

HARROGATE BOROUGH COUNCIL PLANNING APPLICATION LOCAL VALIDATION CRITERIA

VERSION 1.08 – Updated 6th April 2010

The purpose of this document is to explain the nature and extent of information required from the start of the planning process in order to validate different types of applications.

Planning applications which are not submitted with the correct information as stated in this document, may be treated as invalid until such time as the required information has been submitted.

When an application is found to be invalid the Receiving Officer will try to contact the applicant, or agent if there is one, by telephone, and in any event will send out a letter/email specifying the details required to validate the application.

If after 4 weeks the required information has either not been submitted, or written confirmation received of when it will be submitted, the application and any associated fee will be returned.

Exceptionally further information may be required for a specific application, over and above the requirements within this document.

For paper based applications normally minimum 4 copies of all details are required, or an electronic copy. However more paper copies may be requested to enable rapid consultation with statutory bodies.

This document is designed to be used either as a web tool, or using either Microsoft WORD, or Adobe PDF, in that it contains hyperlinks to other documents, such as forms, Planning Policy Statements, etc.

It will also be made available in hard copy format, but the hyperlinks will of course not work.

[Part 1](#) of the guidance contains compulsory requirements for information regardless of the type of application.

[Part 2](#) of the guidance contains compulsory information required as a result of the nature of the development, site specific requirements or the type of application. It is in addition to the compulsory requirements of Part 1. Please ensure you check all of the headings within this section

[Part 3](#)– Lists possible relevant policies and associated publications

There are hyperlinks within the document to navigate from a heading to the relevant text, once you have read that text use the **Previous View** button to go back to where you were in the document:



Some hyperlinks will access external documents/web pages

Part 1 – Compulsory Information Required For All Applications

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Part 2 – Compulsory Information Required According To The Nature, Location Or Type Of Application

For some types of application certain information will always be required, for example a structural survey will always be required with an application to convert an agricultural building to residential accommodation.

Additional information may be required due to the nature of the development – such as the need to submit an Affordable Housing proforma with an application for residential development.

For other types of application the location of the development may determine the information to be submitted, for example whether the development is within a flood zone will determine whether a Flood Risk Assessment is required.

For the specific types of development/considerations listed below click to see what is required, in addition to the requirements listed in Part 1.

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[Hedgerow Removal](#)

[High Hedge Complaint – link to HBC website](#)

[Lawful Development Certificates](#)

[Listed Building application](#)

[Modification or discharge of planning obligations – usually via Section 106, or Section 52 agreement](#)

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[Prior Notification of Agricultural Development](#)

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[Stopping up/diversion of footpath/bridleways](#)

[Trees works applications](#)

[Variation or Deletion of a Planning condition](#)

[Building Regulations](#)

Part 1 – Compulsory Information Required For All Applications

The application form

Click [here](#) to access the planning portal to submit an online planning application or, click [here](#) to access our full range of standard application forms and pick the one which is relevant to your project.

When the Receiving Officer is registering your application, if there are any questions which they require answering and you have not done so they will contact you directly or by email/letter.

Fee 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

There are other circumstances where fee exemptions or concessions apply – please refer to our [Scale of Fees](#) document.

Ownership Certificate

The Certificates 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 lease-holder 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 "A"** or **"B"**. For example, Certificate A 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 B 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 B. 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

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 our [webpage](#) 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
- 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
- Reserved Matters applications
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

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
- 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
- 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
- Extensions of Temporary Permission
- Applications to vary or delete planning conditions

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*".

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

Click [here](#) to access our guidance for applicants

Or [here](#) to access guidance from the Commission for Architecture and the built Environment (CABE)

Exemptions

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

(a) permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the Act;

(b) engineering or mining operations;

(c) a material change in the use of land or buildings;

(d) development of an existing dwellinghouse or flat, or development within the curtilage of such a dwellinghouse or flat for any purpose incidental to the enjoyment of the dwellinghouse or flat as such, where no part of that dwellinghouse, flat or curtilage is within a designated area;

▪ “Designated areas” relevant to the Harrogate District are:

- Conservation Area,
- World Heritage Site.

(e) the extension of an existing building used for non-domestic purposes where the floor space created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area;

(f) the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where—

(i) as a result of the development, the height of the gate, fence, wall or means of enclosure does not exceed its former height, or two metres above ground level, whichever is the greater; and

(ii) it does not involve development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building; and where no part of the development is within a designated area;

(g) development on operational land consisting of the erection of a building where—

(i) the cubic content of the development does not exceed 100 cubic metres; and

(ii) as a result of the development, the height of the building does not exceed 15 metres above ground level, or its former height, whichever is the greater; and where no part of the development is within a designated area;

(h) the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building is within a designated area;

(i) the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery does not

exceed 15 metres above ground level, or its former height, whichever is the greater, and where no part of the development is within a designated area; or

(j) Replacement planning permissions.

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

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No.293) require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable the LPA to give proper consideration to the likely environmental effects of a proposed development.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. See [legislation or Circular 2/99](#) for further information.

The regulations allow for the Local Planning Authority to request as many copies of the Environmental Statement and associated documents as are required to process the application.

Screening Opinion

This relates to developments with Schedule 2 of the above legislation where the Local Planning Authority will consider if and Environmental Statement will be required

The following details are required:

- Location plan
- Brief description of the nature and purpose of the proposal
- Possible environmental effects, giving a broad indication of their likely scale

Scoping Opinion

This relates to developments within Schedule 1 or 2 of the above legislation where the Local Planning Authority will consider the scope of the information the developer must include in its Environmental Statement.

The following details are required:

- Location plan
- Brief description of the nature and purpose of the development
- The possible effects on the environment

Part 2

Nature of Development

Biodiversity - protected species, wildlife & habitats

The submission of Tables 1 and 2 of our [Guidance Notes](#) is required for the following types of applications:

- Full applications, which are not domestic
- Conservation Area applications
- Listed Building applications
- Lawful Development Certificates for proposed use
- Outline applications
- Reserved Matters applications
- Applications to delete or vary conditions

You may also be required to submit an Ecological Survey & Assessment – they Guidance Notes will explain when, and then what is required.

Changes of Use

Plans/elevations are not required if there are no alterations – other than when more than one use is proposed to show where each use would be. However site plan details required for external areas such as car parking/pedestrian access are needed.

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate

Engineering Operations

Cross sections must be provided at regular intervals showing both the existing proposed ground levels, and well as existing and proposed plans indicating spot heights.

Reference to all materials used must also be given

Extra Care Housing

Any applications which involve close care housing, where residents will live in individual apartments/flats, i.e. with cooking and cleaning facilities, but who receive care, should complete the following proforma:

EXTRA CARE HOUSING PROPOSAL PROFORMA

When completed and agreed, submit this with your planning application

Applicant / Agent:.....
Address:.....
Tel no.:..... Email:.....
Personal Contact:.....

SUMMARY OF PROPOSED DEVELOPMENT

.....
.....
.....
.....

Please tick one of the following boxes

- I have consulted with North Yorkshire County Council's Adult and Community Services and have agreed with them that, subject to planning permission, the proposed development will only accommodate elderly and/or disabled people (and/or members of their families/partners/carers) whom they have assessed as being in need of Personal Care. A letter of agreement from North Yorkshire County Council has been submitted with the planning application. The development will accommodate a range of dependency needs.

- Subject to planning permission, the proposed development will only accommodate people who have been assessed as being in need of Personal Care using the assessment criteria of _____ (insert relevant title of business). The planning application is accompanied by

a letter from North Yorkshire County Council's Adult and Community Services, demonstrating their approval of the assessment criteria. The development will accommodate a range of dependency needs.

- Subject to planning permission, the proposed development will not accommodate elderly and/or disabled people who have been referred by North Yorkshire County Council's Adult and Community Services. The criteria to assess future residents of the proposed development have not been approved in writing by North Yorkshire County Council's Adult and Community Services. I have completed an Affordable Housing Proposal Proforma, which is submitted as part of this planning application.

