



**Notice of a public meeting of  
Decision Session - Executive Member for Housing, Planning and  
Safer Communities**

**To:** Councillors Pavlovic  
**Date:** Wednesday, 4 December 2024  
**Time:** 3.00 pm  
**Venue:** West Offices - Station Rise, York YO1 6GA

**AGENDA**

**Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00 pm on Wednesday 11 December**.

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent, which are not subject to the call-in provisions. Any called in items will be considered by the Corporate Services, Climate Change and Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00 pm** on Monday, 2 December 2024.

## **1. Declarations of Interest**

(Pages 1 - 2)

At this point in the meeting, the Executive Member is asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*[Please see attached sheet for further guidance for Members].*

## **2. Minutes**

(Pages 3 - 4)

To approve and sign the minutes of the Decision Session held on Wednesday, 13 November 2024.

## **3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines have changed to 2 working days before the meeting. The deadline for registering at this meeting is at 5.00pm on Monday, 2 December 2024.

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

## **Webcasting of Public Meetings**

Please note that, subject to available resources, this public meeting will be webcast including any registered public speakers who have given their permission. The public meeting can be viewed on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

### **4. Planning Protocol** (Pages 5 - 20)

This report provides information regarding a Draft Planning Protocol which has been worked up between the Planning Department and York and North Yorkshire Chamber of Commerce (YNYCC).

### **5. Proposed consultation on draft validation checklist** (Pages 21 - 102)

One of the technical documents that City of York Council as the Local Planning Authority (LPA) should publish is a validation list which clarifies the locally defined requirements when submitting applications of a particular type, scale or location. These local validation lists should be consulted on prior to use and should be reviewed every two years.

CYC has not got an up-to-date validation list. To rectify this, officers have drafted, and internally consulted on, a validation list which reflects the policies in the Local Plan and current national policy; this report requests the Executive Member's consent to consult on this draft and subsequently to progress to its formal publication on the website in line with legislation.

### **6. Urgent Business**

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer: Ben Jewitt

Telephone No- 01904 553073

Email- [benjamin.jewitt@york.gov.uk](mailto:benjamin.jewitt@york.gov.uk)

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

**我們也用您們的語言提供這個信息 (Cantonese)**

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

### Declarations of Interest – guidance for Members

- (1) Members must consider their interests, and act according to the following:

Type of Interest	You must
Disclosable Pecuniary Interests	Disclose the interest, not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Directly Related) <b>OR</b> Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Affects) <b>OR</b> Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item <u>only if</u> the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations,

and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

## City of York Council

## Committee Minutes

---

Meeting	Decision Session - Executive Member for Housing, Planning and Safer Communities
Date	13 November 2024
Present	Councillor Pavlovic
Officers in Attendance	James Gilchrist - Director of Environment, Transport and Planning Tanya Lyon – Community Safety Manager

---

**10. Declarations of Interest (10:01am)**

The Executive Member was asked to declare, at this point in the meeting, any disclosable pecuniary interests, or other registerable interests he might have in the respect of business on the agenda, if he had not already done so in advance on the Register of Interests. None were declared.

**11. Minutes (10:01am)**

Resolved: That the minutes of the previous meeting held on 23 September 2024 be approved and then signed as a correct record by the Executive Member.

**12. Public Participation (10:01am)**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

**13. Proposal to Introduce a Citywide Public Space Protection Order (PSPO) to cover: Street Urination and Defecation, Dog Fouling and Control (10:02am)**

The report was presented by the Community Safety Manager, who explained what a PSPO was and why this had been proposed.

The Executive Member noted the contents of the report, thanking and praising the staff at York BID and CYC who clean up the mess resulting from antisocial behaviour.

The Executive Member agreed with officer recommendations that on-the-spot enforcement was the best way forward, and asked who would be undertaking this enforcement. The Community Safety Manager answered that CYC had a good working relationship with the North Yorkshire Police force, and they would take statements and could issue Fixed Penalty Notices. The Executive Member agreed that working closely with police via a proportionate process was the best course of action.

The Executive Member asked about scale and timeliness of the consultation; the Community Safety Manager advised that consultees such as the Police Chief Constable and the Deputy Mayor as well as individual ward councillors would need to be consulted, and the consultation period would be eight weeks. The Executive Member suggested that due to the preelection period at the time of the decision session, it would be sensible to start consultation from 1 December 2024, and the Community Safety Manager agreed.

The Executive Member requested that the gratitude of the Executive – including the Executive Member personally, the Local Authority and the city be reflected back to those dealing with cleansing the mess. He also wished to emphasise that advancing this Protection Order was not about imposing a punitive regime but about changing behaviour to improve the city.

Resolved: To approve Option 1, which is to proceed to the consultation stage of the process.

Reason: This will allow for a full evidence-base to be developed, providing a robust basis for a decision to be made in respect to adoption of the PSPO.

Cllr M. Pavlovic, Chair

[The meeting started at 10.00 am and finished at 10.14 am].





<b>Meeting:</b>	Decision Session – Executive Member for Housing, Planning and Safer Communities.
<b>Meeting date:</b>	04/12/2024
<b>Report of:</b>	James Gilchrist – Director of Environment, Transport and Planning
<b>Portfolio of:</b>	Cllr Michael Pavlovic

## Decision Report: Planning Protocol

### Subject of Report

1. The purpose of this report is to provide the Executive Member with information with regard to a Draft Planning Protocol which has been worked up between the Planning Department and York and North Yorkshire Chamber of Commerce (YNYCC). The Draft is contained in Annex A of this report.

### Benefits and Challenges

2. Benefits – the Protocol has been drafted in conjunction with YNYCC to set a commitment to work together to deliver an efficient and effective planning process. The benefits of effective and efficient planning process are far reaching and would help to achieve the ambitions set out in the Council Plan. The benefits of applications coming forward in a timely manner would assist with bringing site forward from the Local Plan.
3. Challenges – the challenges are numerous but not insurmountable. Timing of application submissions and resourcing implications within the Local Authority and the quality of planning submissions being two of the main challenges.

## Policy Basis for Decision

4. Development across the city contributes to the wider objectives of the Council Plan. Many of the priority actions within the Council Plan ultimately promote growth; whether that be through promoting or enhancing skills, which require schools, colleges and training facilities. Addressing housing affordability will require the provision of new housing stock. The economic opportunities provided by devolution will bring forward development opportunities. All of these will in some shape or form require development.

## Financial Strategy Implications

5. There are limited financial implications as a result of implementation of the Protocol. The Protocol outlines the need for training and development of staff which has limited financial implications.

## Recommendation and Reasons

6. The Executive Member is asked to:  
Agree to the principle of the Protocol and delegate authority to finalise and implement the Protocol to the Head of Planning and Development Services.  
**Reason:** To allow the protocol to progress to a live and agreed document.

## Background

7. The Planning Protocol was devised after engagement with city of York Council Chief Planner, the YNYCC and the Executive Member for Housing, Planning and Safer Communities. It was discussed how there needed to be a positive and proactive joint approach to enable the planning system in York to work as effectively as possible. It was outlined by the YNYCC that other areas locally such as Leeds have a Planning Protocol and the positive benefits that had brought forward.
8. The Protocol was devised and formulated in a collaborative way and aims to 'Work successfully together to deliver inclusive growth within the City of York Council area through the planning process.' The Protocol is intended to build on existing good practices of

engaging with communities and front loading the Planning process. It aims to provide a more proactive approach in delivering good growth and help to create jobs and attract good investment.

9. There are 3 sections within the Protocol which are:
  - 1 – Commitment to Service Improvement
  - 2 – Effective Communication and Engagement
  - 3 – Certainty and Consistency
10. *Commitment to Service Improvement.*

This section outlines how there will be a commitment from the Council to continuously improve the planning service through engagement. Engagement is something that already happens positively and it is a commitment to continue with this. Training of elected members along with members of staff is key to continue with improvement and to ensure that there is competency, skills and knowledge to all involved in the planning process. Within this section is a clear commitment from the development community that they will respect the professional opinion of officers.
11. The 'One Opportunity' process is outlined within section 1 of the protocol and needs to be highlighted as a key change which has been introduced and will continue to be built upon. At present the 'One Opportunity' process is for minor applications only. If an application has been received and the planning service consider that amendments can be made to make it acceptable in planning terms 'one opportunity' will be given the amend the proposals. The case officer will give clear guidance as to what is required to make the proposal acceptable. If the amendments are made and are acceptable a decision will be made on the application. If the amendments do not overcome the concerns or take into account, the officers advice the application will be refused with no further negotiations.
12. The 'One Opportunity' process was introduced to reduce the time consuming, inefficient and often protracted discussions over schemes which slow the whole planning process down, preventing decisions being made in a timely manner
13. *Effective Communication and Engagement*

Pre-application engagement is widely acknowledged as a way of streamlining the planning process. The Protocol encourages pre-

application discussion along with the appropriate use of Planning Performance Agreements. The aim is to provide a service that is effective from pre-application through to delivery on site.

14. Communication and engagement is expected to be a two way process based on respect and providing clear and accurate information. There is also the provision to ensure the process remains transparent and all relevant information, relating to planning applications is available online.
15. The Protocol also outlines that early engagement with communities and stakeholders is expected as part of the development process but that it should also follow through to the implementation stage to ensure that residents and relevant groups are kept involved in the process.
16. *Certainty and Consistency*  
The planning process can be unpredictable and lengthy due to many factors, some of which are beyond the control of the applicant/developer and the Local Planning Authority. The purpose of the Protocol is to try and assist in making the planning process as efficient and effective as possible. It outlines the expectations of the of the Local Planning Authority in terms of the quality of submissions which is an ongoing issue which causes significant delays for both the application and discharge of condition process. It also outlines the expectations in terms of pre-application advice being taken on board along with timescales being adhered to.
17. Section 106 negotiations along with the drafting and signing of the resulting agreements, elongate the planning process and in order to try and assist with this, draft heads of terms should be submitted as part of the application process and a template section 106 agreement should be used in order to again assist speeding up the process.
18. The protocol concludes that there will be a commitment to monitoring and reviewing the implementation and effectiveness of the Protocol to ensure it is fit for purpose and working for all parties involved in the process.

## **Consultation Analysis**

19. This report is provided to the Executive member for information and will not be a formally adopted planning document. As a result there is no consultation required within the Council or with external partners or third parties.

## **Options Analysis and Evidential Basis**

20. The Executive member is asked to note the contents of this report.

## **Organisational Impact and Implications**

21. The various implications of this report are summarised below:

### **Financial**

22. This report presents some financial implications insofar as it relates to training requirements for staff.

### **Human Resources (HR)**

23. There are no HR implications.

### **Legal**

The protocol will not become an adopted planning document and is intended as a guide for good practice, therefore there are no legal implications.

### **Procurement**

24. There are no specific procurement implications arising from this report.

### **Health and Wellbeing**

25. There are no specific Health and Wellbeing implications arising from this report.

### **Environment and Climate Action**

26. There are no specific Environment and Climate Action implications arising from this report.

### **Affordability**

27. There are no specific Affordability implications arising from this report.

### **Equalities and Human Rights**

28. The Council recognises, and needs to take into account its Public Sector Equality Duty under Section 149 of the Equality Act 2010 (to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions).
29. At the time of writing there are no equalities implications identified in respect of the matters discussed in this report. The Public Sector Equality Duty and the obligations it places upon the authority are considered as part of the assessment of a planning application.

### **Data Protection and Privacy**

30. This report is brought to Executive for information purposes. As there is no personal data, special categories of personal data or criminal offence data being processed, there is no requirement to complete a Data Protection Impact Assessment (DPIA).

### **Communications**

31. The Protocol if agreed will be made available on the Council's web site and communicated to the development industry and the planning team. There are limited implications in terms of communications.

### **Economy**

32. The economic development and achieving the economic aspirations of the city are inextricably linked to physical development itself. By allowing the Planning process to be as effective and efficient as possible will allow development to come forward quicker contributing to the economic objectives of the city.

### **Risks and Mitigations**

33. The risk for the Protocol is that it is not implemented by development industry alongside the Council. There are mitigations

for this covered in the monitoring section as this will allow the effectiveness of the protocol to be reviewed.

## Wards Impacted

34. All wards

## Contact details

For further information please contact the authors of this Decision Report.

### Author

<b>Name:</b>	Becky Eades
<b>Job Title:</b>	Head of Planning and Development Services
<b>Service Area:</b>	Planning and Development Services
<b>Telephone:</b>	01904 551627
<b>Report approved:</b>	Yes
<b>Date:</b>	25/11/2024

## Annexes

**All** annexes to the Decision Report must be listed.

- Annex A: Draft Planning Protocol

List of Abbreviations Used in this Report:

CYC: City of York Council

LPA: Local Planning Authority

YNYCC: York and North Yorkshire Chamber of Commerce

This page is intentionally left blank



# PLANNING PROTOCOL



York & North  
Yorkshire Chamber  
of Commerce



CITY OF  
**YORK**  
COUNCIL



The background of the page is a photograph of York, England. In the upper center, the tall, ornate spires of York Minster are visible against a pale sky. To the left, there are bare trees and a stone wall. In the foreground, a paved street curves to the right, with a small green lawn and a black metal railing on the left side. The overall scene is a mix of historic architecture and modern urban infrastructure.

