do you have all the necessary information together and have you completed all the correct forms?

(Incomplete applications will, in some cases, have to be returned.) Please refer to our Local Validation Criteria on our website: www.harrogate.gov.uk/harrogate-1030 (a hard copy can be read at our Planning Enquiries office)

"The enclosed forms are supplied without prejudice to any decision which the Council might take on receipt of an application for planning permission."

Use this Checklist (and the NOTES inside) to make sure.

- | | |
|--|--|
| <p>Tick <input type="checkbox"/> Have you provided 4 copies of plans showing clearly and accurately what there is at the site now and what changes you intend to make?</p> <p>Tick <input type="checkbox"/> Have you provided 4 copies of an Ordnance Survey location plan, with the site outlined in red and all other land in the same ownership outlined in blue?</p> <p>Tick <input type="checkbox"/> Have you provided 4 copies of a Design and Access Statement?</p> <p>Tick <input type="checkbox"/> Have you completed 4 copies of the relevant planning application form? There are also special forms and guidance notes for other types of application. In most cases Building Regulations consent will also be needed.</p> | <p>Tick <input type="checkbox"/> Have you given full information on who owns the land involved and whether there are any agricultural tenants? Have correct Notices been served on the owners and agricultural tenants?</p> <p>Tick <input type="checkbox"/> Have you notified your neighbours, using the Council's special form of notice? We advise applicants to contact neighbours personally before the application is made, to explain their intentions and 'iron out' potential problems. This can save you a lot of time.</p> <p>Tick <input type="checkbox"/> Are you aware of which Council Policies affect your application?</p> <p>Tick <input type="checkbox"/> Is the correct fee attached? (See the enclosed List of Fees - purple form).</p> |
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Submitted details will be scanned and made available to view on our website at: www.harrogate.gov.uk/planning

If you cannot put a tick to every box, you should discuss your application with Planning Enquiries before submitting it. If necessary, they will arrange a meeting with a Planning Officer for you.

Tel. (01423) 556666 for Planning Enquiries. Fax. (01423) 556510. Textphone No. (01423) 556543. Harrogate Borough Council Planning Services, PO Box 708, Harrogate, HG1 9LX. Planning Enquiries and office opening hours: Monday - Friday 8.30am - 4.30pm.

This and other Planning documents are or will be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats, please contact Planning Enquiries.)

Compulsory Information Required For All Applications

The application form

Only 1APP forms can be submitted – whether hard copy or online.

Go to { HYPERLINK

"<http://www.planningportal.gov.uk/england/genpub/en/1010677919308.html>" } to access the planning portal to submit an online planning application or, go to {HYPERLINK

"<http://www.harrogate.gov.uk/immediacy-1030>" } to access our full range of standard application forms and pick the one(s) relevant to your project.

Location Plan

An A4 sized Location Plan *must* be provided for all applications. It should be based on an Ordnance Survey 1:1250 or 1:2500 scale map (it should be site-centred and up to date). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be outlined in red and any other nearby land in the ownership or control of the applicant outlined in blue. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. Ordnance Survey plans, for this purpose and for site plans, can be obtained from the Council on payment of a fee. Contact the Map Return Officer on 01423 556984 or go directly to {HYPERLINK "<http://www.harrogate.gov.uk/immediacy-1036>" } which has an order form at the bottom.

Exemptions

- Advertisement applications, where the sign is to be located on an existing building
- Reserved Matters applications
- Renewal of planning permission
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

Site Plan

A Site Plan, drawn to a metric scale (usually 1:100, 1:200 or 1:500) should be provided showing:

- a) the boundaries of the site and their type e.g. wall ,hedge fence, etc. (their heights should be indicated too);
- b) existing and proposed buildings and trees, and which of these are to be retained or removed; (this should include buildings and trees on adjoining sites which may be affected);
- c) car parking bays (with dimensions);
- d) access roads and vehicle turning areas (with dimensions);
- e) refuse storage facilities;
- f) drainage runs;
- g) a north point; and
- h) a scale bar and notes stating whether the plan is enlarged from an Ordnance Survey map or drawn from a survey.

Exemptions

- Advertisement applications, where the sign is to be located on an existing building
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Floor Plans

Applications, including applications for Change of Use, should be submitted with plans showing (separately) what is existing and what is proposed (i.e. what is to be built or altered, or what *new* uses land or buildings are to be put to). To be submitted in the same form, scale and orientation. Plans should be clear, accurate and drawn to a metric scale (usually 1:50 or 1:100) and show:

- a) precise dimensions of the overall size of the site, and width of access roads;
- b) the exact location of any proposed building must be shown dimensioned to *two* existing fixed points on the site boundary;
- c) each floor of proposed or altered buildings all sides and these should indicate, where possible, the proposed building materials and the style,

materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

For an extension to an existing building, changes must be identified by hatching, bold black outline or annotation to clearly differentiate between what is existing and proposed.