Signed:.....(Applicant / Agent)

Date:.....

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Assessment for the treatment of foul sewage

This should include a description of the type, quantities and means of disposal of any trade waste or effluent.

Applications made by Harrogate Borough Council

The application must be accompanied by a copy of the minute recording Cabinet Member approval, or for works of a minor works, either signed by an Executive Director, other than the Director of Development Services, or providing evidence of Executive Director approval for the application to be made.

The application must also state whether the development is to be provided by the council (RG3), or whether it is the intention that the development be provided by other means, such as the land to be sold off to a developer (RG4)

Historical, archaeological features and Scheduled Ancient Monuments

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battle fields. If an application affects such a site an applicant may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice [in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19](#).

Any development affecting a Scheduled Ancient Monument may also require Scheduled Monument Consent as set out under the 1979 Ancient Monuments and Archaeological Areas Act. Scheduled Monument Consent is granted by the Secretary of State for the Department for Culture Media and Sport and in granting consent the Secretary of State will seek the advice of English Heritage as the Government's advisor on the historic environment. Failure to obtain consent for works to a Scheduled Monument may be considered a criminal offence under Section 2 of the 1979 Act.

Any planning application affecting the site of archaeological features or deposits may require a suitable evaluation or assessment prior to determination and a suitable mitigation strategy following determination.

In addition it should be noted that [Planning Policy Guidance 16](#) Archaeology and Planning is also the relevant guidance for this section.

Hotels

Applicants should submit the 'sequential test' information as outlined in [Planning for Town Centres: Practise guidance on need, impact and the sequential approach](#)

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Land Contamination

Applications may need to include an extended assessment of contamination in line with [PPS23](#) focused on local circumstances.

- The requirement defined in PPS23 is that where contamination is known, or suspected or the proposed use is potentially contaminative, or the proposed use is particularly vulnerable to contamination.

The list below is of potentially contaminating existing or historic uses:

- Metal Manufacturing, processing, refining and finishing works including electroplating and other metal finishing works including iron and steelworks, leadworks, non-ferrous metal works (excluding leadworks), precious metal recovery works, smelters and foundries.
- Coal and mineral mining and processing, both deep mine and opencast.
- Heavy engineering and engineering works including aircraft manufacturing works, mechanical engineering and ordnance works, railway engineering works, shipbuilding, repair and shipbreaking (including naval shipyards) and car manufacture.

- Military/defence related activities.
- Electrical and electronic equipment manufacture and repair.
- Gasworks, coal carbonisation plants, charcoal works, power stations.
- Oil refineries, petroleum storage and distribution sites.
- Manufacture and use of asbestos, cement, lime and gypsum.
- Manufacture of organic and inorganic chemicals, including pesticides, acids/alkalis, pharmaceuticals, solvents, paints, detergents, cosmetics, toiletries, disinfectants, propellants, pyrotechnics, fertilizer, fine chemicals, linoleum, vinyl, bitumen-based floor covering, mastics, sealants, adhesives, roofing felt, asphalt and soap.
- Rubber industry, including tyre manufacture.
- Munitions and explosives production, testing and storage sites.
- Glass making and ceramics manufacture.
- Textile industry, including tanning and dyestuffs.
- Paper and pulp manufacture, printing works, bookbinding works and photographic processing.
- Timber treatment.
- Food processing industry and catering establishments.
- Railway depots, dockyards (including filled dock basins), garages, road haulage depots, road vehicle fuelling service and repair, filling stations and airports.
- Landfill, storage of waste, incineration of waste, scrap yards, waste recycling, treatment and disposal sites: drum and tank cleaning and recycling plants, hazardous waste treatment plants, waste treatment or disposal sites, metal recycling sites, metal recycling sites, solvent recovery sites.
- Sewage works, sewage farms, farms stables and kennels.
- Abattoirs, animal waste processing and burial of diseased livestock, animal and animal produces processing works.
- Dry cleaning premises.
- Laboratories.
- Fibreglass and fibreglass resins manufacturing works.
- Radioactive substances used in industrial activities not mentioned above e.g gas mantle production, luminising works.
- Burial sites and graveyards.
- Agriculture – excessive use or spills of pesticides, herbicides, fungicides, sewage sludge and farm waste disposal.
- Naturally occurring radioactivity including radon.
- Naturally occurring concentration of metals and other substances.
- Methane and carbon dioxide production and emissions in coal mining areas, wetlands, peat moors and former wetlands.

The list below is of vulnerable end uses:

- All residential developments (houses, flats, nursing homes)
- Allotments
- Schools
- Nurseries and crèches
- Children's playing areas and playing fields
- Mixed use developments including vulnerable proposals

[The Development on Land Affected By Contamination Technical Guidance for Developers, Landowners and Consultants](#) developed by ourselves and other Local Authorities within the Yorkshire and Humber region provides guidance on the information which is required, which is:

Screening Assessment of Land Contamination for a single new build dwelling in a garden (page 19)

Or

Phase 1 – Desktop Study, Site Walkover and Initial Risk Assessment for any existing, historical or other end uses (page 8)

Guidance on the completion of this information should be sought from Mary Jones the Area Environmental Health Officer with responsibility for Contaminated land on 01423 556861

Landscaping

Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management where relevant.

Loss of Care Homes

Applications involving the above should be submitted with the following information:

- a marketing statement, or;
- documentary evidence that the previous elderly care home has been suitably replaced elsewhere. This could comprise more independent living accommodation such as extra care housing and Category 2 sheltered housing as well as traditional nursing and residential homes.

The marketing statement should include all the following information:-

- Copy of the sales particulars prepared.
- Details of the original price and the new guide price
- Schedule of the advertising carried out with copies of the advertisements and details of where the advertisements were placed and when, along with an estimate of the expenditure incurred from advertising.
- The confirmed number of sales particulars which have been distributed, along with a breakdown of where the enquiries resulted from, for example, from the "For Sale" or "To Let" board, advertisements etc.
- Details of the number of viewings carried out.
- Resulting offers and why they were dismissed.
- Confirmation of whether a "For Sale" or "To Let" board was erected and the dates displayed, or if not, the reasons behind the decision.
- Timetable of events from the initial appointment of the agent to current date.

Additional information required:

- a) - The last three years trading accounts, with an indication of room occupancy.
- b) - the latest Annual Inspection Report.
- c) - An itemised list of costs that would be incurred in meeting actions identified in the Report to meet standards.
- d) - A statement of how the required improvements would have to be financed.

This information will be treated as confidential and will be forwarded on this basis only to the relevant consultees.

Documentary evidence that the previous facility has been replaced elsewhere will form part of the public file

It is expected that the property will have been advertised for at least a year at a price which reflects its existing use. If the Borough Council agree there are special circumstances, a shorter marketing period may be approved.

The application will be held as invalid until the information is received (5 copies) or until the applicant/agent confirms in writing that they want to proceed without supplying the information.

Loss of Community Facilities

Applications involving the above should be submitted with the following information:

- a marketing statement, or;
- documentary evidence that the previous existing facility has been suitably replaced elsewhere.

The marketing statement should include all the following information:-

- Copy of the sales particulars prepared.
- Details of the original price and the new guide price
- Schedule of the advertising carried out with copies of the advertisements and details of where the advertisements were placed and when, along with and estimate of the expenditure incurred from advertising.
- The confirmed number of sales particulars which have been distributed, along with a breakdown of where the enquiries resulted from, for example, from the "For Sale" or "To Let" board, advertisements etc.
- Details of the number of viewings carried out.
- Resulting offers and why they were dismissed.
- Confirmation of whether a "For Sale" or "To Let" board was erected and the dates displayed, or if not, the reasons behind the decision.
- Timetable of events from the initial appointment of the agent to current date.

Additional information required for Licensed premises:

- (a) The last three years trading accounts, with a breakdown of the percentages of income from food and drink.