Together we aim to work successfully together to deliver inclusive growth within the City of York Council area through the planning process.

## OUR PLEDGE

### INTRODUCTION

York's civic and business leadership have a shared duty to deliver growth for the city's inhabitants.

To make the city a more prosperous, equal and attractive city, there is a need to deliver the infrastructure that will enable this process.

As well as the requirement to build thousands of new houses, there is a broader need for increased development to meet the Council's agenda for economic growth. All of this can be achieved whilst retaining the focus on building strong and vibrant communities with the emphasis on good place making and high-quality homes.

This sustainable growth can only happen if the right development comes forward in the right place at the right time. It will only be successful if there is collaboration between the Council, local communities and developers to secure that growth.

This planning protocol therefore is the result of a joint venture between City of York Council and the York & North Yorkshire Chamber of Commerce and sets a commitment to working together to deliver a smooth and efficient process.

It builds on the existing good practices of engaging with communities and front loading the planning process and aims to provide a more proactive approach in delivering the good growth needed in York, helping to create jobs and attract investment.





## 1 COMMITMENT TO SERVICE IMPROVEMENT

- The Council will continuously try to improve planning services by engaging with the development industry through workshops, meetings, forums and reviews to meet this aspiration.
- The Council will deliver training to elected members and in particular members of Planning Committees to support quality, and timely decision making. The Council will look for innovation and seek out best practice from other authorities to improve the development management process in the interests of expeditious decision making.
- The Council will invest in its staff, providing them with support and training to ensure competency and ensure their skills and knowledge is current. This will allow for better use of time for both officers and agents.
- Council departments need to be adequately resourced to be capable of delivering service requirements.
- The development community must respect the professional opinion of officers, the city council will seek to deliver consistency of approach
- A template Section 106 agreement needs to be utilised.
- 'One Opportunity' process for all applications. If it is possible to make an amendment to an application to make it acceptable, clear advice will be given as to how to best to achieve this. There will be only one opportunity to amend the proposal after this a decision will be made.





## EFFECTIVE COMMUNICATION & ENGAGEMENT

### 2 EFFECTIVE COMMUNICATION & ENGAGEMENT

- Council will strongly encourage pre-application engagement at the initial stages in the formulation of a project to identify issues early on. This will include the promotion of Planning Performance Agreements where appropriate to ensure greater clarity of the level of service and timeliness from pre-application through to delivery on site.
- The Council and the development sector will work together as Local Authority funding allows with the objective of providing the necessary resources to ensure responses to pre-application enquiries are delivered in the timescale set out in the Council pre-application advice
- Pre-application fees will be proportionate
- The process must be a two-way process based on respect and trust. Information put forth by engineers and developers needs to be treated as fair and accurate. Equally, developers must ensure that they put forth all the required information, when required to, as part of the process.
- Developers should take into account pre-application advice given by officers. If an application is subsequently submitted which significantly fails to meet the pre application advice, the Applicant will be expected to justify why the application fails to meet the pre application advice. Failure to justify why pre-application advice has not been followed may result in a refusal of planning permission.
- Developers will submit clear, evidenced, good quality pre-application enquiries and applications. This will ensure that development proposals are made with sufficient and accurate supporting information and are well-presented, enabling Council Officers to efficiently manage the application through the planning system for determination within the statutory or agreed period.
- The council will provide agents and developers with email contact details for planning officers for all applications. Planning agents and developers can email a planning officer to request a phone call to discuss a case should there be a need to do so.
- The Council will ensure that Public Access (online planning register) is kept up to date with all the relevant information, to ensure all interested parties are kept up to date with application.
- The Developers and Agents, can where appropriate, engage with Executive elected members, through briefings at the pre- application stage.
- Developers will engage early and openly with the community, amenity groups, neighbourhood planning forums/groups and where relevant, Town and Parish Councils in line with the advice from the planner and the Statement of Community Involvement, both at pre-application stage and when planning applications are made. Developers will demonstrate, in supporting documentation of any subsequent planning application, how the responses to this local engagement have been considered and have shaped the scheme.
- Developers will continue to engage with the community through the implementation stage to ensure residents and relevant groups are kept informed of demolition and/or construction stages where appropriate.





### 3 CERTAINTY & CONSISTENCY

- The Council will provide a mechanism to escalate issues to senior officers when agreed timescales and actions are not being met in the interests of expeditious decision making.
- For larger and more complex proposals, the use of Planning Performance Agreements (PPAs) will be encouraged, to achieve a more project managed approach from pre-application, through to the application process and discharge of conditions.
- All parties will engage positively and proactively with consultees to ensure that all considerations are addressed at an early stage.
- The Council's internal consultees will provide clear consistent advice on applications and at pre- application. Planning applications should have regard to relevant Policies. Where applications do not comply with the relevant policies, the Developer will be expected to clearly justify why the application departs from relevant policies. Developers will need to submit this information in a clear and accessible format, provided within agreed timescales.
- Developers will provide and pay for a viability assessment where relevant, which will be independently assessed.
- Wherever possible developers will provide Draft Heads of Terms for the Section 106 agreement at the pre-application stage using the Council's Draft S106 Template, or if not at submission of the application.
- All parties will seek to negotiate and conclude Section 106 agreements using the Council's Section 106 template so that planning permissions can be granted without unreasonable delay through agreed timescales.
- Developers will provide comprehensive, high quality supporting information, reducing the need for conditions.
- Developers shall submit the relevant, high-quality information with discharge of conditions applications so they can be discharged expeditiously.
- All parties will seek to develop a better shared understanding of design quality standards, and, where appropriate, to engage in a design review process with the Council, at the earliest stage.
- Applications submitted to vary a permitted scheme or discharge a condition where a material reduction in quality is proposed should not be expected to be supported.





## MONITORING

This protocol sets out a shared approach to development by the Chamber of Commerce and City of York Council and will review on a regular basis the implementation and effectiveness of the Protocol and share best practice that emerges from such reviews.

## FOR MORE INFORMATION OR QUERIES:

### YORK & NORTH YORKSHIRE CHAMBER OF COMMERCE

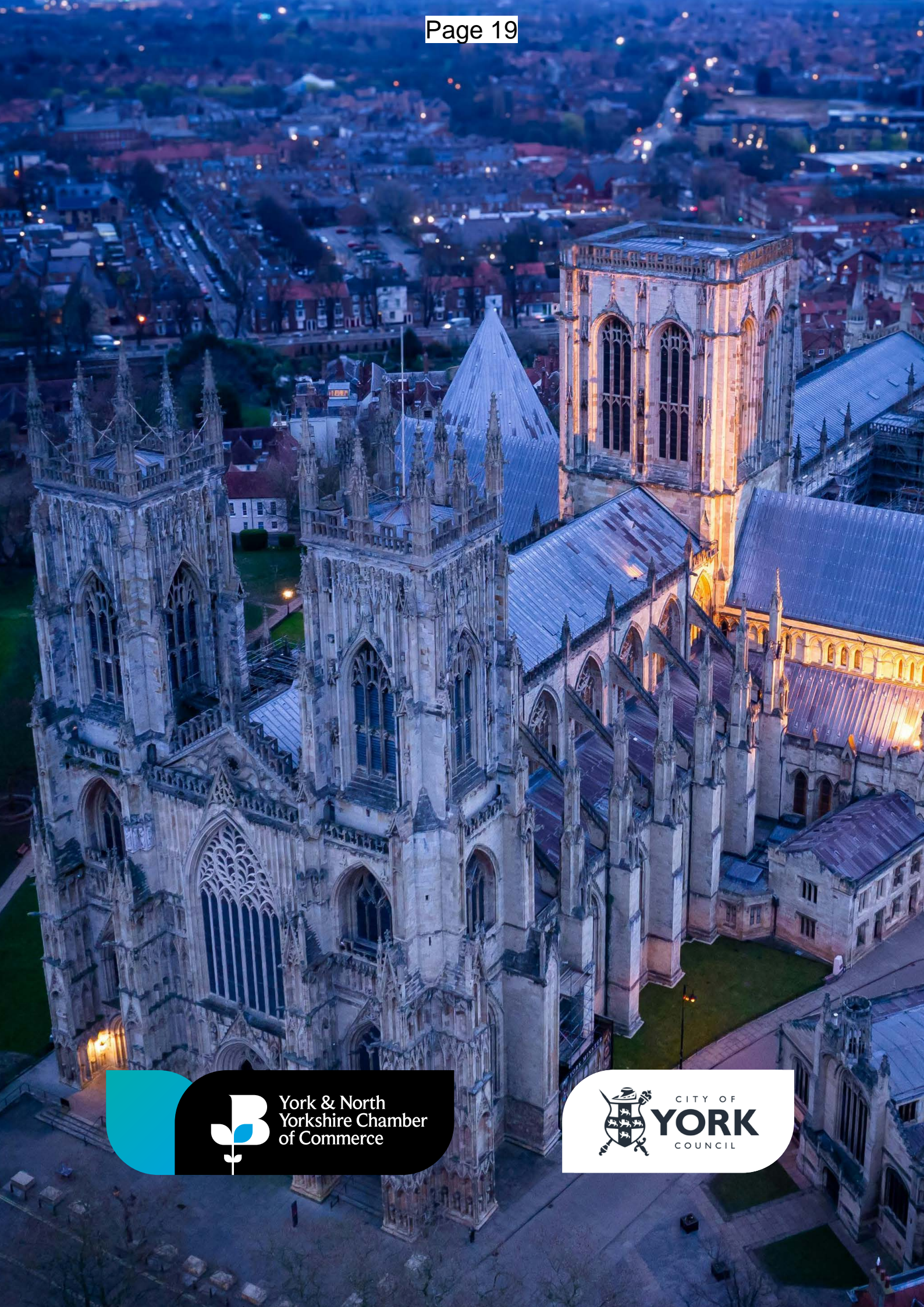
Email - [mark.casci@wnychamber.co.uk](mailto:mark.casci@wnychamber.co.uk)

### CITY OF YORK COUNCIL

Email- [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)









This page is intentionally left blank





<b>Meeting:</b>	Executive Member for Housing, Planning and Safer Neighbourhoods Decision Session
<b>Meeting date:</b>	04/12/24
<b>Report of:</b>	Claire Foale, Interim Director for City Development
<b>Portfolio of:</b>	Cllr. M Pavlovic, Executive member for Housing, Planning and Safer Neighbourhoods

## **Decision Report: Proposed consultation on draft validation checklist**

### **Subject of Report**

1. City of York Council is a Local Planning Authority (LPA) and has responsibility for planning within the authority area. One of the technical documents that the LPA should publish is a validation list which clarifies the locally defined requirements when submitting applications of a particular type, scale or location. These local validation lists should be consulted on prior to use and should be reviewed every two years.
2. CYC has not got an up-to-date validation list . To rectify this, officers have drafted, and internally consulted on, a validation list which reflects the policies in the Local Plan and current national policy; we are now seeking the Executive Member's consent to consult on this draft and subsequently to progress to its formal publication on the website in line with legislation.

### **Benefits and Challenges**

3. The publication of an up-to-date local validation list is a requirement of the National Planning Policy Framework (NPPF). Without one, the LPA has no basis for making locally specific validation requirements on planning applications and there is a risk that applicants will refuse to provide information related to Local Plan requirements with their planning applications leading to delays in validation and assessment of applications.

4. The key benefit of a validation list is that it provides clarity of expectations and should lead to better quality planning applications that reflect the requirements of the policies within the Local Plan. With the correct information provided upfront there should be efficiency savings for the Council when dealing with planning applications.
5. The Executive Member is asked to approve that the draft validation list is published for public consultation. This will take place in accordance with a consultation strategy as detailed in the draft Statement of Community Involvement (SCI) and agreed by the Director of City Development. There are no significant risks associated with the public consultation, which should also help to identify any weaknesses or potential areas of conflict within the document thereby avoiding future risk.
6. As the requirements in the validation list arise from the policy requirements of the Local Plan there have been delays in bringing the list forward due to uncertainty relating to the exact wording of Local Plan policies. The Inspectors' Report on the Local Plan is expected imminently and it now seems appropriate to progress the validation list on the basis of the modified draft policies. Any changes the validation list, resulting from changes in Local Plan policies as required by the Inspector, are suggested to be dealt with via delegated authority to the Director of Environment, Transport and Planning prior to consultation.

## **Policy Basis for Decision**

7. A validation list provides guidance on the national validation requirements for planning applications as set out in the Development Management Procedure Order 2015 (as amended). It also identifies local information requirements arising from the policies contained within the City of York Local Plan.
8. Paragraph 44 of the NPPF provides that "Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question."
9. The National Planning Policy Guidance (NPPG) provides further information on local validation lists and clarifies that the list must be

up-to-date and published on the LPA's website. The information requested must be reasonable having regard to the nature and scale of the proposed development, and about a matter which it is reasonable to think will be a material consideration in the determination of the planning application. These statutory tests are set out in [section 62 \(4A\) of the Town and Country Planning Act 1990](#) (inserted by the Growth and Infrastructure Act) and [article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) \(Order\) 2015](#).