Roof plans to show alterations to the existing roof or if a complex roof plan should be submitted if appropriate.

Photographs, whilst not essential can often be very helpful.

Exemptions

- Advertisement applications
- Applications to undertake works to trees
- Renewal of planning permission
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

Elevations

Applications, including applications for Change of Use, should be submitted with elevations showing (separately) what is existing and what is proposed (i.e. what is to be built or altered). To be submitted in the same form, scale and orientation. Drawings should be clear, accurate and drawn to a metric scale (usually 1:50 or 1:100) and show:

Height of buildings

All existing and proposed external features materials, details (such as all windows and doors), measurements and contextual information

Demonstration of the relationship to neighbouring buildings – such as boundary walls, and for redevelopments - street scenes. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

For new buildings it is useful to have a 3D visualisation of the "true elevation" i.e. axonometric or photomontage or model.

Exemptions

- Advertisement applications
- Applications to undertake works to trees
- Renewal of planning permission
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

Sections

Applications, including applications for Change of Use, should be submitted with sections, or spot heights showing (separately) what is existing and what is proposed. To be submitted in the same form, scale and orientation. Plans should be clear, accurate and drawn to a metric scale (usually 1:50, 1:100, or 1:500 as appropriate to the development) and show the following where relevant:

Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Exemptions

- Advertisement applications
- Applications to undertake works to trees
- Renewal of planning permission
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

Ownership Certificate

The Certificates section of the application forms are to make sure owners (including people with a leasehold interest which has still at least 7 years to run and tenants of agricultural land) are aware that an application has been submitted which affects their property. **Certificate A** is to be used only if the applicant is the *sole owner* of all the land to which the application relates. To make an application you do not have to be the sole owner of the site. However, for the application to be valid in the eyes of the law you must notify all persons who have an interest. This is necessary even when only a small part of your proposed building such as guttering or foundations goes over the boundary of the application land. Even if he/she knows about it already, you must notify the owner formally. Do this by filling in the blue form headed "**Notice Under Article 6**" and sending it to the owner. Once this has been done, complete **Certificate B** with the relevant details. For example, a freeholder should inform any leaseholders with leases of 7 years or more to run. A leaseholder should inform the freeholder and any other leaseholders with leases of 7 years or more. If you do not know all or any of the owners of the application site, you may still apply but there are special procedures, including publishing the notice in a local newspaper. **Certificate C** or **Certificate D** will be appropriate. These and help can be obtained from Planning Enquiries - 01423 556666.

Exemptions

- Applications for Lawful Development Certificates (either existing or proposed)
- Reserved Matters applications
- Advertisement applications
- Applications to undertake works to trees
- Prior Notifications

Agricultural Holdings Certificate

In all cases the applicant/agent must also complete one of the **Agricultural Holdings Certificates "X"** or **"Y"**. For example, Certificate X is applicable both in the case of land which is urban, and agricultural land which is *not* let as an Agricultural Holding under a contract of tenancy. If the application land *is* an Agricultural Holding, complete Certificate Y giving full details of the tenants following serving formal notice of the application on them using the blue form headed "**Notice Under Article 6**". If the applicant happens to be the sole tenant write "Not applicable" in the space below Certificate Y. The Certificates must be signed and dated and it is an offence to knowingly give false information.

Exemptions

- Applications for Lawful Development Certificates (either existing or proposed)
- Reserved Matters applications
- Advertisement applications
- Listed Building applications
- Conservation Area applications
- Applications to undertake works to trees
- Prior Notifications

Design & Access Statement

Section 42 of the Planning and Compulsory Purchase Act 2004 amends relevant sections of the 1990 Planning and Listed Building Acts so as to provide that a statement covering design concepts and principles and access issues is submitted with an application for planning permission and listed building consent.

From 10 August 2006 the law prohibits a local planning authority from entertaining an application unless it is accompanied by design statement and access statement where required. One statement should cover both design and access.

Design and access statements are also required for applications for listed building consent. Where there is a planning application submitted in parallel a single combined statement should address the requirements of both. However information on use, amount and landscaping is not required for listed building applications that do not also accompany a planning application. Otherwise the content of design and access statements are broadly the same for planning and listed building applications. In addition a design and access statement relating to listed building consent should include a brief explanation of how the design has taken account of paragraph 3.5 of PPG15 (Planning and the Historic Environment) and in particular:

- The historic and special architectural importance of the building.