- (b) If a dining facility is provided, details of the market aimed at and the number of covers available.
- (c) Who the licence is currently held with and when it is due for renewal.
- (d) The opening times for the premises.

This information will be treated as confidential and will be forwarded on this basis only to the relevant consultees.

Documentary evidence that the previous facility has been replaced elsewhere will form part of the public file

The application will be held as invalid until the information is received (5 copies) or until the applicant/agent confirms in writing that they want to proceed without supplying the information.

Loss of Hotels with 30+ bedrooms

Applications involving the above should be submitted with the following information:

- a marketing statement, or;
- documentary evidence to show that the loss of the hotel would have no significant adverse impact on the supply of visitor accommodation available in the area. (For locations outside Harrogate town only).

The marketing statement should include all the following information

- Copy of the sales particulars prepared.
- Details of the original price and the new guide price
- Schedule of the advertising carried out with copies of the advertisements and details of where the advertisements were placed and when, along with an estimate of the expenditure incurred from advertising.
- The confirmed number of sales particulars which have been distributed, along with a breakdown of where the enquiries resulted from, for example, from the "For Sale" or "To Let" board, advertisements etc.
- Details of the number of viewings carried out.
- Resulting offers and why they were dismissed.
- Confirmation of whether a "For Sale" or "To Let" board was erected and the dates displayed, or if not, the reasons behind the decision.
- Timetable of events from the initial appointment of the agent to current date.

This information will be treated as confidential and will be forwarded on this basis to the relevant consultees.

It is expected that the property will have been advertised for at least a year at a price which reflects its existing use. If the Borough Council agree there are special circumstances, a shorter marketing period may be approved.

or

- Outside of Harrogate Town Only - Documentary evidence that there will be no significant adverse impact on the supply of visitor accommodation

The application will be held as invalid until the information is received (5 copies) or until the applicant/agent confirms in writing that they want to proceed without supplying the information.

The Documentary evidence that the previous facility has been replaced elsewhere or Outside of Harrogate Town Only - Documentary evidence that there will be no significant adverse impact on the supply of visitor accommodation will form part of the public file.

Noise impact assessment

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in [PPG 24: Planning and Noise](#)

Noise Design Advice

Noise can be a major factor to consider in any new development.

This design advice is to help those involved in development in the Borough of Harrogate achieve an acceptable noise environment for people living and working in the area.

The following advice indicates the noise levels that may be considered acceptable for various scenarios.

Look at which of the following scenarios best describes your development and follow the advice given.

**For further advice contact the Environmental Protection team at Harrogate Borough Council on:
01423 556633.**

1 New Industrial or Commercial Use near to Residential Use

- 1.1 *This advice aims to protect the present and future occupiers of residential properties from your new industrial or commercial noise.*

Developers should carry out an assessment in accordance with BS4142 to determine the rating level of the new development. It is recommended that during normal daytime hours (0700 to 2300 hours), the BS4142 rating level, measured over 1 hour, should be 5dB below the background (L_{A90}). During the night-time period (2300 to 0700 hours), the BS4142 rating level, measured over 5 minutes should be 5dB below the background (L_{A90}).

The assessment should be carried out at the site boundary or at the nearest noise sensitive premises, depending on the circumstances. These noise levels are intended to ensure that existing noise sensitive premises and land which may be used for noise sensitive development in future does not become blighted by noise.

To aid regeneration, in certain circumstances, a higher rating level **may** be accepted provided the need is justified.

In addition, the levels specified in Appendix 1 should not be exceeded. These should be calculated assuming windows in noise sensitive premises are open for ventilation (see Appendix 1)

1.2 Justification for advice

PPG24 states that local planning authorities must ensure that development does not cause an unacceptable degree of disturbance, while at the same time not placing unreasonable restrictions on development and to allow for the creation of jobs and the construction and improvement of essential infrastructure. It accepts that development of this nature will generate noise. PPG24 also refers to the use of BS4142:1997 (where appropriate) to consider noise from industrial and commercial developments. This standard assesses the likelihood of complaints in relation to noise. PPG24 also states that acceptable internal noise levels are given in BS 8233. Levels in BS 8233 are used in this guidance.

2 New Residential Properties near to Transportation Noise Sources (such as busy roads) or in Areas of Mixed industrial and Transportation Sources

2.1 *This advice aims to protect the future occupiers of your residential development from transportation noise or mixed transportation and industrial noise.*

Developers should carry out an assessment in accordance with PPG24 to determine the Noise Exposure Category (NEC) of the proposed residential development site. Noise Exposure Categories are used to determine whether noise is a factor in granting permission for the development. They range from Category A where noise is unlikely to be a determining factor to Category D where the development should normally be refused on noise grounds.

Once the NEC of the site has been determined regard should be had for the advice contained in PPG24. However it is recognised that a more flexible approach may be required in circumstances where the need is justified. In these situations the following minimum standards should be observed.

- Where the site falls into **Category B** the design/orientation of the site or sound insulation of the new dwelling must be sufficient to produce noise levels that don't exceed the levels specified in Appendix 1. Levels can be calculated with windows closed but if trickle vents are provided then levels will be calculated with the vents open. It may be necessary, depending on the external noise levels, to install glazing with a higher sound attenuation than the basic package, and to acoustically treat the trickle ventilation in order to achieve these levels.
- Where the site falls on the **boundary of Category B and C, in Category C or Category D** the design/orientation of the site and/or the sound insulation of the new dwelling must be sufficient to produce internal noise levels that don't exceed the levels specified in Appendix 1. It may be necessary, depending on the external noise levels and building design/orientation, to install glazing with a higher sound attenuation than the basic package, and to acoustically treat the trickle ventilation in order to achieve these levels. All indoor levels shall be taken with windows open **or** with alternatively provided acoustic ventilation over and above "background" ventilation.

2.2 Justification for advice

PPG24 should be used to try and separate noise sensitive developments from major sources of noise. It is good practice to try and keep a suitable distance between noise sensitive development and sources of transportation noise. PPG24 also states that acceptable internal noise levels are given in BS 8233. Levels in BS 8233 are used in this guidance.

3.0 New Residential Development near to existing Industrial or Commercial Use where industrial noise is the dominant source.

3.1 *This advice aims to protect the occupiers of your new noise sensitive premises from noise from existing industrial or commercial premises.*

Developers should carry out an assessment in accordance with BS4142 to determine the rating level at the new development. **This rating level can be determined including proposed attenuation measures.** It is recommended that during normal daytime hours, 0700 to 2300 hours, the BS4142 rating level, measured over 1 hour, should be 5dB below the background level (L_{A90}). During the night-time period, 2300 to 0700 hours, the BS4142 rating level, measured over 5 minutes, should be 5dB below the background level (L_{A90}).

However, it is recognised that a flexible approach may be required in certain circumstances where the need is justified. The following minimum standards may be accepted notwithstanding the rating level:-

- NR 25 in bedrooms (2300 to 0700)
- NR 30 in all habitable rooms (0700 to 2300)
- If there is a distinguishable tone the NR curves should be reduced to NR 20 and NR 25 respectively
- Noise Rating curves should be measured as a 15 minute linear L_{eq} at the octave band centre frequencies 31.5 Hz to 8 kHz.
- For outdoor areas a BS4142 rating of up to +5 dB higher than the background level (L_{A90}) may be accepted.
- In addition the levels specified in Appendix 1 should not be exceeded.
- All indoor levels shall be taken with windows open **or** with alternatively provided acoustic ventilation over and above “background” ventilation.

3.2 Justification for advice

PPG24 recommends that wherever practicable noise sensitive developments should be separated from major sources of noise. PPG24 also refers to the use of BS4142: 1997 (where appropriate) to consider noise from industrial and commercial developments. This standard assesses the likelihood of complaints in relation to noise.

Noise Rating (NR) curves are another way of setting acceptable levels in noise sensitive premises where industrial/commercial noise may be an issue. From experience of statutory nuisance investigation work, the setting of broad band A weighted noise level limits on their own are not appropriate for industrial noise.