10. The Validation List requirements are based on the adopted policies set out in the Local Plan. York's Local Plan is in the final stages of Examination and is anticipated to be adopted early in 2025, subject to formal conclusion of the Examination process with the Inspector's Report.
11. The provision of an up-to-date validation list supports the Council Plan and 10 year strategies where delivery is reliant on timely decision-taking. This is particularly relevant for the Economic and Climate Change Strategies. It also relates to all of the core commitments in the Council Plan regarding Affordability, Environment, Equalities and Human Rights, and Health Inequalities in so far as the validation list supports the submission of policy compliant planning applications thereby supporting the implementation of the Local Plan, which is the spatial development plan for the city.

## **Financial Strategy Implications**

12. The financial implications for this proposal relate to the costs associated with carrying out a public consultation on the draft validation list. These costs will be related to officer time in administering the consultation and costs for posting out notification of the consultation to interested parties.
13. Some of the costs will be offset by the development management officer time saved in dealing with fewer invalid applications and validation queries, and through better quality planning applications.

## Recommendation and Reasons

14. Recommendations for the Executive Member are:
- i. To agree to carry out a public consultation, in accordance with the draft SCI, on the draft validation list;
  - ii. To delegate authority to the Director of Environment, Transport and Planning to agree any minor changes to the validation requirements arising from any changes to the Local Plan required by the inspectors pre-consultation and arising from representations received during the public consultation;
  - iii. To delegate authority to the Director of Environment, Transport and Planning to agree a consultation strategy;
  - iv. To delegate authority to the Director of Environment, Transport and Planning to publish the final version of the validation list on the CYC website;
  - v. To delegate authority to the Director of Environment, Transport and Planning to authorise minor changes to the validation list in the future to reflect national or local policy changes.

Reason: To allow a regulatory compliant Validation List to be published

## Background

15. A validation list is a technical planning document which identifies the supporting information that is required with a planning application; submissions which do not include the required information can be invalidated as they do not include the necessary information for the LPA to determine the application.
16. The NPPG details that the drivers for requirements on the local list should be statutory requirements, policies in the NPPF or development plan or published guidance that explains how adopted policy should be implemented. The draft list should be subject to consultation with the local community including applicants and agents. Once consultation is complete, responses should be taken into account when preparing the final list which should be published on the LPA's website.
17. Planning applications should be determined within a statutory timeframe (usually 8, 13 or 16 weeks) from the point at which the application is validated. Without an up-to-date local validation list, an application only needs to meet the basic national requirements to be validated, meaning that significant time can be lost within the determination period in negotiating the submission of additional

supporting information. Given the tight timescales involved this puts CYC at a disadvantage currently in determining applications within statutory timeframes, and at increased risk of non-determination appeals.

18. It is recognised that the draft validation list gives the LPA the authority to invalidate applications where necessary, but also they retain the discretion to validate any application even when all the local requirements have not been included. Individual circumstances may render certain requirements inappropriate, or it may be considered acceptable to validate an application pending further information in order to expedite delivery of the project.
19. As set out para 9, the Local Plan policies are the basis for the requirements set out in the validation list. This has resulted in a comprehensive list of documents to submit for different types of applications which will provide more certainty in terms of expectations for applicants and Development Management in processing submitted applications. The Validation List covers all policies in the Local Plan, where applicable.

## **Consultation Analysis**

20. The draft validation list has been subject to internal consultation with technical officers. Their comments have been incorporated into the document which reflects the most up-to-date national and local planning policy position.
21. To carry full weight, the NPPG is clear that the document must also go out to public consultation, although details for this consultation are not defined in legislation. It is proposed that, in accordance with the draft Statement of Community Involvement (SCI), a consultation strategy is developed and approved by the Director of Environment, Transport and Planning. This consultation is likely to be of 6 weeks duration and citywide to ensure an opportunity for all interested parties to submit comments.
22. Following public consultation, the comments will be reviewed and the Validation List will be updated as necessary. We have recommended that these changes are approved via delegated Officer Decision to the Director of Environment, Transport and Planning

## Options Analysis and Evidential Basis

23. The options considered were:
- i. To prepare and implement a local Validation List based on York's Local Plan policy;
  - ii. To continue without a local validation list, with planning applications validated only on national requirements.
24. Option ii was rejected as it would not result in the benefits highlighted above. Option i is likely to result in clarity for applicants regarding requirements for meeting local policies, better quality applications submitted and an efficiency in processing of applications.

## Organisational Impact and Implications

25. The implications of implementation of a local validation list are predominantly in relation to stream-lining development management processes as highlighted above. The potential for better quality applications and therefore development is also noted. All of these factors will contribute to a more effective delivery of the development identified within the Local Plan.
26. **Financial:** Financial costs are associated with consultation.
27. **Human Resources (HR):** There are no implications arising from the consultation on, and implementation of, a validation list.
28. **Legal:** Section 62(4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015 set out the statutory tests which information requested with a particular planning application must meet.
- In addition, the NPPG sets out the recommended process for reviewing, consulting on and revising local lists, as set out in the body of the report.
29. **Procurement:** There are no implications arising from the consultation on, and implementation of, a validation list.
30. **Health and Wellbeing:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other

than ensuring receipt of relevant information for health and well-being in accordance with policy.

31. **Environment and Climate action:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other than ensuring receipt of relevant information for environment and climate action in accordance with policy.
32. **Affordability:** There are no implications arising from the consultation on, and implementation of, a validation list.
33. **Equalities and Human Rights:** The Council recognises, and needs to take into account its Public Sector Equality Duty under Section 149 of the Equality Act 2010 (to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions).  
An EQiA produced (Annex A) shows that there are no implications resulting from the consultation on, and implementation of, a validation list.
34. **Data Protection and Privacy:** The completion of the data protection impact assessment (DPIA) screening questions evidenced there would be no processing of personal data, special categories of personal data or criminal offence data for the implementation of a validation list, which means there is no requirement to complete a DPIA.
35. **Communications:** A communications strategy is to be agreed ahead of consultation. This should be agreed with communications.
36. **Economy:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other than ensuring receipt of relevant information for economy in accordance with policy.

## Risks and Mitigations

37. The NPPG states that local information requirements have no bearing on whether a planning application is valid unless they are

set out in a formally adopted local validation list which has been published on the LPA's website less than 2 years before an application is submitted.

38. CYC does not have an up-to-date list and therefore has no basis for requiring any locally specific validation requirements with planning applications. Currently, where applicants refuse to provide requested validation information this can lead to delays in validation. Should the LPA insist on submission of local validation requirements, without an up to date local list, this could potentially result in a non-determination appeal.
39. The implementation of an up-to-date local validation list as proposed in this report would mitigate this risk.



## Wards Impacted

40. All wards would be impacted.

## Contact details

For further information please contact the authors of this Decision Report.

### Author

<b>Name:</b>	Alison Stockdale
<b>Job Title:</b>	Strategic Planning Policy Manager
<b>Service Area:</b>	Strategic Planning Policy
<b>Telephone:</b>	01904 555730
<b>Report approved:</b>	Yes
<b>Date:</b>	15/11/24

### Co-author

<b>Name:</b>	Alison Cooke
<b>Job Title:</b>	Head of Strategic Planning Policy
<b>Service Area:</b>	Strategic Planning Policy
<b>Telephone:</b>	01904 551467
<b>Report approved:</b>	Yes
<b>Date:</b>	21/11/24

## Background papers

Statement of Community Involvement - Executive [Decision](#) 14 March 2024 and [Draft SCI](#)

## Annexes

Annex A EIA Validation list report  
Annex B Draft validation list

## Abbreviations

NPPF      National Planning Policy Framework  
NPPG      National Planning Policy Guidance  
LPA        Local Planning Authority  
SCI        Statement of Community Involvement

This page is intentionally left blank

**City of York Council**  
**Equalities Impact Assessment**

**Who is submitting the proposal?**

<b>Directorate:</b>		City Development	
<b>Service Area:</b>		Strategic Planning Policy	
<b>Name of the proposal :</b>		Validation list – draft and consultation	
<b>Lead officer:</b>		Alison Stockdale - Strategic Planning Policy Manager	
<b>Date assessment completed:</b>		18/11/2024	
<b>Names of those who contributed to the assessment :</b>			
<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
Laura Williams	Assistant Director Customer, Communities and Inclusion	City of York Council	Customer, Communities and Inclusion

<b>Step 1 – Aims and intended outcomes</b>	
<b>1.1</b>	<p><b>What is the purpose of the proposal?</b></p> <p>Please explain your proposal in Plain English avoiding acronyms and jargon.</p>
	<p>The proposal is to agree the draft validation list for public consultation. The validation list clarifies the local requirements when submitting planning applications and should be reviewed every 2 years. The validation list is informed by national policy and policy in the Local Plan. The information requested must be reasonable having regard to the nature and scale of the proposed development, and about a matter which it is reasonable to think will be a material consideration in the determination of the planning application. Consultation is proposed in accordance with the draft Statement of Community Involvement which requires that a consultation strategy is approved before consultation is undertaken.</p>
<b>1.2</b>	<p><b>Are there any external considerations?</b> (Legislation/government directive/codes of practice etc.)</p>
	<p>Article 11(3)(c) of the Town and Country Planning (Development Management Procedure)(England) (Order) 2015 identifies that matters included in the validation list must be reasonable in regards to the nature and scale of the proposed development and should relate to a matter likely to be a material consideration in determination of the application.</p> <p>Additionally, the Council's duties under the Equalities Act 2010 and the Human Rights Act 1998 are key considerations in the process.</p>
<b>1.3</b>	<p><b>Who are the stakeholders and what are their interests?</b></p>
	<p>The stakeholders include development management officers, developers, interested parties and members of the public, who intend to submit planning applications.</p> <p>The validation list will provide clarity on the locally defined requirements when submitting different types of planning applications. This will be of assistance to development management officers and anyone submitting planning applications and should streamline the submission process and lead to higher quality applications and, consequently, more timely decision making.</p>

<b>1.4</b>	<b>What results/outcomes do we want to achieve and for whom? This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.</b>
	The proposal directly reflects the core aims of the Council Plan (One City for All – 2023-2037) where delivery is reliant on timely decision-making. This is particularly relevant for the Economic and Climate Change Strategies. It also relates to all of the administration's key manifesto pledges regarding Affordability, Environment, Equalities and Human Rights, and Health Inequalities in so far as the validation list supports the submission of policy compliant planning applications thereby supporting the implementation of the Local Plan.

## Step 2 – Gathering the information and feedback

<b>2.1</b>	<b>What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights?</b> Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	<b>Source of data/supporting evidence</b>	<b>Reason for using</b>
	Statutory legislation (as set out in Section 1.2 above)	Clarifies the criteria for setting local validation requirements, review period and need for consultation
	National Planning Policy Guidance	Provides guidance about the requirements
	Planning Policy database	This database provides the contact detail for consultees (Statutory and non-Statutory) for individuals and bodies to be consulted.
	'Uniform Consultee list' for planning applications	This provides contact details for interested parties for planning applications.

## Step 3 – Gaps in data and knowledge

EIA 02/2021

<b>3.1</b>	<b>What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.</b>
<b>Gaps in data or knowledge</b>	<b>Action to deal with this</b>
N/A	N/A

## Step 4 – Analysing the impacts or effects.

<b>4.1</b>	<b>Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.</b>		
<b>Equality Groups and Human Rights.</b>	<b>Key Findings/Impacts</b>	<b>Positive (+) Negative (-) Neutral (0)</b>	<b>High (H) Medium (M) Low (L)</b>
<b>Age</b>	No impacts identified	0	N/A
<b>Disability</b>	Details requirement for accessibility statement as per policy contained within Local Plan	0	N/A
<b>Gender</b>	No impacts identified	0	N/A
<b>Gender Reassignment</b>	No impacts identified	0	N/A
<b>Marriage and civil partnership</b>	No impacts identified	0	N/A

<b>Pregnancy and maternity</b>	No impacts identified	0	N/A
<b>Race</b>	No impacts identified	0	N/A
<b>Religion and belief</b>	No impacts identified	0	N/A
<b>Sexual orientation</b>	No impacts identified	0	N/A
<b>Other Socio-economic groups including :</b>	<b>Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?</b>		
<b>Carer</b>	No impacts identified	0	N/A
<b>Low income groups</b>	No impacts identified	0	N/A
<b>Veterans, Armed Forces Community</b>	No impacts identified	0	N/A
<b>Other</b>	N/A - no other groups identified	N/A	N/A
<b>Impact on human rights:</b>			
List any human rights impacted.	No impacts identified	0	N/A

<b>High impact</b> (The proposal or process is very equality relevant)	There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.
<b>Medium impact</b> (The proposal or process is somewhat equality relevant)	There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights
<b>Low impact</b> (The proposal or process might be equality relevant)	There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights

## Step 5 - Mitigating adverse impacts and maximising positive impacts

5.1	<b>Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?</b>
The validation list will help to ensure that planning applications are submitted with supporting information required to identify compliance with the Local Plan. Public consultation prior to use will ensure that awareness of the document is raised and stakeholders have an opportunity to comment on whether they consider the validation list meets the requirements of the DMPO (ie that requirements are	



reasonable in regards to the scale and nature of the proposed development). Looking forward, the requirement to keep the validation list with a 2 yearly review period will ensure the document remains up-to-date with current policy.

