

## **NORTH YORKSHIRE PLANNING AUTHORITIES VALIDATION REQUIREMENTS**

### **NYP4 : APPLICATION FOR LISTED BUILDING CONSENT**

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document "Validation Requirements for Planning and Other Applications Submitted under the Town and Country Planning Acts" which can be obtained from the Authority's web site, are intended to guide you in putting your application together. We can only accept your application as legally valid if all the necessary information is provided to an acceptable standard.

Unless submitted electronically, one original with three copies of the application form, plans and supporting documents must be provided.

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

		√
<b>1. FORMS</b>		
Completed application form (signed and dated)		
<b>2. PLANS</b>		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan at a scale of 1:100 or 1:200 to show:	The direction of North	
	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
Existing and proposed elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	The proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed works	
	New buildings in context with adjacent buildings	

Details	Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels (with reference to a fixed datum point) and neighbouring development.	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	
<b>3. CERTIFICATES</b>		
Ownership Certificate Completed	Correct certificate – A, B, C or D as required	
<b>4. OTHER REQUIREMENTS</b>		
Biodiversity Survey and Assessment Report	Required where significant alterations are proposed to the roof or where an empty building is to be subdivided or altered.	
Heritage Statement	<p>A Heritage Statement (also referred to as a 'Statement of Significance and Impact') is required in all cases and is a document that is necessary to understand the potential impact (positive or negative) of the proposal on the significance of the Listed building or structure. They should be completed to a level of thoroughness proportionate to the relative importance of the building or structure whose fabric or setting is affected.</p> <p>As a minimum, it will be necessary to undertake the following steps:</p> <ol style="list-style-type: none"> <li>1. Check the Local Development Plan, main local and national records including the relevant Historic Environment Record, statutory and local lists, the Heritage Gateway, the National Monuments Record, and other relevant sources of information that would provide an understanding of the history of the place and the value the Listed building or structure holds for society</li> <li>2. Examine the Listed building or structure and its setting. This should comprise a thorough visual and physical analysis of the building or structure including its setting and context.</li> <li>3. Consider whether the nature of the significance requires an expert assessment to gain the necessary level of understanding.</li> </ol> <p>For further guidance on the application of policy in relation to the Historic Environment see the <a href="#">National Planning Policy Framework</a>.</p> <p>Good practice would recommend that a Heritage Statement should contain:</p> <ul style="list-style-type: none"> <li>• An analysis of the nature, extent and importance of the significance of the Listed building or structure in relation to the archaeological, architectural, artistic or historic interest associated with the building.</li> <li>• A description of those elements which contribute to the significance of the Listed building or structure likely to be affected by the proposals</li> <li>• An assessment of the contribution which the setting makes to that significance</li> <li>• An assessment of the likely impact which the proposals will have upon those elements which contribute to the significance of the Listed building/structure.</li> <li>• The principles of, and justification for, the proposed works.</li> </ul>	

	<p>The application should also include:</p> <ul style="list-style-type: none"> <li>• A suitably detailed schedule of works to the Listed building or structure</li> <li>• Where an application site includes, or is likely to include, archaeological remains, the Heritage Statement will be expected to include an appropriate desk-based assessment of the impact which the proposals might have on these remains.</li> </ul> <p><b>NOTE:</b> Where a Design &amp; Access Statement is also required, applicants can integrate their Statement of Significance &amp; Impact into the Design &amp; Access Statement or they can submit them as two separate Statements.</p> <p><b>Where the ‘Statements’ are to be integrated, full adherence to this guidance note, in relation to any application relating to a Designated Heritage Asset, should be made.</b></p> <p><b>Where the extent of the impact of the proposal on the significance of any heritage assets affected cannot adequately be understood from the application and supporting documents the application may not be validated. If an application is validated but is subsequently found to be deficient either in the depth or extent of the description of significance and the impacts, the Local Planning Authority has the power under Article 24 (7) of the Town &amp; Country Planning General Development Procedure Order 1995 to require further information from the applicant. This may include the assessment of the asset by an appropriately qualified expert.</b></p>	
Street scene or perspective elevations	Required where significant extensions are proposed on public elevations.	
Photographs/photomontages	Helpful to illustrate all affected elevations and details.	
Structural Survey	<p>Required where :</p> <ul style="list-style-type: none"> <li>• the application proposes demolition or significant alterations to the structure of the building.</li> <li>• the proposed involves heavier floor loading (e.g. conversions).</li> </ul>	