4 New Entertainment Premises near to existing Residential. Or Development containing New Entertainment and New Residential

4.1 *This advice aims to protect existing and future residents from noise from your new entertainment premises, such as public houses, nightclubs and restaurants.*

Developers should assess the likely impact of the new entertainment premises on the noise environment. The premises must be designed to ensure that music and associated noise is controlled so as to be inaudible inside any residential premises in the vicinity. Inaudibility shall be defined as-

- 4.1.1 LAeq(1,min) (EN) should not exceed LA90 (WEN)
- 4.1.2 L10 (5 min)(EN) should not exceed L90 (WEN) in any 1/3 octave band from 40Hz to 160Hz
- 4.1.3 All levels shall be taken with windows open or closed (which ever makes the music appear louder) or with alternatively provided acoustic ventilation over and above “background” ventilation.
- 4.1.4 Other noise sources from these developments, such as air conditioning plant and kitchen odour extraction systems shall be treated as industrial development and scenario 1 is applicable.

EN = Entertainment noise level, WEN = Representative background noise level without the entertainment noise, both measured inside the noise-sensitive premises.

4.2 Justification for advice.

PPG 24 recognises that new entertainment premises such as public houses and nightclubs may pose particular difficulties in respect of potential noise disturbance; however it offers no specific guidance. The most relevant guidance available is the Good Practice Guide on the Control of Noise from Pubs and Clubs (2003) which recommends that noise from such premises shall be inaudible inside noise sensitive premises.

5 New Noise Sensitive Premises near to Places of Entertainment

This advice aims to protect your new residents from noise from existing places of entertainment

Developers should assess the likely impact of the entertainment premises on the noise environment. The residential premises must be designed to ensure that music and associated noise is inaudible inside any residential premises in the vicinity.

The minimum acceptable standard is-

- 5.1.1 NR 20 in bedrooms (2300 to 0700)
- 5.1.2 NR 25 in all habitable rooms (0700 to 2300)
- 5.1.3 All indoor levels shall be taken with windows open or closed (which ever makes the music appear louder) or with alternatively provided acoustic ventilation over and above “background” ventilation.
- 5.1.4 Noise Rating curves should be measured as a 15 minute linear L_{eq} at the octave band centre frequencies 31.5 Hz to 8 kHz.
- 5.1.5 Other noise sources from these developments, such as air conditioning plant and kitchen odour extraction systems shall be treated as industrial development and scenario 3 is applicable.

EN = Entertainment noise level, WEN = Representative background noise level without the entertainment noise, both measured inside the noise-sensitive premises.

5.2 Justification for advice.

PPG 24 recognises that developments such as public houses and nightclubs may pose particular difficulties in respect of potential noise disturbance; however it offers no specific guidance. The most relevant guidance available is the Good Practice Guide on the Control of Noise from Pubs and Clubs (2003) which recommends that noise from such premises shall be inaudible inside noise sensitive premises.

Appendix 1

Room/Area	L _{Aeq} (16 hr) 700-23.00	L _{Aeq} (8 hr) 23.00-07.00	L _{A1} (15 min) 23.00-07.00	L _{Amax} 23.00-07.00
Living Rooms/Studies	35dB	XXXXX	XXXXX	XXXXX
Gardens	55dB	XXXXX	XXXX	XXXXX
Bedrooms	XXXXX	30dB	45dB	55dB

Table of Noise Levels that should not be exceeded

Notes

1. Where windows are to remain closed to ensure good internal noise levels and an alternative means of ventilation is provided, ventilation that complies with the performance specification given in Part 6 of Schedule 1 of the Noise Insulation Regulations 1975 will be accepted. Alternatively four air changes per hour will be accepted.
2. We will accept that a open window will provide a sound reduction of 12dB(A) unless the developer has a good reason why a higher reduction is acceptable.
3. When calculating/predicting attenuation of noise levels we will accept single figure Sound Reduction Indexes provided they are suitable for that particular source, for example Pilkington's R_{tra} for Road traffic. However if the Sound Reduction Index is not specifically for the sound source under consideration then a frequency analysis of the noise, and attenuation in that octave band and recalculation of a single "A" weighted level will be required.
4. It will be acceptable to use the shortened method for calculating the daytime NEC for road traffic noise.
5. It will be acceptable to use 1 hours monitoring at night to determine NEC provided the method can be justified (for example if the busiest predicted hour is measured).
6. If your development doesn't fit into any of the five scenarios, then please contact the Environmental Protection Team.

Additional Guidance - If the only element of an application requiring noise impact info is an extraction system or condenser unit then as long as the manufacturers details include either the 'sound power level' or the 'sound pressure level' this will suffice and a full noise assessment would not be required.

If a full noise impact assessment is required and can not be carried out at the site then it should be carried out at a similar site elsewhere.

References:

PPG 24: September 1994, Planning Policy Guidance: Planning and Noise.

BS 4142: 1997, Method for rating industrial noise affecting mixed residential and industrial areas.

Good Practice Guide on the Control of Noise from Pubs and Clubs: March 2003. Institute of Acoustics.

BS 8233:1999 Sound Insulation and noise reduction for buildings- Code of Practice

The Noise Insulation Regulations 1975 (S.I.1975 No.1763)

Non Mains Drainage Supporting Information

The responsibility for demonstrating that a new development is effectively served by a sewerage system rests primarily with the developer. Before deciding a planning application, the Local Planning Authority needs to be satisfied that the sewerage arrangements are suitable. **If the non-mains sewerage and sewage disposal proposals are assessed as being unsatisfactory, this would normally be sufficient to justify refusal of planning permission.**

When assessing sewerage proposals for any development, the first presumption is to provide a system of foul drainage discharging into a public sewer. This should be done in consultation with Yorkshire Water.

If connection to a public sewer is not feasible, a package sewage treatment plant incorporating a combination of treatment processes should be considered.

Only if it can be clearly demonstrated by the applicant that the sewerage and sewage disposal methods referred to above are not feasible, taking into account cost and/or practicability, should a system incorporating septic tank(s) be considered and proposed if appropriate.

The Environment Agency has designed a form and letter see below which should be submitted (5 copies) with all planning applications where a new non mains drainage system is involved. The form also should be submitted for planning applications involving increase use of an existing non mains drainage system by more than 25%, calculated on no. of bedrooms for domestic properties and by floor space where applicable.

In addition to the Environment Agency form assessment/action for the following matters are required before consultation and publicity can be carried out on planning applications:

Proposed Treatment Plants – A percolation test must be carried out and the results submitted with the application unless the Treatment Plant is to be draining into a watercourse.

Proposed Septic Tanks – The Impact Assessment (see below) needs to be submitted (5 copies) before the application can be registered.

If your application proposes use of a new septic tank(s) it should be supported by a full impact assessment (five copies), to confirm that the adverse effects by reference to the factors (a) to (k) below will not arise. This assessment should focus on the likely effects on the environment, amenity and public health and, in particular, it should include a thorough examination of the impact of disposal of the final effluent, whether it is discharged to a water course or disposed of by soakage into the ground.

The same assessment is required when a cesspool is proposed.