## Step 6 – Recommendations and conclusions of the assessment

6.1	<b>Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:</b>
	<ul style="list-style-type: none"><li>- <b>No major change to the proposal</b> – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</li></ul>

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

**Important:** If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

Option selected	Conclusions/justification
<i>No major change to the proposal</i>	<i>The EIA demonstrates the proposal is robust. The validation list seeks to ensure that planning applications are submitted with the correct information and that requirements are reasonable in relation to the scale and nature of the application. Prior to its introduction the validation list will be consulted upon in accordance with the draft SCI.</i>

## Step 7 – Summary of agreed actions resulting from the assessment

<b>7.1</b>	<b>What action, by whom, will be undertaken as a result of the impact assessment.</b>		
<b>Impact/issue</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Timescale</b>
N/A	N/A	N/A	N/A

## Step 8 - Monitor, review and improve

<b>8. 1</b>	<b>How will the impact of your proposal be monitored and improved upon going forward?</b> Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?
	It is anticipated that the validation list will be reviewed at least every 2 years, in line with the requirements of the NPPF.

This page is intentionally left blank

# **City of York Council Validation Requirements List**

**Draft - December 2024**



## Contents

Introduction .....	5
Submitting an Application .....	6
National Validation Requirements.....	9
<b>Ownership Certificates</b> .....	10
<b>Site Location Plan</b> .....	11
<b>Site Plan/ Block Plan</b> (existing and proposed) .....	12
<b>Existing and proposed elevations</b> .....	12
<b>Existing and proposed floor and roof plans</b> .....	13
<b>Existing and proposed sections</b> .....	13
<b>General Plan Requirements - For ALL drawings and plans</b> .....	14
<b>Design and Access Statement</b> .....	14
<b>Fire Statement</b> .....	15
<b>Correct fee</b> .....	16
Local validation requirements .....	17
<b>Accessibility Statement</b> .....	18
<b>Affordable Housing Statement</b> .....	18
<b>Air Quality Assessment</b> .....	19
<b>Archaeological</b> .....	20
<b>Desk Based Assessment</b> .....	20
<b>Biodiversity and Ecology Report</b> .....	21
<b>Biodiversity Net Gain</b> .....	23
<b>Built sports facilities needs assessment</b> .....	24
<b>Burial Ground Need Assessment</b> .....	24
<b>Childcare Provision Assessment</b> .....	25

<b>Coal mining risk assessment .....</b>	<b>25</b>
<b>Community Facilities Assessment.....</b>	<b>26</b>
<b>Contamination Assessment.....</b>	<b>26</b>
<b>Cultural Wellbeing Plan .....</b>	<b>27</b>
<b>Daylight and Sunlight Assessment.....</b>	<b>27</b>
<b>Demolition and/or Construction Environment Management Plan - Draft .....</b>	<b>28</b>
<b>Designing out crime .....</b>	<b>29</b>
<b>Delivery and Servicing Management Plan (Draft) .....</b>	<b>29</b>
<b>Economic Statement .....</b>	<b>30</b>
<b>Environmental Statement .....</b>	<b>30</b>
<b>Flood Risk Assessment .....</b>	<b>31</b>
<b>Foul Sewage .....</b>	<b>32</b>
<b>Habitats Regulation Assessment.....</b>	<b>32</b>
<b>Healthcare Services.....</b>	<b>33</b>
<b>Healthy Places Statement .....</b>	<b>33</b>
<b>Health Impact Assessment.....</b>	<b>33</b>
<b>Heritage Statement .....</b>	<b>34</b>
<b>Local Affordable Housing Need Assessment .....</b>	<b>35</b>
<b>Landscaping Strategy .....</b>	<b>35</b>
<b>Lighting Assessment.....</b>	<b>36</b>
<b>Noise Impact Assessment.....</b>	<b>37</b>
<b>Planning Obligations / Draft Heads of Term .....</b>	<b>37</b>
<b>Planning Statement.....</b>	<b>38</b>
<b>Play Space Strategy.....</b>	<b>38</b>
<b>Retail Statement / Retail Impact Assessment.....</b>	<b>39</b>

<b>Statement of Community Involvement .....</b>	<b>39</b>
<b>Student Housing Need Assessment .....</b>	<b>40</b>
<b>Sustainability and Energy Statement .....</b>	<b>40</b>
<b>Sustainable Drainage System (SUDS Strategy) .....</b>	<b>41</b>
<b>Transport Assessment .....</b>	<b>42</b>
<b>Transport Statement .....</b>	<b>42</b>
<b>Travel Plan .....</b>	<b>43</b>
<b>Tree Survey / Arboricultural Report .....</b>	<b>43</b>
<b>Ventilation / Extraction Strategy .....</b>	<b>44</b>
<b>Viability Assessment .....</b>	<b>45</b>
<b>Waste Management Strategy .....</b>	<b>46</b>
<i>Household and minor developments .....</i>	<i>47</i>
<i>Major Applications .....</i>	<i>52</i>



## Introduction

The Local Validation List aims to:

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

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

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

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

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

## Submitting an Application

### How to apply

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

The benefits of applying online include:

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

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

You can submit these by email to [planning.submissions@york.gov.uk](mailto:planning.submissions@york.gov.uk) or by post to:

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

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

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

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

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

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

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

If the application is **valid**

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

If the application is **invalid**

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

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

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

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

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

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

<b>Ownership Certificates</b>	<p><b>When is it required?</b></p> <p>An ownership Certificate provides detail about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants).</p> <p>An ownership Certificate is not required for applications seeking approval of reserved matters, removal or variation of conditions, prior notifications, lawful development certificates, consent to work on a tree subject to a Tree Preservation Order (TPO), advertisement consent or to discharge conditions.</p> <p>Ownership certificates must be completed for applications for listed building consent, although no agricultural declaration is required.</p> <p><b>What is required?</b></p> <p>For this purpose, an ‘owner’ means either the freeholder or a leaseholder with a lease term of 7 years or more.</p> <p>An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. You <b>must</b> also complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use - to confirm whether any of the land to which the application relates is, or is part of, an agricultural holding. This is incorporated into the standard planning application form.</p> <p>These certificates relate to who owns or has an interest in the land related to your application. If the certificates are not correct or have not been served properly, then your application will not be valid. If you live in a flat of any kind or your application relates to a building that you do not own entirely, you will need to use Certificate B, C or D</p> <p><u>Certificate A: Sole ownership and no agricultural tenants.</u> To be completed if the applicant owns all land that forms part of the application site and there are no agricultural tenants.</p> <p><u>Certificate B: Shared ownership (all other owners/agricultural tenants known).</u> To be completed if the applicant does not own all of the land or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. The applicant must serve notice as appropriate and a copy must be submitted with the application.</p> <p><u>Certificate C: Shared ownership (some other owners/agricultural tenants known).</u> To be completed if the applicant does not own all the land, is unable to issue Certificate A or B but has notified owners/agricultural tenants of whom the applicant is aware and is trying to ascertain the names and details of any other owners. You must serve notice on the owners/agricultural tenants you know and publish the notice in a local newspaper. Copies of notices served to be submitted with the application.</p> <p><u>Certificate D: Shared ownership (no other owners/agricultural tenants known).</u> The applicant does not own all of the land, is unable to issue Certificate A, B or C and is trying to ascertain the names and details of any owners.</p>
-------------------------------	--

	<p>If you do not know the names and addresses of any of the owners/agricultural tenants of the land involved, you must publish the notice in a local newspaper. You must submit a copy of the published notice with your application. The Notice to be served (a copy of which must be submitted with the application) is available here: <a href="https://ecab.planningportal.co.uk/uploads/lapp/notices/notice1.pdf">https://ecab.planningportal.co.uk/uploads/lapp/notices/notice1.pdf</a></p> <p><b>Guidance</b>  Development management Procedure Order (DMPO), Schedule 2  <a href="https://www.legislation.gov.uk/uksi/2015/595/contents/made">https://www.legislation.gov.uk/uksi/2015/595/contents/made</a></p> <p>Planning Practice Guidance (PPG): Making an Application  <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p> <p>Planning Portal  <a href="https://www.planningportal.co.uk/info/200126/applications/60/consent_types">https://www.planningportal.co.uk/info/200126/applications/60/consent_types</a></p>
<b>Site Location Plan</b>	<p><b>Required on all applications.</b></p> <p><b>What is required?</b>  Plans must:</p> <ul style="list-style-type: none"> <li>• be to a recognisable scale – normally 1:1250;</li> <li>• show the application site outlined in <b>red</b> with a <b>blue</b> line around any other land owned by the applicant which is close to or adjoining the application site;</li> <li>• show the direction of North;</li> <li>• show at least two named roads where possible;</li> <li>• include the street number/name of the application property and its neighbours; and</li> <li>• include all the buildings, roads and footpaths on land adjoining the site.</li> </ul> <p>The land within the single continuous ‘red line’ site boundary must include all land necessary to carry out the development- e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking or open land around the building.</p> <p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Site Location Plan. The plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>• all public rights of way crossing or adjoining the site; and</li> </ul>

	<ul style="list-style-type: none"> <li>the position of all trees on the site, and those on adjacent land</li> </ul> <p><b>Guidance and support</b>  Planning Practice Guidance (PPG): Making an Application <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p> <p>Planning Portal  <a href="https://www.planningportal.co.uk/homepage/4/buy_a_planning_map">https://www.planningportal.co.uk/homepage/4/buy_a_planning_map</a></p>
<b>Site Plan/ Block Plan</b> (existing and proposed)	<p><b>When is it required?</b>  All applications involving extensions to the building, where a new building is being constructed or a change of use is proposed.</p> <p><b>What is required?</b>  Plans must:</p> <ul style="list-style-type: none"> <li>be at a scale of at least 1:200 or 1:500.</li> <li>Indicate the direction of North.</li> <li>Show the proposed development in relation to the site boundaries and other existing building on site.</li> <li>Show all buildings, roads and footpaths on land adjoining the site including access arrangements.</li> <li>Show the position of all trees and street furniture on, and adjacent to, the site.</li> <li>Show the extent and type of any hardsurfacing and boundaries on site.</li> <li>Show proposed cycle and car parking, and waste storage, where appropriate.</li> <li>Identify anything to be demolished or relocated.</li> </ul> <p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Block Plan.</p>
<b>Existing and proposed elevations</b>	<p><b>When is it required?</b>  All applications that involve changes to any external part of the building</p> <p><b>What is required?</b>  Drawings must:</p> <ul style="list-style-type: none"> <li>be at a scale of 1:50 or 1:100;</li> <li>be included for all elevations, including blank elevations, except for householder applications where a statement confirming that they will remain unchanged will be required;</li> <li>show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building and not just the flat in question);</li> <li>show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings;</li> <li>indicate proposed materials;</li> </ul>



	<ul style="list-style-type: none"> <li>• should not include other proposed work which has not been carried out and does not form part of the application; and</li> <li>• the full elevation of the building should be shown. Elevation drawings should therefore not show existing or proposed trees, hedges or boundary fences.</li> </ul>
<b>Existing and proposed floor and roof plans</b>	<p><b>When is it required?</b> All applications that involve the creation of new floorspace or that propose changes to existing floors or roof of a property</p> <p><b>What is required?</b> Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:50 or 1:100 ;</li> <li>• show the direction of North;</li> <li>• show details of the existing buildings including the existing room uses;</li> <li>• show the proposed building, including the proposed room uses if known, and including each floor and the roof;</li> <li>• include all floors and floors where there are no changes proposed, except for householder applications where a statement confirming that they will remain unchanged will be required;</li> <li>• show the site boundary and the outline of any existing neighbouring buildings; and</li> <li>• show any existing buildings or walls which are to be demolished</li> <li>• applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building; and</li> <li>• applications proposing new residential accommodation, including conversions, must state each room size and overall unit sizes on the plans.</li> </ul>
<b>Existing and proposed sections</b>	<p><b>When is it required?</b> All applications that involve the creation of new or changes to the floor plans of a property (including roof level); where a proposal involves changes to ground or floor levels; or, for any application on a sloping site or tall building</p> <p><b>What is required?</b> Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:50 or 1:100 (for major applications 1:200 may be acceptable);</li> <li>• show cross sections through the site and buildings including details of existing site levels and finished; floor levels with the levels related to a fixed datum point off-site;</li> <li>• include details of foundations and eaves levels; and</li> <li>• show the proposals in relation to existing site levels and in relation to adjoining buildings.</li> <li>• for major applications, plans at 1:10 or 1:20 should be provided to show typical window sections, entrances and</li> </ul>

	balconies (where applicable).
<b>General Plan Requirements - For ALL drawings and plans</b>	<p><b>All drawings must include:</b></p> <ul style="list-style-type: none"> <li>• a title and drawing number (with the relevant revision number as necessary);</li> <li>• the print (paper) size;</li> <li>• the relevant scale at that print size (i.e. 1:50 at A3 or 1:100 at A3);</li> <li>• a scale bar of 10 metres highlighting each metre;</li> <li>• for householder and minor applications, a scale bar of 5m highlighting each metre is acceptable;</li> <li>• for householder and lawful development certificates it is very helpful to include measurements – i.e. depth, width and height of proposal;</li> <li>• all plans must be to a recognisable metric scale (i.e. 1:50, 1:100, 1:200, 1:1250); and</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site.</li> </ul> <p>For major applications, proposed and existing plans must be shown on separate drawings. For householder and minor applications, proposed and existing plans can be shown on the same drawing.</p> <p><b>N.B. Wherever possible please DO NOT submit plans GREATER than A3 in size.</b> Where drawings are A2 or above, please submit an electronic version. Plans marked with "do not scale" or any similar phrase will be returned. These are unacceptable for planning purposes as we must be able to scale from all drawings.</p> <p><b>All drawings and supporting documentation should be logged with the drawing number, plan name and description when submitting your application via the Planning Portal website</b></p>
<b>Design and Access Statement</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• major developments (those which involve the creation of 10 or more residential units; residential development on a site of 0.5 hectares or more; development on a site of at least 1 hectare; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more); and</li> <li>• one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a Conservation Area</li> <li>• all applications for listed building consent</li> </ul> <p><b>What is required?</b></p> <p>A Design and Access Statement should be proportionate to the scale of the development. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p> <p>All Design and Access Statements must:</p> <ul style="list-style-type: none"> <li>• explain the design principles and concepts that have been applied to the development;</li> <li>• demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> </ul>