- The particular physical features of the building that justify its designation as a listed building.
- The building's setting.

The statement should also make clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act where the proposal is subject to those and the particular historical and architectural significance of the building (as judged by the aspects set out in paragraph 3.5 of PPG 15).

What is required in a design and access statement is fully set out in DCLG Circular 01/2006. Applications received on or after 10 August 2006 without design and access statements, complying with the advice in the Circular will not be entertained by the local planning authority by reason of Section 327A of the Town and Country Planning Act 1990.

The statement must demonstrate how crime prevention measures have been incorporated, reflecting the 7 attributes of safe sustainable places as set out in "*Safer Places: the Planning System and Crime Prevention*".

{ { HYPERLINK

"<http://www.cabe.org.uk/default.aspx?contentitemid=685>" } }
(ODPM/Home Office 2003)

CABE have published "Design and access statements – How to write, read and use them". This expands on Circular 01/2006 and sets out best practice on how statements can help deliver high quality inclusive design

Go to {HYPERLINK "<http://www.harrogate.gov.uk/pdf/DS-P-Design&AccessStatement06.pdf>" } to access our guidance for applicants

Or {HYPERLINK

"<http://www.cabe.org.uk/default.aspx?contentitemid=1334>" } to access guidance from the Commission for Architecture and the built Environment (CABE)

Exemptions

A design and access statement are not required for planning applications involving:

- A material change in the use of land or buildings, unless it also involves operational development.
- Engineering or mining operations.
- Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwelling house
- or curtilage is within a designated area.

"Designated areas" relevant to the Harrogate District are:

- Site of Special Scientific Interest,
- Conservation Area,
- Area of Outstanding Natural Beauty,
- World Heritage Site.

Design and access statements are not required for applications relating to advertisement control, Tree Preservation Orders or storage of hazardous substances.

Planning Fees

There are many circumstances where fee exemptions or concessions apply – please refer to our { HYPERLINK "<http://www.harrogate.gov.uk/pdf/DS-P-Scale of fees06.pdf>" } document.

Exemptions

The following types of application are not subject to a planning fee:

- Applications only required as Permitted Development Rights or Use Class Rights have been removed.
- Conservation Area applications (these being demolition works within a Conservation Area)
- Deletion/variation a Legal agreement (S106)
- Hedgerow Removal
- Listed Building applications
- Overhead Lines
- Notification of works to trees within a Conservation Area
- Stop up or divert a Public Right of Way (PROW)
- Works to trees protected by a Tree Preservation Order

Different Applications

Below is a list of all of the other types of applications/notifications. The forms are available at { HYPERLINK "http://www.harrogate.gov.uk/immediacy-1030" } or from Planning Enquiries, as is our { HYPERLINK "http://www.harrogate.gov.uk/pdf/DS-P-LocalValidationCriteria_v1.06.pdf" }, which further explains the information required:

- **Advertisements / Signs**
- **Conservation Area consent application**
- **Demolition of Dwelling houses**
- **Extension of temporary permission**
- **Hazardous Substances Consent**
- **Hedgerow Removal**
- **High Hedge Complaint**
- **Joint Application For Planning Permission And Highway Authority Licence To Use Highway For Consumption Of Food And Drink And The Placing Of Table And Chairs Etc On The Footway**
- **Lawful Development Certificates**
- **Listed Building application**
- **Modification or discharge of planning obligations – usually via Section 106, or Section 52 agreement**
- **Outline Application**
- **Prior Notification of Agricultural Development**
- **Renewal of Unimplemented Permission**
- **Reserved matters approval application**
- **Stopping up/diversion of footpath/bridleways**
- **Trees works applications**
- **Variation or Deletion of a Planning condition**

Other Supporting Information

The following is a list of different types of development or location, which may require the submission of additional supporting information. A full list of the information required is contained within out { HYPERLINK "http://www.harrogate.gov.uk/pdf/DS-P-LocalValidationCriteria_v1.06.pdf" }, which is also available to view at Planning Enquiries:

- **Biodiversity/geological conservation/landscape and natural beauty**
- **Changes of use**
- **Engineering operations**
- **Extra Close Care Housing**
- **Flood Zones**
- **Foul sewage treatment**
- **Harrogate Borough Council applications**
- **Historical, archaeological features and Scheduled Ancient Monuments**
- **Hotels**
- **Land Contamination**
- **Landscaping**
- **Loss of Care Homes**
- **Loss of Community Facilities**
- **Loss of Hotels with 30 or more letting bedrooms**
- **Noise impact**
- **Non Mains Drainage**
- **Offices**
- **Open Space**
- **Planning obligations**
- **Planning Statement**
- **Residential – Holiday accommodation – Annex's**
- **Residential – new build**
- **Residential - conversion**
- **Residential - within the Affordable Housing thresholds**
- **Residential - Agricultural Workers Dwellings**
- **Restaurants/cafes/bars etc – A3/A4/A5 Uses**
- **Retail Applications assessments**
- **Structural Survey**
- **Telecommunications**
- **Transport implications**
- **Tree impact**

Neighbour Notification

The Borough Council urges applicants or their agents to notify neighbours about their proposed development and that a Planning Application has been submitted. The notes in the frame below, and the enclosed pink coloured **Notices and Certificates** make it easy for you to let your neighbours know about your proposals. You and your neighbours can then discuss the proposal together or, if they feel it necessary, they may make representations in writing to the Borough Council. These will be taken into account when your application is

considered. If neighbours object to what you propose it is better to find a solution even before your application is submitted to the Council, because neighbour or other objections can influence the decision. The Council will also publicise your application, by a Site Notice(s) and sometimes by a Press Notice. It is better if your neighbours learn about your proposal from you first.

1. *List your neighbours' addresses on the pink coloured certificate enclosed.* The Council regards a 'neighbour' as "any property (residential or otherwise) which has a boundary adjoining or within 4.0 metres of the application site". Where a road or footpath falls within the distance of 4.0 metres, the width of the road or footpath should be disregarded. Where different floors of a building have different occupants (e.g. flats) each one should be notified where it adjoins or is within 4.0 metres.

2. *Return the completed Certificate to the Borough Council with your completed Planning Application forms, fee, drawings, plans, etc.*

3. *Complete one of the enclosed pink coloured Notices for each of the neighbours you have listed on the Certificate and then give the Notice to the*

neighbour or post it to them 1st Class - it is important that you do not send the Notices to your neighbour until the application has been received by the Borough Council. You must anticipate this and date the Certificate and Notice accordingly.

Policies and Associated Publications

The Council considers all applications with regard to national planning policy, the Regional Spatial Strategy, the North Yorkshire County Structure Plan, its Local Plan and Local Development Framework and other policies contained in various publications and leaflets.

The publications listed below may be viewed/downloaded or are linked from our website www.harrogate.gov.uk/planning (except those with given web addresses) and all may be inspected at Planning Enquiries, at Knapping Mount, West Grove Road, Harrogate:

- Harrogate District Local Plan and Selective Alteration
- Harrogate District LDF Statement of Community Involvement
- Darley Village Design Statement
- Ripley Village Design Statement
- Kirkby Malzeard Village Design Statement
- Regional Spatial Strategy
- North Yorkshire County Structure Plan www.northyorks.gov.uk
- North Yorkshire Minerals Local Plan www.northyorks.gov.uk
- North Yorkshire Waste Local Plan www.northyorks.gov.uk
- York Green Belt Local Plan www.york.gov.uk
- Farm Buildings Design Guide
- Rural Re-use Design Guide
- Landscape Character Assessment
- Residential Conversions in Harrogate Town Centre
- Affordable Housing Planning Guidance
- Biodiversity Design Guide
- Landscape Design Guide
- Conservation Area Leaflets
- Residential Design Guide
- House Extensions and Garages - Design Guide
- Shopfronts Design Guide
- Conservation of Trees on Development Sites
- Provision for Open Space in connection with
- New Housing Development
- Policy on Developer Contributions to Education Facilities
- Parking Requirements: guidelines for development control
- Telecommunications Strategy
- Provision of Village Halls in connection with
- New Development
- The Party Wall Act 1996 - an Explanatory Guide.
- Planning Permission - A Guide for Business.
- Outdoor Advertisements and Signs - A Guide for Advertisers.
- Planning Permission - A Guide for Householders.
- Protected Trees - A Guide to Tree Preservation Procedures.
- Building Regulations - Explanatory Booklet.
- Making Your Planning Appeal.
- Planning Applications - Opportunity to Speak Scheme.
- A Householder's Planning Guide for the Installation of Satellite
- TV Dishes.
- A Farmer's Guide to the Planning System.
- Over the garden hedge - guide to appropriate hedges
- New Development: Have Your Say

Important national planning policies and guidance can be viewed at www.dclg.gov.uk