The assessment of non-mains drainage proposals should include full and detailed consideration of the following factors:

- a) ***Contravention of recognised practices:*** Any evidence which shows that the proposed arrangements are likely to prejudice, contravene or breach any statute, Regulation, Directive, Code of Practice, Byelaw, water quality objective or any other authoritative standard (such as British Standards, the Environment Agency's Policy and Practice for the Protection of Groundwater (republished 1998), research papers/reports with proven conclusions).
- b) ***Adverse effect on water sources/resources:*** Any information produced by the British Geological Survey, the Environment Agency (including its predecessor bodies) or any other authoritative sources, which shows that the area has geological formations which could allow the transmission by percolation or by surface run-off of sewage effluent from the proposed foul drainage system, directly or indirectly, so as to adversely affect any existing or potential surface or groundwater sources used or likely to be used for public or private water supplies or for animal husbandry or agriculture or recreation or the interests of other riparian owners.
- c) ***Health hazard or nuisance:*** Any evidence which indicates that the proposed arrangements and the associated effluent disposal system is likely to lead to a risk to public health or cause a nuisance.
- d) ***Damage to controlled waters:*** Any evidence including reference to information on site hydrology and geology and to Groundwater Regulations, which indicates that the proposed arrangements may result in the entry of any poisonous, noxious or polluting matter or any solid waste matter into any controlled waters, including ground waters, to the detriment of water quality.
- e) ***Damage to the environment and amenity:*** Any evidence that the proposed arrangements are likely to lead to raw or partially treated sewage entering into receiving waters or onto land, to such an extent as to damage or undermine the environment and amenity value of the locality or any other area, particularly if it is of special significance such as a Site of Special Scientific Interest (SSSI), Area of Outstanding Natural Beauty (AONB) or public open space.
- f) ***Overloading the existing capacity of the area:*** Any authoritative assessment or available records, which indicate that i) the addition of new discharges from a proposed development to those which already exist in the area, or ii) the quality or quantity of new discharges by themselves, are likely to overload the local subsoil soakage capacity or receiving water to the extent that it may lead to problems of ponding, sewage flooding, pollution or nuisance.

- g) **Absence of suitable outlets:** Any evidence to show that there is no suitable facility such as satisfactory water courses or adequate land for soakage in the locality to accommodate the disposal of effluent from the proposed septic tanks serving the new development.
- h) **Unsuitable soakage characteristics:** Any results derived from percolation tests which have been carried out in accordance with BS 6297 or a subsequent superseding standard, (preferably carried out in winter conditions when the soils are saturated), which show that the local soil conditions would preclude effective disposal of any sewage effluent from the proposed septic tanks serving the new development.
- i) **High water table:** Any evidence drawn from the records of 'rest water levels' observed in trial holes which show that the water table in the locality is so high that at any time of the year it could inhibit or impede or adversely affect the proposed foul drainage/effluent disposal arrangements.
- j) **Rising ground water levels:** Any evidence, such as water table records of the locality, which show that the levels have been rising consistently and are likely to interfere with the proposed foul drainage/effluent disposal system, or may cause damage to other land or property in the area eg by its contribution to landsliding or subsidence.
- k) **Flooding:** Any evidence, such as records of frequencies and levels of previous flood incidents, which show that the locality is subject to flooding to the extent that the proposed non-mains sewerage would lead or contribute to environmental or amenity problems.

Before the assessment is carried out you are advised to have informal discussions with:

- ❖ The Borough Council's Department of Community Services – 01423 556633
- ❖ The Environment Agency – 08708 506506
- ❖ Yorkshire Water – 0845 1242429

NON MAINS DRAINAGE INFORMATION – Environment Agency Form

If your development proposals include the use of a non-mains foul drainage system, you should complete the following questions and submit it to the Local Planning Authority in support of your planning application in order that the Council can adequately assess the suitability of the proposals. All relevant information requested below must be supplied. Failure to do so may result in the application not being registered until such time as the information is received or there being a delay in making a decision about your planning proposals.

Department of the Environment Transport and the Regions Circular 03/99 deals with the Planning Requirement in respect of the Use of Non-Mains Sewerage in New Development. This circular should be consulted if you want to know more about the detailed information requirements.

When drawing up sewerage proposals for any new development, the first presumption must always be to provide a system of foul drainage discharging into a public sewer which will transport the effluent to a public sewage treatment works.

The ability to make such a connection should always be discussed with the Sewerage Undertaker in the area. They should be asked to provide information about the distance to the nearest main sewer and its location. The cost of making that connection needs to be weighed against the total cost of the overall development and the practicability of making the connection.

Where a public sewer connection is not feasible on cost and practicability grounds, consideration should then be given to the installation of a package sewage treatment plant. This modern type of plant offers the highest standard of treatment available for sewage effluent and is the **only** acceptable type of sewage treatment system where the foul discharge is to be to a watercourse or to a soakaway in an area where there are drinking water abstractions and groundwater is vulnerable to pollution. It should be noted that package plants may not be suitable if used intermittently and this should be a consideration in the choice of the most appropriate sewage system. A separate Discharge Consent is required from the Environment Agency should planning permission be granted. This will set minimum standards for the quality of the foul discharge to ensure that ground and surface water is kept free of pollution. This applies to discharges to ground via a soakaway or to a watercourse.

If you are proposing to install a septic tank, which provides a far lower level of treatment of the foul effluent, a more detailed non-mains drainage assessment of the likely effects on the environment will be required to be carried out. The details of the requirements are explained with the appendix to the circular. Your Local Planning Authority may require additional information from you relating to matters including health hazards, nuisance and amenity. It should be noted that completion of this form does not in itself amount to compliance with the requirements to undertake a non-mains drainage assessment specified in Department of the Environment Transport and the Regions Circular 03/99.

Where your proposal include the development of a site which has an **existing** septic tank or other system, consideration needs to be given to the opportunities which may now exist to make a mains connection or to upgrade the system to the use of modern technology. At the planning stage of your development proposals, checks need to be made to find out if the existing system has the capacity to deal with additional loads to be placed on it and that the outfall of the system can cope with those additional loadings. Soakaway drainage systems may need to be enlarged. Information needs to be provided to show that these factors have been taken into account. Any Discharge Consent may also need to be varied to take account.

A sealed cess tank or cesspool does not provide any treatment of waste and has to be emptied by tanker and taken to a sewage treatment works at regular intervals, the cost of which can be considerable. Their use is not considered to be environmentally sustainable and will only be considered appropriate in **exceptional** cases, which must be fully justified.

Guidance on carrying out a percolation test

Avoid carrying out this test in extreme weather conditions such as drought, frost and heavy rain.

- a. Excavate three holes 300mm square to a depth of 250mm below the proposed invert level (bottom of the pipe) of the land drain and space them evenly along the proposed line of the subsurface irrigation system.
- b. Fill each hole with water and allow to seep away overnight.
- c. Next day, refill each hole with water to a depth of no more than 300mm and observe the time in seconds for the water to seep away completely.
- d. Divide each figure by the depth of water in millimetres placed in the hole. The answer gives the time required (in seconds) for the water to drop 1mm. This is the **percolation value** (in seconds).
- e. The average figure for the percolation value (**V**) is obtained by summing all three values and dividing by three.
- f. If the percolation value exceeds 100sec/mm, then ground conditions may be unsuitable for discharge from a septic tank/package plant system and an alternative means of disposal will have to be considered to avoid ponding of foul effluent on the surface due to inefficient soakage.
- g. For domestic premises, the floor area of soakaway land drains (**A** in square metres) required may be calculated from:
 $A = P \times V \times 0.25$
where P= number of persons served by the tank and V = the percolation value described above

If in doubt, consult your professional adviser or Local Authority building control officer for advice

Notes: The percolation test should be conducted in accordance with BS 6297 : 1983 as set out above. It should be noted that whilst the Environment Agency can advise on the likely suitability of a soakaway on the basis of percolation test data presented to it, the responsibility for ensuring that a soakaway functions satisfactorily lies with the applicant and the Local Planning Authority.

PLEASE COMPLETE THIS FORM AND SUBMIT AS PART OF YOUR PLANNING APPLICATION TO THE LOCAL PLANNING AUTHORITY

1. Please indicate distance to and location of the nearest mains drainage.....
(Note: the Sewerage Undertaker can be contacted for this information).

2. Please indicate by ticking which method of foul drainage is proposed:
Package treatment plant to soakaway []
Package treatment plant to watercourse []
Septic tank to soakaway []
Septic tank to watercourse []
Sealed Cess tank []
Other method such as reed bed. Please specify

(Please indicate the position of equipment and outfall on the site plan to be submitted as part of the planning application.

3. Is this a new or existing system?
4. What is the capacity of the system?
5. If this is an **existing** system, how many additional people will regularly be expected to use it? If this is a domestic property, what is the number of bedrooms now and how many bedrooms will be provided by the development proposed?
.....