	<ul style="list-style-type: none"> <li>• explain the policy adopted as to access up to and within the proposed development, and how policies relating to access have been taken into account;</li> <li>• state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and</li> <li>• explain how any specific issues which might affect access to the development have been addressed.</li> </ul> <p>Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> <li>• The special architectural or historic importance of the building.</li> <li>• The particular physical features of the building that justify its designation as a listed building.</li> <li>• The building's setting.</li> </ul>
<b>Fire Statement</b>	<p><b>When is it required?</b></p> <p>A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve:</p> <ul style="list-style-type: none"> <li>• Provision of one or more relevant buildings.</li> <li>• Development of an existing relevant building.</li> <li>• Development within the curtilage of a relevant building.</li> </ul> <p>Relevant buildings contain two or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys.</p> <p>“Dwellings” includes flats, and “educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.</p> <p><b>What is required?</b></p> <p>Fire statements must be submitted on a <a href="#">form</a> published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> <li>• the principles, concepts and approach relating to fire safety that have been applied to each building in the development</li> <li>• the site layout</li> <li>• emergency vehicle access and water supplies for firefighting purposes</li> <li>• what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this</li> <li>• how any policies relating to fire safety in relevant local development documents have been taken into account</li> </ul> <p><b>Further Guidance</b></p> <p>Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment)</p>

	<p>Order 2021  <a href="https://www.legislation.gov.uk/ukxi/2021/746/contents/made">https://www.legislation.gov.uk/ukxi/2021/746/contents/made</a>          Planning Practice Guidance, Fire Safety and High-Rise Residential Buildings  <a href="https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021">https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</a></p> <p>Fire Statement Form and Guidance  <a href="https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities">https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</a></p>
<b>Correct fee</b>	<p><b>When is it Required?</b>          When making a planning application, application for prior approval or application for advertisement consent. Most applications incur a fee.          There is currently no fee for applications for Listed Building Consent, however it is often the case that work requiring Listed Building Consent will also require Planning Permission, for which there is a fee.</p> <p><b>What is required?</b>          The Planning Portal includes a fee calculator for applicants. The Council can advise applicants on specific cases and payment methods.           Your application will not be validated until the correct application fee has been received by the Council.</p> <p><b>Further Guidance</b>           Planning Portal fee calculator  <a href="https://lapp.planningportal.co.uk/FeeCalculator/Standalone?region=1">https://lapp.planningportal.co.uk/FeeCalculator/Standalone?region=1</a>           Government Guidance Fees for Planning Applications  <a href="https://www.gov.uk/guidance/fees-for-planning-applications">https://www.gov.uk/guidance/fees-for-planning-applications</a>           Planning Practice Guidance (PPG), Making an Application  <a href="https://www.gov.uk/guidance/making-an-application">https://www.gov.uk/guidance/making-an-application</a></p>

## Local validation requirements

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

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

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

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

	<p>This can be provided within the Design and Access or Planning Statement.</p> <p>Please note: For sites of 5-14 dwellings: Heads of terms are required to secure an off-site financial contribution in accordance with the formula in policy H10 of the Local Plan.</p> <p>Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon and refer back to the Viability Assessment that informed the Local Plan; and evidence of what has changed since then should be provided. If the application is in outline, it is understood that some details may be unknown. The statement should confirm that a legal agreement will be entered into to abide by the terms of the Council's affordable housing policy (H10). It should include details of any discussions with Registered Providers. Applicants are advised to engage with Registered Providers at an early stage.</p> <p><b>Further Guidance</b> Local Housing Need Assessment Forthcoming Housing Supplementary Planning Document Local Plan Viability Assessment</p>	
<b>Air Quality Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• Major applications where there is potential to generate significant air quality impacts;</li> <li>• Any application within AQMAs where there is potential to generate significant air quality impacts or which introduce air quality sensitive uses into areas of current, known poor air quality</li> </ul> <p>The Council's Low Emissions Planning Guidance (updated 2022) sets out the scope of any Air Quality Assessment needed. Any development that introduces new sensitive uses into an existing area of air quality concern, or causes deterioration in air quality for existing users, will be required to undertake an Air Quality Assessment.</p> <p><b>What is required?</b> The purpose of an Air Quality Assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development. The Low Emissions Planning Guidance explains what is required from Exposure Assessments and Air Quality Assessments. It expects mitigation measures to be built in at the design stage. Developments must demonstrate how exposure issues have been addressed and minimised through the principles of good design.</p>	Policies EC3, ENVI and ENV2

	<p>NB Some developments may have the potential to cause air pollution as a result of emissions from idling vehicles (e.g drive-through food retail establishments or supermarket click-and-collect facilities). Where relevant, applicants should demonstrate through a written idling management plan that best endeavours have been used to prevent unnecessary idling on a site.</p> <p><b>Further Guidance</b>  Please contact <a href="mailto:public.protection@york.gov.uk">public.protection@york.gov.uk</a>  City of York Low Emissions Planning Guidance (updated 2022) <a href="https://www.york.gov.uk/AirQualityAndPlanning">https://www.york.gov.uk/AirQualityAndPlanning</a></p> <p>The Air Quality (England) Regulations 2000 <a href="https://www.legislation.gov.uk/uksi/2000/928/contents/made">https://www.legislation.gov.uk/uksi/2000/928/contents/made</a>  Land-Use Planning and Development Control: Planning for Air Quality (Jan 2017)  <a href="http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf">http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf</a></p>	
<b>Archaeological Desk Based Assessment</b>	<p><b>When is it required ?</b></p> <ul style="list-style-type: none"> <li>• all applications affecting archaeological features and deposits;</li> <li>• applications within the Areas of Archaeological Importance requiring groundworks</li> <li>• Applications on land which is known to have archaeological interest, or an archaeological assessment has been requested as part of pre-application advice.</li> <li>• Applications which may have an impact on the character or setting of a designated asset e.g. Listed Building, Conservation Area, Scheduled Monument, WHS, Registered Parks and Gardens and Registered Battlefield.</li> </ul> <p><b>What is required?</b>  Assessments should be undertaken by a competent person to the professional standards set out by the Chartered Institute for Archaeologists.  Assessments should consider the following:</p> <ul style="list-style-type: none"> <li>• The significance of the site and its setting, whether development proposals will harm the historic environment and to what degree.</li> <li>• Potential for previously unrecorded archaeological remains.</li> <li>• Wider visual impacts on historic buildings, upstanding archaeological monuments and historic landscapes.</li> <li>• Follow the latest guidance by Historic England on assessing direct and indirect impacts on heritage assets.</li> </ul>	Policy D6



	<b>Further Guidance</b> <a href="#">Preserving archaeological remains: Decision-taking for sites under development</a> York HER <a href="https://her.york.gov.uk/">https://her.york.gov.uk/</a> <a href="https://www.york.gov.uk/ArchaeologicalAdvice">https://www.york.gov.uk/ArchaeologicalAdvice</a>	
<b>Biodiversity and Ecology Report</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>Any major development any new building(s) for any type of use including residential and non-residential, extensions and change of use where it is part of or next to a site designated for its biodiversity value or provides potential suitable habitats for protected species recorded in the vicinity of the site.</li> <li></li> <li>If proposal is a development within a Site of Special Scientific Interest (SSSI) or relevant SSSI Impact Risk Zone</li> <li>If proposal is a development within European Designated wildlife sites (Special Area of Conservation (SAC), Special Protection Areas (SPA) and Ramsar) or relevant their Impact Risk Zone</li> <li>If proposal is within or adjoining a designated nature conservation site (Site of Importance for Nature Conservation (SINC), Local Nature Reserve (LNR)).</li> <li>Development within habitats identified in the <a href="#">City of York Biodiversity Action Plan (BAP)</a></li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>As a minimum Preliminary Ecological Appraisal (PEA) to gather data on existing ecological conditions. The PEA will identify potential ecological constraints, make recommendations for design options to avoid significant effects on important ecological features, identify mitigation measures as far as possible and identify enhancement opportunities. In addition, the PEA should identify where further surveys for specific habitats and/or species are required. Habitats outside the redline boundary, that have the potential to be impacted by the proposed works, may also need to be considered and assessed for their ecological value.</li> </ul>	Policy GI2

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

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

#### **Bats**

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

	<p><b>Great crested newts</b></p> <ul style="list-style-type: none"> <li>Where ponds and ditches are present on or within 500m, and suitable habitat for Great crested newts is to be impacted by the development an initial assessment of all ponds and ditches should be carried out. This assessment should include a Habitat Suitability Index (HSI) assessment, with methods in-line with Oldham et al., (2000): Evaluating the suitability of habitat for the Great Crested Newt (<i>Triturus cristatus</i>). Herpetological Journal 10(4), 143-155. Where additional presence / absence surveys are required these should also be provided in support of the application.</li> </ul> <p><b>Further Guidance</b>  Planning Practice Guidance, Protected species and development: advice for planning authorities  <a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#where-to-expect-protected-species">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#where-to-expect-protected-species</a>  CIEEM Guidelines for Preliminary Ecological Appraisal, Second Edition (2017) <a href="https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-EcologicalAppraisal-Jan2018-1.pdf">https://cieem.net/wp-content/uploads/2019/02/Guidelines-for-Preliminary-EcologicalAppraisal-Jan2018-1.pdf</a></p>	
<b>Biodiversity Net Gain</b>	<p><b>When Required</b></p> <ul style="list-style-type: none"> <li>Any major development</li> <li>Small sites- residential developments of &lt;10 dwellings on &lt;1ha site OR unknown number on &lt;0.5ha site; and non-residential: floorspace &lt;1000m<sup>2</sup> OR &lt;1ha site</li> </ul> <p><b>Minimum requirements</b></p> <ul style="list-style-type: none"> <li>A draft Biodiversity Net Gain Plan outlining how the developer has applied the biodiversity gain hierarchy, how the development will achieve a minimum 10% net gain, including details of the existing baseline on site habitats, and the anticipated post development habitats retained, created or enhanced to achieve net gain. Values must be shown using the Statutory Biodiversity Metric. The completed draft BNG Metric workbook must be provided in full. A detailed statement of BNG delivery, i.e. on-site, off-site or statutory credits should be included.</li> <li>Where significant on-site enhancements, or off-site gains are required, details of legal mechanisms proposed to secure the maintenance and monitoring of gains for 30 years will be required as well as a draft Biodiversity Management and Monitoring Plan.</li> <li>GIS file mapping demonstrating baseline habitat areas and projected post development habitats, based on landscape design (Shapefile preferred).</li> </ul>	Policy GI2

	<p><b>Further Guidance</b>  Developer guidance <a href="https://www.gov.uk/guidance/meet-biodiversity-net-gain-requirements-steps-for-developers">https://www.gov.uk/guidance/meet-biodiversity-net-gain-requirements-steps-for-developers</a>  DEFRA Biodiversity Statutory Metric <a href="https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides">https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides</a></p> <p>For major development: Works should be undertaken by a suitably qualified Ecologist recognised by a relevant professional body such as the Chartered Institute of Ecology and Environmental Management (CIEEM) <a href="https://cieem.net/">https://cieem.net/</a> and The Institute of Environmental Management and Assessment <a href="https://www.iema.net/">https://www.iema.net/</a>. River habitat / geomorphology assessment should be undertaken by suitably qualified assessors.</p>	
<b>Built sports facilities needs assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• Applications involving the loss of built sports facilities* either currently or last used for sports activities.</li> <li>• Residential development on Strategic Sites</li> </ul> <p>*To include swimming pools, artificial grass pitches sports halls, indoor bowls, specialist indoor facilities and specialist outdoor facilities. In addition, indoor tennis courts, multi-use games areas, athletics tracks and cycle tracks along with the associated supporting infrastructure (changing rooms, club house).</p> <p><b>What is required?</b>  Assessments should typically address:</p> <ul style="list-style-type: none"> <li>• Relevant national and local policy around sports facilities.</li> <li>• Identify the capacity, quantity, quality and accessibility of existing provision.</li> <li>• Any mitigation to compensate for the loss of facilities.</li> </ul> <p><b>Further Guidance</b>  <a href="#">Built Sports Facilities Strategy April 2013 (Consultation Draft)</a>  <a href="#">CYC Playing Pitch Strategy 2013 (Consultation Draft)</a>  <a href="#">York Physical Activity and Sport Strategy for 2022 – 2032</a></p>	Policy HW3
<b>Burial Ground Need Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• Applications proposing the use of land as a burial/ memorial ground</li> </ul>	Policy GI7