6. If this is an **existing** system, do you have Consent to Discharge from the Environment Agency? YES/NO

If Yes, please give the reference number:

7. How close is the nearest water course and if you intend to discharge to a watercourse, what is the name of the watercourse?
.....

Please indicate the discharge position on your site plan submitted with the planning application, clearly marked as such.

(Note: the watercourse must be capable of sufficient dilution (ten fold) to accept the flow. Without such dilution, there is the possibility of the build up of poor water quality during dry periods.)

8. If the discharge is to a soakaway, indicate on your site plan its position and size. A soil profile should also be supplied for a new system which would assist in assessing the suitability of plans to discharge to soakaway.

What is the average percolation test result?

(Note: Guidance for carrying out tests is given in these notes. You may be required to carry out a percolation test for an existing system if the size of development justifies an increase in the size of the soakaway).

9. Are there any wells, springs or boreholes within 50 metres of the soakaway or point of discharge into the watercourse? YES/NO.

Please mark the location of these features on the site plan to be submitted as part of the planning application.

(Note: The Environment Agency and you Local Authority Environmental Health Department may be contacted for information on licensed and unlicensed water abstractions. Neighbouring landowners should also be contacted).

Offices

Applicants should submit the 'sequential test' information as outlined in [Planning for Town Centres: Practice guidance on need, impact and the sequential approach](#)

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Open Space

Plans should show any areas of existing or proposed open space within or adjoining the application site. 'Open space' here includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or [PPG17](#)

Planning obligations

Applicants should clarify the LPAs requirements in preapplication discussions and confirm any planning obligations that they agree to provide using standard proformas or templates where available. Further advice is available in [Circular 5/05: Planning Obligations](#)

Commuted Sums for public open space and village hall provision will be handled under the existing system of a standard form Unilateral Undertaking provided by the LPA for completion by the applicant prior to decision. Therefore the above does not apply.

As an alternative to completion of a Planning Obligation in advance of the issue of a Planning Permission a Grampian condition may be agreed in relation to certain types of development, e.g. residential development including an element of affordable housing.

Planning Statement

This information is required for all types of planning applications, excluding:

- Householder
- Adverts
- Tree Preservation order works
- Lawful Development Certificates

Information should include how the proposed development accords with policies in the, Local Development Framework (LDF), development plan, supplementary planning document or development briefs.

Click [here](#) to access the LDF section of our website.

It should also include details of pre application discussion with LPA and any pre application community involvement undertaken prior to submission. However, a separate statement on community involvement may also be appropriate.

Click [here](#) for further guidance – see page 16 of linked document.

Residential – Holiday accommodation – Annexes

For an application for either holiday accommodation, or for a residential annex, if from the submitted details it appears that the accommodations may be capable of independent occupation, then the application will be dealt with as for a residential dwelling, incurring the relevant fee, supporting information, and be subject to residential policies.

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Residential – new build

The following supporting information will always be required:

- Sustainable Construction & Design Validation Certificate

The following supporting information may also be required:

- Affordable Housing Proforma
- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Residential - Conversion

The following supporting information will always be required:

- Structural survey of the property if outside of a Development Limit as defined in the Harrogate & District Local Plan
- Ecological Survey & Assessment

The following supporting information may also be required depending on the size/nature of the development:

- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Affordable housing

Any applications for residential development which fall within the criteria below need to be accompanied with a completed [Affordable Housing Proforma](#), as well as answering the relevant question on the application form. The proforma must be countersigned by the Councils Principal Development Officer (Telephone No. 01423 556891) before the application can be registered as valid.

There is a £100 fee payable for this pre application advice.

Harrogate, Knaresborough Ripon = / >0.5 ha site or = / >15 dwellings
(within development limits, excluding Pannal but including Scriven)

All other locations = / >0.1 ha site or = / >3 dwellings
gross

The plans submitted with the applications should indicate which are the affordable housing plots, with the footprint, parking and gardens coloured brown.

There should also be a schedule of the affordable housing comprising:

- Plot Number
- House type
- Floor space in square metres

Agricultural Workers dwellings

The following form is required:

**PLANNING APPLICATION FOR AN AGRICULTURAL WORKER'S DWELLING
SUPPLEMENTARY INFORMATION**

1. **NAME OF APPLICANT:** 2. **NAME OF AGENT:**

Address: **Address:**

.....

.....

Telephone: **Telephone:**

Mobile: **Mobile:**

Email: **Email:**

Fax: **Fax:**

3. **TRADING NAME OF HOLDING:** _____

4. **APPLICANT'S STATUS (ie. sole principal/partner/director/...)**

5. _____

5. DETAILS OF LAND FARMED - *Please attach a plan showing boundaries*

a) Area of land owned:	acres/hectares	Location:	Outline boundaries <u>red</u> on plan.
b) Area of land tenanted:	acres/hectares	Location:	Outline boundaries <u>blue</u> on plan.
c) Grazing usually taken:	acres/hectares	Location:	Outline boundaries <u>green</u> on plan
d) Grazing rights:	acres/hectares	Location:	No. of stock
e) Area of mowing land:	acres/hectares	Location:	
f) Area of pasture:	acres/hectares	Location:	
g) Area of rough grazing:	acres/hectares	Location:	
h) Area of arable land:	acres/hectares	Location:	
i) Area of woodland:	acres/hectares	Location:	
j) Area of other land	acres/hectares	Location:	

6. **DETAILS OF STOCK NUMBERS ON** (Date)

	Number	Breed
CATTLE		
a) Dairy cows in milk and/or in calf:		
b) Dairy heifers in milk and/or in calf		
c) Milk Quota (litres)	a: owned b: leased	
d) Dairy followers <u>over</u> 12 months old		
e) Dairy followers <u>under</u> 12 months old		
f) Beef cows		
g) Calves up to 6 months old		
h) Store cattle 6-12 months old		
i) Store cattle over 12 months old		
j) Bulls		
SHEEP		
k) Breeding ewes		
l) Hoggs		
m) Tups		
PIGS		
o) Breeding sows		
p) Gilts		
q) Barren sows for fattening		
r) Boars		
s) Piglet s 0-8 weeks old		
t) Weaners 8+ weeks old		
POULTRY		
u) Laying flock (for egg production)		
v) Growing Pullets (day old to point of lay)		
w) Hens and Pullets (producing eggs for		

hatch)		
x) Other Poultry		
y) Other Stock:		

7 DETAILS OF ARABLE/CROPPING

	Acres/Hectares	Type
Cereals		
Potatoes		
Sugar Beet		
Other Roots		
Other Crops		

8. LABOUR ON FARM

List all people working on the farm during last year specifying full or part time, giving hours worked per week:

Name, Initials (Mr/Mrs/Ms) Part-Time	Full/Part-time	Hours if
.....
.....
.....
.....

9. HOUSING

a) List all housing within 5 miles of the farm either owned, occupied or rented by the farmer/landowner, stating occupant:

Address	Owned/Rented	Occupant
.....
.....

b) List any housing sold off or let by the farmer/landowner

Address Sold/Let	Sold/Let	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR REPLIES BELOW PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

10. **TENANCY DETAILS** give details for each separate letting

Acreage	Type of Tenancy (ie. form of Business Tenancy/ Agricultural Holding Act Tenancy)	Start Date of Tenancy	Unexpired term of tenancy

11. Give brief description of existing farm buildings:

12. Give brief description of present farming policy:

13. Reasons for special need for new dwelling on the holding:

14. Reasons for the proposed site:

15. Any other information you feel is relevant to the proposal:

16. Signed:

Date:

Restaurants/cafes/Take-aways – A3/A4/A5 Uses

- Details of the ventilation and fume extraction systems both on plan and elevations and manufacturers specifications
- An acoustic report outlining details of background noise levels, details of measures to mitigate noise and/or fume emissions and vibration.
- Details of refuse storage and removal.
- Access (details of ramps including gradient) and toilet arrangements to enable disabled access should be addressed in the application.
- Additional information to support the application such as a covering letter setting out hours/days of operation, intended number of covers for restaurants, i.e. table/chairs.
- Extent of kitchen area and nos. of tables and chairs (Class A3/A4/A5 uses) is helpful if ascertaining whether a change of use has occurred from Class A1.
- If alterations to shop front or adverts are shown, has appropriate application been submitted or does description of development reflect this?

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Retail assessments

For all retail and leisure developments over 2500m² gross floor space:

Current guidance can be found in PPS 6: [PPS 4: Planning for Sustainable Economic Growth](#),

The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres, and if locations are accessible. Click [here](#) to access Harrogate Borough Councils Retail Study.

The following supporting information may also be required depending on the size/nature of the development:

- Sustainable Construction & Design Validation Certificate
- Reducing Travel by Car & Improving Accessibility Validation Certificate
- Transport Assessment/Transport Statement/Travel Plan Validation Certificate

Reducing Travel by Car & Improving Accessibility

[Validation Certificate for Reducing Travel by Car and Accessibility](#) (related to Core Strategy Policy TRA1b) - required for applications for:

1. a residential development of 10 or more dwellings, or where the number of dwellings is not given, the site area is 0.3 hectares or more and located in or adjacent to the built up areas of Harrogate, Knaresborough, Ripon, Boroughbridge, Masham and Pateley Bridge;
2. A non residential development within one of the following categories where the gross floorspace is equal to or greater than the following:
 - Food Retail/Non food retail - 1,000sqm
 - A2 offices/B1 business/B2 industry - 2,500 sqm
 - C2 residential (institutions/hospitals) - 2,500sqm
 - D1 non res. Institutions - 2,500 sqm
 - D2 Assembly & Leisure - 2,500 sqm
 - Cinemas & Conference centres - 1,000 sqm
 - Stadia - 1,500 seats

Sustainable Construction & Design

[Validation Certificate for Sustainable Construction & Design](#) (related to Core Strategy Policy EQ1) - required for applications for:

- The erection of new residential development*
- New build non residential development**, or
- Conversion or extension to non residential development of more than 1000 sq m.
-

**Excluded development: extensions to dwellings.*

***Excluded development: buildings for storage, agricultural buildings, unheated buildings, domestic outbuildings not used for offices or habitation and buildings into which people only visit intermittently and then only for the purpose of inspecting or maintaining fixed plant or machinery. The threshold of 1000 sq m for requiring 'very good' BREEAM standard design will be monitored and reviewed following a 12 month period of operation.*

Structural survey of the property

For conversion of buildings for residential purposes outside of a Development Limit as defined in the Harrogate & District Local Plan the following details must be included in a Structural Survey written report:

- Footings - these will not be deep but any exposed footings should be noted.
- Settlement - position and reason for settlement i.e. failure of footings, tree growth, water course etc.
- Ground conditions - including water table level.
- Wall Construction - solid brick or stone, double leaf for example stone/rubble/stone. Pointing detail, for example flush, bagged, weathered.
- Bowing or bulging of walls, cracking and the reason for failure e.g. lintel failure, lack of restraint at eaves.
- Erosion of wall materials - brick, stone or displacement of cobbles due to mortar failure.
- Rising/Penetrating Damp
- Frost damage
- Sulphate attack - e.g. breakdown of renders or cementitious product.
- Timber structure - frame intermediate floors or roof.
- Condition of timber - including fungal attack and beetle infestation
- Floor construction - ground floor finish and condition.
- Upper floors' construction beams, joist size and centres
- Roof construction - including finish and fixing detail, rafter size and centres, purlins, trusses
- Roof Condition - sagging between supporting walls, purlins or other movement. Slipped or missing slates/tiles. Areas replaced with corrugated asbestos cement and the like.
- Metal columns, ties and any corrosion of same.
- Existence of any vermin and birds.
- Nesting of any owls or bats. Do not disturb any bat roosts - it is illegal.

Telecommunications

Either planning applications or Prior Notification for telecommunication development, will require the following information:

- Confirmation that development is by or on behalf of a telecommunications code system operation for the purpose of the operator's telecomms systems (Part 24 + defined at end of Class A).
- Evidence that the use of an existing mast, building or structure has been considered.
- Statement that the proposed mobile phone base station, when operational will meet ICNIRP guidelines.

Confirmation of the frequency and modulation characteristics, and details of power output in relation to antenna.

[Application Form for Prior Notification](#)

[Help Notes](#)

Transport Assessment / Transport Statement / Travel Plan

[Validation Certificate for Transport Assessment / Transport Statement / Travel Plans](#) (76kb) (related to Policy TRA1c) - required as part of your planning application if your proposed development is within the following categories and equal to or above the thresholds indicated:

- Food Retail (A1) 250sq m
- Non Food Retail (A1) 800sq m
- A2 financial & professional services 1,000 sqm
- A3 restaurants and cafes 300 sqm
- A4 drinking establishments - 300sqm
- A5 hot food takeaway - 250sqm
- B1 business - 1500sq m
- B2 general industrial - 2,500sqm
- B8 storage or distribution - 3,000sqm
- C1 hotels - 75 bedrooms
- C2 residential institutions - 30 beds (Hospitals/nursing homes)
- C2 residential institutions - 50 students (Residential education)
- C2 residential institutions - 250 residents (Institutional hostels)
- C3 dwelling houses - 50 units
- D1 non res. Institutions - 500 sqm
- D2 assembly & Leisure - 500 sqm
- Others - to be determined through discussion with the Highway Authority.

Tree survey/arboricultural statement

Survey information should be provided using [BS5837:2005 A guide for trees in relation to construction](#)

To find out more about protected trees, click [here](#)

Location

Flood risk assessment

Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.

[The Environment Agency's Flood Risk Standing Advice](#), which includes which information should be included in a Flood Risk Assessment, depending on the type of development and location should be consulted.

Maps of flood zones are available from the Environment Agency or by using their [website](#). In addition [Planning Policy Statement 25: 'Development and Flood Risk'](#) provides comprehensive guidance for both LPAs and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere

Type

Advertisements / Signs

The drawing of the proposed advertisement should show its dimensions and position on the land or building in question. For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used.

For freestanding signs scaled details of the sign and standing are required as well as a large scale (1:200 / 1:500) site plan showing the precise location on the ground.

[Application form](#)

[Help Notes](#)

Conservation Area Consent application

Planning applications which involve the demolition of buildings (depending on size) within a Conservation Area must be accompanied by an application for Conservation Area Consent.

Photographs of the buildings to be demolished are strongly recommended.

[Application form](#)

[Help Notes](#)

Demolition of Dwellinghouses

If you intend to demolish a dwellinghouse (this includes a residential home or hostel or flat) or a building adjoining a dwellinghouse and they are not Listed Buildings, Scheduled Monuments or within a Conservation Area you are required to make an application to the Council for **Approval to the method of Demolition and Restoration of the Site**. If the demolitions form part of a redevelopment scheme, and you include the details in your Planning Application, there is no need to make a separate application.

[Application form](#)

[Help Notes](#)

Extension of temporary permission

1 copy of ownership and agricultural certificates and reference on a form or letter to the temporary permission to be extended, and the appropriate fee.

Hazardous Substances Consent

If you intend to use or develop land for any purpose involving the presence of specified quantities of hazardous substances you will require **Hazardous Substances Consent**, whether or not planning permission is needed. [DCLG Circular 04/00 'Planning Controls for Hazardous Substances'](#) gives guidance.

Hedgerow Removal

[Application Form](#)

[Help Notes](#)

High Hedge Complaint

Click [here](#) to find out how to make a high hedge complaint to the Council

Householder (domestic) Applications

[Application Form](#)

[Help Notes](#)

Lawful development certificates

Any Additional information the applicant considers necessary to substantiate claim.