	<p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• Assessment of local need</li> <li>• Groundwater risk assessment</li> <li>• Statement demonstrating proposals would not have adverse impacts on landscape quality, residential amenity or the historic character and setting of York</li> <li>• Statement demonstrating land management and maintenance.</li> </ul> <p><b>Further Guidance</b>  <a href="#">GOV.UK Cemeteries and burials: groundwater risk assessment</a></p>	
<b>Childcare Provision Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• Applications resulting in the loss of existing childcare facilities</li> <li>• Applications for new childcare facilities</li> </ul> <p>Applications for strategic residential sites and housing allocations will require an audit of existing childcare facilities and their current capacity.</p> <p><b>What is required?</b></p> <p>For loss of existing childcare facilities</p> <ul style="list-style-type: none"> <li>• Assessment of existing childcare provision in the locality</li> <li>• Viability of facilities to be lost, if appropriate</li> <li>• Evidence of replacement facilities, if proposed.</li> </ul> <p>For new childcare facilities</p> <ul style="list-style-type: none"> <li>• A childcare needs assessment</li> <li>• Evidence of the accessibility of the proposed location to sustainable modes of transport.</li> </ul>	Policy HW4
<b>Coal mining risk assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All applications for development within Development High Risk Areas as defined by the Coal Authority and do not fall on the published exemption list.</li> </ul> <p>Householder development, heritage consents, advertisement consents, lawful development certificates, change of use and prior notification applications, development where groundworks are minimal (eg Solar arrays) are exempt. For full details of exemption see paragraphs 9.116 and 9.117 of the Minerals and Waste Joint Plan.</p>	Policy D13 of the Minerals and Waste Joint Plan

	<p><b>What is required?</b> A coal mining risk assessment prepared by a competent person and covering:</p> <ul style="list-style-type: none"> <li>• site specific mining information;</li> <li>• identifying risks, including cumulative effects, these coal mining features pose to new development;</li> <li>• identify how coal mining issues have influenced the proposed development and what mitigation is required;</li> <li>• confirm whether the prior written permission of the Coal Authority will be required for the site investigation and/ or mitigation works.</li> </ul> <p><b>Further Guidance</b> <a href="https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments">https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments</a> <a href="#">Coal Authority published exemptions list.</a> NPPF Chapter 15 NPPG Land Stability</p>	
<b>Community Facilities Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All applications resulting in the loss of allocated or existing land or facilities in a community use</li> <li>• All strategic residential sites</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• Audit of existing community facilities within the locality of the site</li> </ul> <p>Where a loss of existing facilities is proposed:</p> <ul style="list-style-type: none"> <li>• Evidence that the facilities no longer serve a community function, cannot be adapted to meet other community needs, or are surplus to requirements;</li> <li>• Evidence of re-provision on site, or off-site if on-site provision is not possible;</li> <li>• Marketing report where it is necessary to demonstrate that the facility is no longer financially viable.</li> </ul>	Policy HW1
<b>Contamination Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All sites with evidence of land contamination;</li> <li>• All sites with a past industrial use;</li> <li>• Any applications where a vulnerable end use is introduced (eg. Residential uses)</li> </ul>	Policy ENV3

	<p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• A Phase I investigation including a desk study, a site walkover survey and a preliminary risk assessment.</li> <li>• If significant land contamination is anticipated, more detailed information (such as a Phase 2 Investigation and a Remediation Strategy) may be needed to confirm that the land is safe and suitable for its proposed use.</li> <li>• Applications for a single residential property on a site with no past industrial use can submit a Screening Assessment form (<a href="https://www.york.gov.uk/downloads/file/9219/screening-assessment-form-fillable">https://www.york.gov.uk/downloads/file/9219/screening-assessment-form-fillable</a>).</li> </ul> <p><b>Further Guidance</b></p> <p>The investigation and remediation of land contamination must be undertaken by a competent person with a recognised relevant qualification, sufficient experience in land contamination and membership of a relevant professional organisation.</p> <p>Assessments should follow the guidelines within the Environment Agency's Land Contamination: Risk Management, in line with current best practice.</p> <p>More detailed information can be found at <a href="#">Contaminated land and planning applications</a></p>	
<b>Cultural Wellbeing Plan</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All applications for development on strategic sites.</li> </ul> <p><b>What is required?</b></p> <p>Assessment demonstrating how criteria listed in Policy D3 are satisfied by the proposal, including:</p> <ul style="list-style-type: none"> <li>• Enable and promote the delivery of new cultural facilities and/or activities and services;</li> <li>• Provide facilities, opportunities, and/or resources for cultural programmes and activities, during and/or after the development period;</li> <li>• No loss of cultural facilities, activities, or services; and</li> <li>• No loss of venues or spaces, including in the public realm, that deliver cultural opportunities, activities, or services.</li> </ul>	Policy D3
<b>Daylight and Sunlight Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space; and</li> </ul>	Policy D1

	<ul style="list-style-type: none"> <li>any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development;</li> </ul> <p><b>What is required?</b> An assessment in accordance with the Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice" (BR209) 2022, including an overshadowing study, showing shadow diagrams at different times of day and throughout the year.</p> <ul style="list-style-type: none"> <li>the assessment shall include diagrams as relevant and a non-technical summary of the conclusions of the report.</li> </ul> <p><b>Further Guidance</b> All assessments must be undertaken by a suitably qualified professional using the relevant BRE guidelines and criteria. BRE Site Layout Planning for Daylight and Sunlight (BR209) 2022</p>	
<b>Demolition and/or Construction Environment Management Plan - Draft</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>All major applications and others likely to have a detrimental impact on air quality during the demolition and or construction phase or would introduce additional dust and or plant and machinery emissions to an area of existing poor air quality;</li> <li>All major applications and others likely to have a detrimental noise impact during demolition and or construction;</li> <li>All major applications and others likely to have a significant impact on traffic congestion or pedestrian safety;</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>a plan (to scale) identifying the site access points and where safe and legal loading can take place;</li> <li>details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible;</li> <li>location of site entrance(s), exit(s), wheel washing area/s, hard standing, stock pile locations, hoardings (location, height, type etc.), dust suppression measures, water supplies and nearest neighbouring receptors; and</li> <li>proposed vehicle routing to the nearest Strategic Road Network avoiding schools, residential areas, high streets etc wherever possible.</li> </ul>	Policies ENVI, ENV2 and T1



	The Management Plan must include a site-specific risk assessment of dust impacts in line with the guidance provided by IAQM (see <a href="http://iaqm.co.uk/guidance/">http://iaqm.co.uk/guidance/</a> ) and include a package of mitigation measures commensurate with the risk identified in the assessment.	
<b>Designing out crime</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all major applications; and</li> <li>• applications for ATM's</li> </ul> <p><b>What is required?</b> A report that demonstrates that the impact of crime and anti-social behaviour have been considered as part of the design process and, where appropriate, have been designed out or mitigation measures incorporated. This can be incorporated into the Design and Access Statement.</p> <p><b>Further Guidance</b> For more information about crime prevention and promoting community safety through the planning system at: <a href="https://www.securedbydesign.com/">https://www.securedbydesign.com/</a> Secured by Design Development Guides available at <a href="https://www.securedbydesign.com/guidance/design-guides">https://www.securedbydesign.com/guidance/design-guides</a> <a href="#">City of York Streetscape Strategy and Guidance (2014)</a></p>	Policies DI, DI4, HW7
<b>Delivery and Servicing Management Plan (Draft)</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• Any application likely to result in a significant number of deliveries or servicing movements</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• site layout plan (to scale) identifying site access points;</li> <li>• a plan showing where safe and legal loading/unloading can take place;</li> <li>• size of vehicles and delivery vehicle routing (swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location);</li> <li>• details of frequency of deliveries and the times when deliveries and servicing take place</li> <li>• details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible;</li> <li>• details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered; and</li> <li>• details of any restriction on servicing.</li> </ul>	Policies TI and WMI

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

	<p>If you decide an Environmental Impact Assessment is required, you may submit an Environmental Statement with an application without having obtained a screening opinion from the council. However, you must make clear the information is intended to constitute an Environmental Statement. You are advised to seek a scoping opinion from the council prior to submission.</p> <p>For applications for Non-Material Amendments (s96a) and Minor Material Amendments (s73) for proposals that were originally EIA development, further details will be necessary (from a suitably qualified consultant) to show that the proposed changes to the scheme have been screened and that the impacts of the development, as altered, have been assessed to determine whether they would give rise to any further or different significant impacts. This will likely take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous conclusions for each chapter of the Environmental Statement from the original permission.</p> <p><b>Further Guidance</b> Guidance on the need for, and content of, an Environmental Statement are formally provided by Screening and Scoping opinions, respectively. The Town and Country Planning (Environmental Impact Assessment) Regulations (2017)</p>	
<b>Flood Risk Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all developments on sites of 1 hectare or greater in Flood Zone 1;</li> <li>• development in Flood Zone 1 which could be affected by flooding from sources other than rivers and the sea;</li> <li>• all developments located in Flood Zones 2 and 3, including domestic extensions and change of use to residential; and</li> <li>• where development or change of use to a more vulnerable use may be subject to other sources of flooding.</li> </ul> <p><b>What is required?</b> The Flood Risk Assessment must identify the sources of flooding and assess the risks to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account. It should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage Systems (SUDS). Where a safe and dry means of escape cannot be provided, a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers, including those working in any commercial space.</p>	Policy ENV4

	<p><b>Further Guidance</b>  <a href="#">City of York Strategic Flood Risk Assessment</a></p> <p>More detailed guidance on the content of Flood Risk Assessments can be found on the following Environment Agency links:  <a href="#">Flood risk assessment for planning applications</a>  <a href="#">Flood Risk Assessment Standing Advice</a></p> <p>The report should be undertaken by a suitably qualified specialist. Mitigation proposed through the Flood Risk Assessment will need to be incorporated into the plans (i.e., finished floor levels, SuDS, living roofs etc.)</p>	
<b>Foul Sewage</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>all major developments involving connections to the foul drainage network</li> </ul> <p><b>What is required?</b>  The application should demonstrate:</p> <ul style="list-style-type: none"> <li>following consultation with the service provider, the availability of a connection to the public foul drainage system has been confirmed and that the proposals would not result in undue stress on the delivery of those services to the wider community;</li> <li>that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and</li> <li>where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.</li> </ul>	Policy DP2
<b>Habitats Regulation Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>Non residential development within the exclusion zone of Strensall Common Special Area of Conservation (SAC)</li> <li>Housing development on unallocated sites within the zone of influence of Strensall Common Special Area of Conservation (SAC)</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>An HRA considering the impacts of the proposed development by itself, and in combination with other development on the integrity of the SAC</li> <li>Should be completed by a suitably qualified expert and in accordance with up-to-date policy and law</li> </ul>	Policy GI2a

	<ul style="list-style-type: none"> <li>If appropriate, details of proposed mitigation and the means to secure the mitigation in perpetuity</li> </ul> <p><b>Further guidance</b> Any new open space proposed to satisfy the requirements of policy GI2a will also be required to satisfy policy GI6.</p>	
<b>Healthcare Services</b>	<p><b>When is it required?</b> Applications involving loss of existing primary or secondary care services</p> <p><b>What is required?</b> The application should demonstrate:</p> <ul style="list-style-type: none"> <li>that the facilities are no longer required; or</li> <li>relocating facilities would better meet the community's needs</li> </ul> <p><b>Further guidance</b> The information can be presented within the Design and Access Statement</p>	Policy HW5
<b>Healthy Places Statement</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>all applications for major residential development including communal establishments</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>A statement identifying how the Healthy Places principles identified in policy HW7 have been incorporated into plans for development.</li> </ul> <p><b>Further Guidance</b> This information can be presented within the Design and Access Statement</p>	Policy HW7
<b>Health Impact Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>all applications for strategic sites (residential and employment)</li> </ul> <p><b>What is required?</b> Applications must be accompanied by as a minimum:</p> <ul style="list-style-type: none"> <li>a completed Healthy Urban Planning Checklist – desktop assessment; and</li> <li>subject to the scope of the application, a rapid or a full HIA may be required. The scope of the HIA should be discussed with the Council's Public Health Team during pre-application discussions.</li> </ul>	Policy HW7

	<p><b>Further Guidance</b>  <a href="#">HUDU Healthy Urban Planning Checklist</a> and the Rapid Health Impact Assessment Tool  Additional information should be referred to including the Council's Joint Strategic Needs Assessment (JSNA) and other information which will be made available via the Public Health Team.</p>	
<b>Heritage Statement</b>	<p><b>When is it required?</b>  All applications involving:</p> <ul style="list-style-type: none"> <li>• designated heritage assets: Conservation Areas, Listed Buildings, Scheduled Monuments and/or Registered Parks and Gardens;</li> <li>• non-designated heritage assets;</li> <li>• the setting of all the above;</li> <li>• Archaeological Heritage Assets.</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• a description of the significance of any heritage assets affected including any contribution made by their setting;</li> <li>• an assessment of the impact of the proposals on the asset's significance;</li> <li>• an explanation of how the proposal will preserve and enhance the heritage asset and its setting;</li> <li>• evidence that consultation with Historic Environment Record (HER) has been undertaken; and</li> <li>• in especially sensitive locations, 3D visualisations/CGI images/renders showing the proposed development in the context with its surroundings or (where required) verified views to Accurate Visual Representation (AVR) Levels 0,1,2 and/or 3. The specific details should be agreed with officers during duty planner and pre-application discussions.</li> </ul> <p>Where the site includes or has the potential to include heritage assets with archaeological interest, a desk based archaeological assessment will be required on submission and a field evaluation where necessary.</p> <p>Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage impact assessment and shall include a method statement explaining the principles for the works.</p>	Policies D4, D5, D6, D7

	<p><b>Further Guidance</b></p> <p>The amount of detail provided should be proportionate to the importance of the asset. As a minimum, the historic environment record (HER) should have been consulted. As heritage assets are irreplaceable, any harmful impact will require clear and convincing justification. Impact can be explained in terms of high, moderate, minor or neutral levels, on a beneficial or adverse basis.</p> <p>To avoid unnecessary duplication, applicants can include the heritage impact assessment as part of the Design and Access Statement, showing how the proposed design has responded to the historic environment; this must be clearly titled.</p> <p>Applications will not be validated where the extent of the proposal's impact on the significance of any heritage assets and their settings cannot be adequately understood from the application and supporting documents.</p> <p>Photographs are helpful in support of applications affecting Conservation Areas and Listed Buildings. Photographs dated and numbered cross-referenced to the drawings showing the areas of the listed building where the works/alterations are proposed (internally and externally) and the relationship of the building to the surrounding area.</p> <p><a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/">Good Practice Advice in Planning Note 3: The setting of Heritage Assets</a>  <a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/">https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/</a></p>	
<b>Local Affordable Housing Need Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>Proposals for affordable housing on rural exception sites in the Green Belt</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>Assessment of housing need in relation to the local community nearest to the proposed development</li> </ul> <p><b>Further Guidance</b>  Forthcoming City of York Housing SPD</p>	Policy GB2
<b>Landscaping Strategy</b>	<p><b>When is it required</b></p> <ul style="list-style-type: none"> <li>all major applications;</li> <li>all applications for new areas of open space, play space and landscape provision;</li> </ul>	Policy D2

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



	<ul style="list-style-type: none"> <li>for areas where outdoor floodlighting is proposed a lighting impact assessment must be provided that demonstrates lighting to the development will conform to requirements to meet the Obtrusive Light Limitations for Exterior Lighting Installations for the relevant Environmental Zone as set out in the Institute of Light Professionals Guidance Notes for the Reduction of Obtrusive Lighting; and</li> <li>any possible effects on wildlife that is sensitive to lighting e.g. bats.</li> </ul> <p><b>Further Guidance</b></p> <ul style="list-style-type: none"> <li>This can be provided within the Design and Access or Planning Statement.</li> <li>The Institution of Lighting Professionals Guidance Notes for the Reduction of Obtrusive Light GN01:2011 found on the website of the Institution of Lighting Professionals.</li> <li>Bat Conservation Trust (2023) Guidance Note 8: Bats and Artificial Lighting at Night</li> </ul>	
<b>Noise Impact Assessment</b>	<p><b>When is it required?</b> Any application that:</p> <ul style="list-style-type: none"> <li>includes noise generating sources; plant and or machinery or noise generating activities;</li> <li>proposes flue/ventilation extraction systems (in such cases a Ventilation/Extraction Statement will be required as well); and</li> <li>are themselves noise sensitive and close to existing sources of noise and/or vibration.</li> </ul> <p><b>What is required?</b> An assessment must include:</p> <ul style="list-style-type: none"> <li>an assessment of the existing background noise/vibration level over a 24-hour period;</li> <li>predicted noise/vibration levels;</li> <li>identification of any acoustic mitigation required to meet the required levels or provide the necessary protection;</li> <li>the report must be undertaken by a suitably qualified acoustician; and</li> <li>the assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines.</li> </ul>	Policies D1 and ENV2
<b>Planning Obligations / Draft Heads of Term</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>all major developments and any other schemes where there is a need for planning obligations; and</li> <li>all schemes for affordable housing.</li> </ul> <p><b>What is required?</b> The following information should be provided:</p>	Policy DMI

	<ul style="list-style-type: none"> <li>• proof of the owner's title (including title plan). All the owners of the site will need to enter into the agreement. If the land is registered this will be by recent office copy entries (no more than 21 days old). If it is unregistered, an epitome of title should be provided;</li> <li>• names and addresses of any charges, lessees, mortgages or other holders of security on the land, as all parties with an interest in the land would need to sign the agreement;</li> <li>• a written agreement to pay the Council's reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement; and</li> <li>• contact details if there is a solicitor acting on behalf of the applicant.</li> </ul> <p><b>Further Guidance</b> Guidance on likely Planning Obligations will be provided with any pre-application response.</p>	
<b>Planning Statement</b>	<p><b>When is it required?</b> All applications except householders, extensions to flats, Advertisement Consent, Prior Approvals, Lawful Development Certificates, Discharge of Conditions;</p> <ul style="list-style-type: none"> <li>• any development which is a departure from the development plan; and</li> <li>• all applications for non-material and minor material amendments where the originally approved scheme was a major development.</li> </ul> <p><b>What is required?</b> A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal. Submissions which just list the policies without providing the required commentary or do not address the current development plan policies will not be considered as valid.</p> <p><u>In addition:</u> For applications for non-material and minor material amendments, the Planning Statement must set out:</p> <ul style="list-style-type: none"> <li>• how the proposals have changed</li> <li>• a list of the approved plans and what each is proposed to be replaced with a schedule of the works proposed.</li> <li>• an assessment, statement and justification for the loss of community facilities where applicable (e.g. where there is a loss of a doctor's surgery, amenity/play space, community halls etc.)</li> </ul>	
<b>Play Space Strategy</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all major residential developments; and</li> <li>• any application that includes communal play space</li> </ul>	Policy HW7

	<p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• layout plan at a minimum scale of 1:500 showing the proposed site layout incorporating play space;</li> <li>• a schedule detailing play space proposed; and</li> <li>• indicative equipment for all age groups and abilities.</li> </ul> <p><b>Further Guidance</b> TBA</p>	
<b>Retail Statement / Retail Impact Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• applications for main town centre uses (Class E commercial, business and service and Class Sui Generis) located outside of the major, district and local centres and neighbourhood parades; and</li> <li>• applications for non-retail uses with within primary, secondary or local shopping frontages (ground floor only).</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• for out of centre locations, a sequential test that thoroughly investigates alternative sites in town centres, local centres, neighbourhood parades and edge-of-centre locations to demonstrate that there are no more preferable sites for development; and</li> <li>• for out of centre proposals of 2500sqm gross floorspace and above, an impact assessment is also required to demonstrate that the development would not individually or cumulatively have a detrimental impact on the vitality and viability of town and local centres.</li> </ul> <p><b>Further Guidance</b> TBA</p>	Policy R1
<b>Statement of Community Involvement</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All major applications</li> </ul> <p><b>What is required?</b> The statement shall demonstrate how:</p> <ul style="list-style-type: none"> <li>• the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement; and</li> <li>• how the views of the local community have been sought and taken into account in the formulation of development proposals.</li> </ul> <p><b>Further Guidance</b> City of York Statement of Community Involvement Localism Act 2011</p>	

	National Planning Policy Framework	
<b>Student Housing Need Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>All proposals for Purpose Built Student Accommodation located off campus.</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>existing and likely future full-time student numbers and numbers requiring accommodation taking into account the proportion of students who study from home</li> <li>a review of the current level of provision, including the level of vacancies and the quality of accommodation</li> <li>the likely future supply of accommodation based on extant planning permissions and estate strategies of the relevant education provider.</li> </ul> <p><b>Further Guidance</b> TBA</p>	Policy H7
<b>Sustainability and Energy Statement</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>All applications for new development</li> </ul> <p>(proportionate to the scale and nature of the proposed development)</p> <p><b>What is required?</b></p> <p>Evidence to demonstrate how the energy hierarchy has been applied, how adaptation principles for climate resilience are incorporated and water efficiency is to be achieved.</p> <p>For major developments, assessment of the feasibility and viability of connecting to an existing decentralised energy network, or where this is not possible, identification of future network opportunities.</p> <p>For residential development:</p> <ul style="list-style-type: none"> <li>a performance summary clearly stating the CO<sub>2</sub> Emissions (kgCO<sub>2</sub>/m<sup>2</sup>) of the Baseline Emissions Rate (BER) and Target Emissions Rate (TER) and the associated percentage reduction (calculated using version 10 of the Standard Assessment Procedure (SAP)). The summary should also provide the CO<sub>2</sub> Emissions reduced through energy efficiency measures and the corresponding percentage</li> </ul>	Policy CC2 and CC3

	<p>For non-residential development over 1,000m<sup>2</sup>, conversions/change of use and development on strategic sites:</p> <ul style="list-style-type: none"> <li>• a BREEAM Pre-Assessment Checklist indicating targeted credits and rating score or</li> <li>• a BREEAM Design Stage Assessment Certificate.</li> </ul> <p><b>Further Guidance</b>  Forthcoming Supplementary Planning Document  <a href="#">BEIS - Heat and Building Strategy (2021)</a>  <a href="#">Historic England – Energy Efficiency and Historic Buildings: How to improve Energy Efficiency</a></p>	
<b>Sustainable Drainage System (SUDS Strategy)</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• All major and minor applications, excluding householder development of less than 50m<sup>2</sup> and change of use applications</li> </ul> <p><b>What is required?</b>  An assessment in accordance with the CYC SUDS guidance for developers August 2018</p> <p>This document sets out the approach and requirements that need to be implemented to satisfy CYC Requirements in regards to surface water management.</p> <p>Section 4.5 of the SUDS guidance sets out the requirements in relation to minor developments (greater than 50m<sup>2</sup>)</p> <p><b>Further Guidance</b>  <a href="#">City of York Council Sustainable Drainage Systems Guidance for Developers August 2018</a>  <a href="#">City of York Strategic Flood Risk Assessment</a></p>	Policies DP2 and ENV5
<b>Telecoms Development - Supplementary Information</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• any application for masts and/or antennae by mobile phone network operators</li> </ul> <p>• <b>What is required?</b>  Details of</p> <ul style="list-style-type: none"> <li>• the area of search;</li> <li>• any consultation undertaken;</li> <li>• the proposed structure;</li> <li>• a technical justification (including ICNIRP certificate); and</li> <li>• information about the proposed development.</li> </ul>	NPPF Chapter 10  Policy CI

	<b>Further Guidance</b> Code of Practice on Mobile Network Development in England (2016)	
<b>Transport Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• major applications for over 50 residential units;</li> <li>• major applications for commercial development (including retail); and</li> <li>• all applications for schools and nurseries, hospitals, places of worship and other uses where the proposed development is likely to have significant transport implications.</li> </ul> <p><b>What is required?</b>          The following headlines represent the required content of a Transport Assessment:</p> <ul style="list-style-type: none"> <li>• proposed development (location, site history, scale of development, supporting transport infrastructure, parking provision, provision for non-motorised users</li> <li>• quantitative and qualitative assessment of existing conditions (walking, cycling, public transport, highway);</li> <li>• review of traffic collision data</li> <li>• future conditions (committed development, traffic growth)</li> <li>• assessment methodology             <ul style="list-style-type: none"> <li>○ area of assessment,</li> <li>○ time periods and years,</li> <li>○ traffic data,</li> <li>○ trip generation and distribution;</li> <li>○ junctions/network assessments</li> </ul> </li> <li>• consideration of access and sustainable transport measures</li> <li>• mitigation of all impacts and implication &amp; Planning obligations;</li> <li>• provision of car parking including any proposed car club parking and electric vehicle charging points;</li> <li>• provision and details of cycle parking in accordance with LTN 1.20 as a minimum</li> <li>• Travel Plan.</li> </ul> <p><b>Further Guidance</b>          NPPG: Travel plans, transport assessments and statements</p>	NPPF paragraph 117  Policy T7
<b>Transport Statement</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all major applications proposing residential development of 10 plus units but less than 50; and</li> <li>• all applications where traffic, parking and travel implications will be increased.</li> </ul>	Policy T7

	<p><b>What is required</b></p> <ul style="list-style-type: none"> <li>• expected Trip Generation and implications on the surrounding highway network;</li> <li>• quantitative and qualitative assessment of access to public transport and any other sustainable modes of transport in the area;</li> <li>• expected impact on parking and parking strategy for the proposed development;</li> <li>• provision of car and cycle parking;</li> <li>• how the proposals will reduce the dominance of vehicles on streets; and improve pedestrian and cycle permeability and connections to public transport.</li> </ul> <p><b>Further Guidance</b> NPPG: Travel plans, transport assessments and statements</p>	NPPF paragraph 117
<b>Travel Plan</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all strategic sites;</li> <li>• others which are likely to have significant transport implications (such as employment sites, schools, nurseries and hotels) or where there is no parking, or a low level of car parking proposed;</li> </ul> <p><b>What is required?</b> For residential and small scale single-occupier non-residential development:</p> <ul style="list-style-type: none"> <li>• a full Travel Plan</li> </ul> <p>For multiple occupier non-residential schemes or the non-residential element of a mixed used scheme:</p> <ul style="list-style-type: none"> <li>• a framework Travel Plan including a commitment to the travel plan by individual occupiers on the site</li> </ul> <p><b>Further Guidance</b> NPPG: Travel plans, transport assessments and statements</p>	<p>NPPF paragraph 117</p> <p>Strategic site policies</p> <p>Policy T7</p>
<b>Tree Survey / Arboricultural Report</b>	<p><b>When is it required</b> All applications where there are trees within the application site, or on land adjacent, that would be affected by the development (including street trees). Such trees need to be categorised as described in British Standards 5837 (2012).</p> <p><b>What is required?</b> A Tree Survey will require information prepared by a qualified Arboriculturalist and shall include the following:</p> <ul style="list-style-type: none"> <li>• details of the existing species, spread, roots and position of trees;</li> </ul>	Policy GI4