[Application form – Existing Use](#)

[Help Notes](#)

[Application Form – Proposed Use](#)

[Help Notes](#)

Listed building application

The following information will be required in the case of all listed building applications:

- the regulation 6 certificate;
- **A written description of the extent of the proposed works** and an explanation of why they are considered necessary or desirable. (Space for this is provided for in Question 4 on the application form but a fuller explanation may often be necessary.) A schedule of works to the listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Further advice can also be found in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 and paragraphs 4.25 to 4.49), click [here](#) to access.
- **A brief description of the historical development of the building**, indicating as far as possible which parts are original and which are later additions. This should include any documentary evidence relating to the design, construction and development of the building and any other relevant information with regard to previous alterations and repairs. The 'list description', copies of which are obtainable from Planning Enquiries on request, may be helpful here.
- **A design statement**, setting out the design and conservation principles adopted in the proposed restoration, alteration or extension of the building.

- **Photographs** of all elevations of the building (to convey its general character) and detailed photographs (internal or external) of those parts where alterations or extensions are proposed. If available, old photographs may be particularly valuable. Many drawings today are produced by CAD, which often fails to give any real idea of the character of the building concerned, and photographs are helpful in compensating for this technological shortcoming.
- **A site plan, as existing**, at a scale of 1:200 to show the building concerned and any other buildings on the site or immediately adjacent. This should indicate the nature of existing external surfaces, e.g. stone paving or setts, concrete, gravel, grass, and boundary treatments, e.g. walls, hedges, fences.
- **A site plan, as proposed**, at a scale of 1:200 to show the building concerned and any other buildings on the site or immediately adjacent, if the proposal involves demolition or extension of the principal building or any curtilage structure. Proposed external surfaces and boundary treatments, as well as any alterations proposed to the extent of the domestic curtilage, are principally matters for any accompanying planning application, but are usefully shown as part of a listed building application as well.
- **Plans, elevations and sections of the building, as existing**, to a scale of 1:50. These should be clearly annotated to show the general construction (e.g. brick, stone, solid wall, cavity wall, stud partition, timber framing, etc.), the position of any section lines and any defective areas (e.g. subsidence cracks).
- **Plans, elevations and sections of the building to show the alterations proposed**, to a scale of 1:50. Details, e.g. of doors or windows, should be shown to a larger scale of 1:20, 1:10, 1:5 or 1:1, as appropriate. The drawings should illustrate clearly the existing fabric, what is to be restored or altered, and what is new construction. (It is helpful if these can be indicated by hatching or colour.) The drawings should indicate how it is intended to overcome any problems affecting the structure or fabric of the building.

In the case of Grades I & II* and, exceptionally, some Grade II listed buildings, specific internal details at a scale of 1:20, 1:5 or 1:1 may be requested.

The following additional information will be needed where the structural condition of the building requires it or where the building is to be converted to a new use:

- **A building surveyor's or structural engineer's report and methodology statement**, indicating on measured drawings of the building, as existing, any structural problems and a clear methodology for their rectification or alteration, including a proposed sequence of works and details of temporary works and propping.

You must first arrange to speak to a planning officer if you intend to alter or demolish a listed building, i.e. before submitting any application.

[Application Form](#)

[Help Notes](#)

Modification or discharge of planning obligations – usually via Section 106, or Section 52 agreement

Click [here](#) to access the form, of which 5 copies are required, and well as location plans

Outline Applications

An **Outline** Planning application can be made when you want to find out, before preparing detailed drawings, whether planning permission would be given, in principle.

Outline applications are not acceptable for residential development in a Conservation Area.

Outline permission is granted subject to a condition requiring the subsequent approval of one or more reserved matters. These are:

Layout - The way in which buildings, routes and open spaces within the development are provided, situated and orientated in relation to each other and to buildings and spaces outside the development.

Scale - The height, width and length of each building proposed within the development in relation to its surroundings.

Appearance - The aspects of a building or place within the development which determine the visual impression the building or place makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

Access - This covers accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.

Landscaping - This is the treatment of private and public space to enhance or protect the site's amenity and the area in which it is situated and includes screening by fences, walls or other means, the planting of trees, hedges, shrubs or grass, the formation of banks, terraces or other earthworks, the laying out or provision of gardens, courts or squares, water features, sculpture or public art and the provision of other amenity features.

With an application for outline planning permission, detailed information will always be required on the use and amount of development.

In addition, even if layout, scale and access are reserved, an application will still require a basic level of information on these issues in the application. As a minimum applications should always include information on:

Use - The use or uses proposed for the development and any distinct development zones within the site identified.

Amount of development - The amount of development proposed for each use.

Indicative Layout - An indicative layout with separate development zones proposed within the site boundary where appropriate.

Scale parameters - An indication of the upper and lower limits for height, width and length of each building within the site boundary.

Indicative access points - An area or areas in which the access point or points to the site will be situated.

*The Council may not accept an outline application if too little information has been provided so you should contact Planning Enquiries first and, if necessary, they will arrange a meeting for you with a planning officer.
So far as applications for the conversion, re-use and adaptation of rural buildings are concerned the Council will require a Full application*

[Application Form – All Matters Reserved](#)

[Help Notes](#)

[Application Form – Some Matters Reserved](#)

[Help Notes](#)

Planning Permission – FULL

[Application Form](#)

[Help Notes](#)

Prior Notification of Agricultural Development

[Application form – Proposed Building](#)

[Help Notes](#)

[Application Form – Proposed Road](#)

[Help Notes](#)

[Application Form – Excavation/Engineering Operation](#)

[Help Notes](#)

[Application Forms – Proposed Fish Tank/Cage](#)

[Help Notes](#)

Reserved Matters applications

When an Outline permission is granted certain details will be ‘reserved’ for future applications – the outline decision notice will state which matters have been reserved. Any subsequent reserved matters applications must include all details as described in Part 1 for those reserved matters which are being applied for, and ensure that such matters are in accordance with any stipulations of the outline approval.

[Application Form](#)

[Help Notes](#)

Stopping Up/diversion of footpaths/bridleways

Click [here](#) to access the application form

The following information must always be submitted:

- Where footpaths and/or bridleways are proposed to be stopped up or diverted they should be shown by a solid black line on an up to date location plan at a scale not less than 1:2500. New footpaths and/or bridleways should be shown by thick black dashes.
- The terminal points of the lengths of highway proposed to be stopped up or diverted should be clearly evident from the plans.
- It is necessary to identify highways such as footpaths and bridleways in words (e.g. the footpath/bridleway leading from Duck Street to Coldstones Quarry) and sufficient information should be given on the plans and under questions 6(b), (c) and (d) to enable the Local Planning Authority to prepare an adequate description.
- An unmarked copy of the plan is also required for reproduction purposes. This should be of good quality and show no details of the stopping up or diversion.

Works to Trees

If you are not submitting a Planning Application but just wish to **fell, top, lop or do other works to a tree** - if it is subject to a Tree Preservation Order or in a Conservation Area, click to access the relevant application form.

[Application Form](#)

[Help Notes](#)

Access our '[My Property](#)' facility and bring up map information which will indicate if the property/land in question is within a Conservation Area, or has a Tree Preservation Order on it.

Variation or Deletion of a planning condition

1 copy of ownership / agricultural holdings Certificates and reference on a form or letter to which application and, the specific condition (s) to be deleted/varied, why the condition should be deleted or varied and the correct fee.

If other works which would require full planning permission are also proposed, those works, and the variation/deletion of condition(s) can generally be made on the same application.

Note – from 6th April 2008 onwards it is not possible vary or delete a condition which is relevant to the date by which a permission must be commenced or reserved matters submitted.

[Application Form](#)

[Help Notes](#)

Building Regulations

Note that an application for **Building Regulations Consent** may be required (depending on your proposal), either in addition to other applications, or simply to comply with safety requirements. Click [here](#) to access government advice on Building Regulations or telephone 01423 556555 or 556601 for advice.

Part 3 - 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 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 [The Communities and Local Government site.](#)