	<ul style="list-style-type: none"> <li>• details of any trees that will be felled as part of the proposed development;</li> <li>• details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction; and</li> <li>• plans and documents outlined in accordance with the British Standards 5837 (2012) including a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan.</li> </ul> <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> <li>• consider the tree/building relationships that will be produced at the end of the project;</li> <li>• identify issues that will be faced during demolition of the existing buildings and construction of the new ones;</li> <li>• identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located;</li> <li>• show clearly all the trees to be retained and those to be felled;</li> <li>• show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage; and</li> <li>• show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction.</li> </ul> <p><b>Further Guidance</b> The report should be undertaken by a suitably qualified Arboriculturalist, in line with British Standards 5837 (2012).</p>	
<b>Ventilation / Extraction Strategy</b>	<p><b>When is it required?</b> Any proposal for the use of premises within Use Classes E(b) and B2 or any other Sui Generis use that requires ventilation or extraction</p> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• Follow the odour risk assessment in Appendix 3 of the EMAQ guidance on “The control of odour and noise from commercial kitchen exhaust systems” (September 2018).</li> <li>• plans to scale showing the position and design of ventilation and extraction equipment;</li> <li>• full manufacturers details of the equipment proposed including odour abatement techniques; and</li> <li>• a Noise and Vibration Assessment (see Noise and Vibration Assessment requirements)</li> </ul> <p><b>Further Guidance</b></p>	Policy ENV2



	Where a flue is necessary to support the use of a premises, the location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse visual impact on occupiers of neighbouring properties.	
<b>Viability Assessment</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• applications that fail to meet policy requirements for affordable housing, where the justification is on the grounds of financial viability, including S73 applications where amendments sought would materially alter the economic circumstances of the scheme;</li> <li>• any other major development where the deliverability of the scheme as designed needs to be understood; and</li> <li>• any application where the viability of the existing use is relevant</li> </ul> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>• where a scheme cannot meet the affordable housing policy requirements, the applicants should demonstrate they have maximised provision of affordable housing as far as is viable; and</li> <li>• an un-redacted viability assessment should be submitted for publication along with the other application documents. The assessment should: <ul style="list-style-type: none"> <li>○ generate a residual land value;</li> <li>○ include a benchmark land value against which the viability of the development can be assessed;</li> <li>○ include evidence to support all values and costs included in the assessment, including the benchmark land value;</li> <li>○ identify and justify all the assumptions used in the viability assessment model;</li> <li>○ provide a viability assessment model capable of full interrogation by the Council and its advisors.</li> </ul> </li> </ul> <p>Applicants should be aware that the viability assessment will be made publicly available in the same manner as other documents that form part of the submission.</p> <p>Where a Viability Assessment is submitted to accompany a planning application, the Affordable Housing Statement should be based upon, and refer back to, the Viability Assessment that informed the Local Plan; and the applicant should provide evidence of what has changed since then.</p> <p><b>Further Guidance</b></p> <p>Where a viability assessment requires independent review, this will be at the cost of the applicant.</p>	Policy H7 and H10

<b>Waste Management Strategy</b>	<p><b>When is it required?</b></p> <ul style="list-style-type: none"> <li>• all major residential and commercial proposals</li> <li>• applications which have the potential to increase the volume of waste generated</li> </ul> <p>• <b>What is required?</b></p> <ul style="list-style-type: none"> <li>• estimated volumes and types of waste produced by the development;</li> <li>• the size and locations of waste and recycling storage areas;</li> <li>• how waste and recyclable material is delivered to these stores;</li> <li>• the proposed collection point (if applicable) and the method for transferring waste to this location.</li> </ul> <p><b>Further Guidance</b></p> <p>Guidance can be found on the Council website at <a href="https://www.york.gov.uk/NewBuildBins">https://www.york.gov.uk/NewBuildBins</a></p>	Policy WMI
----------------------------------	--	------------

## Requirements for common application types

### *Household and minor developments*

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

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

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

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

	<ul style="list-style-type: none"> <li>Existing and proposed cross sections at 1:50 or 1:100 clearly showing any proposed changes</li> <li>Existing and proposed plans, cross sections and/or elevations to a scale of 1:5 or full size as appropriate to show all new or any alterations to building fabric including walls, ceilings, floors, doors, windows, panelling, fireplaces, mouldings and other details as relevant</li> <li>Design and Access Statement</li> <li>Photographs of all areas where changes are proposed</li> <li>Heritage Statement (see requirements for this under the relevant section of this document)</li> <li>Schedule of works (for major works and/or a number of alterations)</li> <li>Method Statement (for major works and/or a number of alterations)</li> <li>Structural Engineers report (if structural alterations, substantial demolition or excavation works proposed)</li> <li>Fire safety strategy, sound proofing strategy (for changes of use)</li> <li>Detailed manufacturers specification for replacement features such as windows, doors etc. and for any type of insulation or damp-proofing</li> </ul> <p>For extensive or complicated proposed works to a listed building it is strongly recommended that you use our pre-application service to ensure all the required information is provided as part of the application.</p>
<b>Advertisement Consent</b>	<ul style="list-style-type: none"> <li>Application form</li> <li>Site Location Plan</li> <li>Existing elevation/s (no less than a scale of 1:100) or a clear photograph of existing building/s</li> <li>Elevations or computer-generated image of all proposed adverts on building, pole or hoarding including height above ground</li> <li>Drawing of each advert at a scale of 1:20 noting all colours and materials</li> <li>Sections of all proposed adverts at a scale of 1:20 showing the building and how they would be fixed to it, extent of projection</li> <li>Details of any illumination, including external or internal illumination, colour and method</li> <li>Fee</li> <li>Heritage Statement (see requirements for this under the relevant section of this document)</li> </ul> <p><b>N.B.</b> the installation of a new shopfront or significant alteration to an existing shopfront requires Planning Permission and in the case of listed buildings, separate Listed Building Consent.</p>
<b>Section 96a (Non Material Amendments) &amp; Section 73 (Minor material amendments)</b>	<ul style="list-style-type: none"> <li>Application form</li> <li>Site Location Plan</li> <li>Block plan</li> <li>A composite document containing marked-up versions of the approved plans (at A3 or A4 size and</li> </ul>

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

### *Major Applications*

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





<b>Meeting:</b>	Executive Member for Housing, Planning and Safer Neighbourhoods Decision Session
<b>Meeting date:</b>	04/12/24
<b>Report of:</b>	Claire Foale, Interim Director for City Development
<b>Portfolio of:</b>	Cllr. M Pavlovic, Executive member for Housing, Planning and Safer Neighbourhoods

## **Decision Report: Proposed consultation on draft validation checklist**

### **Subject of Report**

1. City of York Council is a Local Planning Authority (LPA) and has responsibility for planning within the authority area. One of the technical documents that the LPA should publish is a validation list which clarifies the locally defined requirements when submitting applications of a particular type, scale or location. These local validation lists should be consulted on prior to use and should be reviewed every two years.
2. CYC has not got an up-to-date validation list. To rectify this, officers have drafted, and internally consulted on, a validation list which reflects the policies in the Local Plan and current national policy; we are now seeking the Executive Member's consent to consult on this draft and subsequently to progress to its formal publication on the website in line with legislation.

### **Benefits and Challenges**

3. The publication of an up-to-date local validation list is a requirement of the National Planning Policy Framework (NPPF). Without one, the LPA has no basis for making locally specific validation requirements on planning applications and there is a risk that applicants will refuse to provide information related to Local Plan requirements with their planning applications leading to delays in validation and assessment of applications.

4. The key benefit of a validation list is that it provides clarity of expectations and should lead to better quality planning applications that reflect the requirements of the policies within the Local Plan. With the correct information provided upfront there should be efficiency savings for the Council when dealing with planning applications.
5. The Executive Member is asked to approve that the draft validation list is published for public consultation. This will take place in accordance with a consultation strategy as detailed in the draft Statement of Community Involvement (SCI) and agreed by the Director of City Development. There are no significant risks associated with the public consultation, which should also help to identify any weaknesses or potential areas of conflict within the document thereby avoiding future risk.
6. As the requirements in the validation list arise from the policy requirements of the Local Plan there have been delays in bringing the list forward due to uncertainty relating to the exact wording of Local Plan policies. The Inspectors' Report on the Local Plan is expected imminently and it now seems appropriate to progress the validation list on the basis of the modified draft policies. Any changes the validation list, resulting from changes in Local Plan policies as required by the Inspector, are suggested to be dealt with via delegated authority to the Director of City Development prior to consultation.

## **Policy Basis for Decision**

7. A validation list provides guidance on the national validation requirements for planning applications as set out in the Development Management Procedure Order 2015 (as amended). It also identifies local information requirements arising from the policies contained within the City of York Local Plan.
8. Paragraph 44 of the NPPF provides that "Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions, and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question."

9. The National Planning Policy Guidance (NPPG) provides further information on local validation lists and clarifies that the list must be up-to-date and published on the LPA's website. The information requested must be reasonable having regard to the nature and scale of the proposed development, and about a matter which it is reasonable to think will be a material consideration in the determination of the planning application. These statutory tests are set out in [section 62 \(4A\) of the Town and Country Planning Act 1990](#) (inserted by the Growth and Infrastructure Act) and [article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) \(Order\) 2015](#).
10. The Validation List requirements are based on the adopted policies set out in the Local Plan. York's Local Plan is in the final stages of Examination and is anticipated to be adopted early in 2025, subject to formal conclusion of the Examination process with the Inspector's Report.
11. The provision of an up-to-date validation list supports the Council Plan and 10 year strategies where delivery is reliant on timely decision-taking. This is particularly relevant for the Economic and Climate Change Strategies. It also relates to all of the core commitments in the Council Plan regarding Affordability, Environment, Equalities and Human Rights, and Health Inequalities in so far as the validation list supports the submission of policy compliant planning applications thereby supporting the implementation of the Local Plan, which is the spatial development plan for the city.

## **Financial Strategy Implications**

12. The financial implications for this proposal relate to the costs associated with carrying out a public consultation on the draft validation list. These costs will be related to officer time in administering the consultation and costs for posting out notification of the consultation to interested parties.
13. Some of the costs will be offset by the development management officer time saved in dealing with fewer invalid applications and validation queries, and through better quality planning applications.

## Recommendation and Reasons

14. Recommendations for the Executive Member are:
- i. To agree to carry out a public consultation, in accordance with the draft SCI, on the draft validation list;
  - ii. To delegate authority to the Director of City Development to agree any minor changes to the validation requirements arising from any changes to the Local Plan required by the inspectors pre-consultation and arising from representations received during the public consultation;
  - iii. To delegate authority to the Director of City Development to agree a consultation strategy;
  - iv. To delegate authority to the Director of City Development to publish the final version of the validation list on the CYC website;
  - v. To delegate authority to the Director of City Development to authorise minor changes to the validation list in the future to reflect national or local policy changes.

Reason: To allow a regulatory compliant Validation List to be published

## Background

15. A validation list is a technical planning document which identifies the supporting information that is required with a planning application; submissions which do not include the required information can be invalidated as they do not include the necessary information for the LPA to determine the application.
16. The NPPG details that the drivers for requirements on the local list should be statutory requirements, policies in the NPPF or development plan or published guidance that explains how adopted policy should be implemented. The draft list should be subject to consultation with the local community including applicants and agents. Once consultation is complete, responses should be taken into account when preparing the final list which should be published on the LPA's website.
17. Planning applications should be determined within a statutory timeframe (usually 8, 13 or 16 weeks) from the point at which the application is validated. Without an up-to-date local validation list, an application only needs to meet the basic national requirements to be validated, meaning that significant time can be lost within the determination period in negotiating the submission of additional

supporting information. Given the tight timescales involved this puts CYC at a disadvantage currently in determining applications within statutory timeframes, and at increased risk of non-determination appeals.

18. It is recognised that the draft validation list gives the LPA the authority to invalidate applications where necessary, but also they retain the discretion to validate any application even when all the local requirements have not been included. Individual circumstances may render certain requirements inappropriate, or it may be considered acceptable to validate an application pending further information in order to expedite delivery of the project.
19. As set out para 9, the Local Plan policies are the basis for the requirements set out in the validation list. This has resulted in a comprehensive list of documents to submit for different types of applications which will provide more certainty in terms of expectations for applicants and Development Management in processing submitted applications. The Validation List covers all policies in the Local Plan, where applicable.

## **Consultation Analysis**

20. The draft validation list has been subject to internal consultation with technical officers. Their comments have been incorporated into the document which reflects the most up-to-date national and local planning policy position.
21. To carry full weight, the NPPG is clear that the document must also go out to public consultation, although details for this consultation are not defined in legislation. It is proposed that, in accordance with the draft Statement of Community Involvement (SCI), a consultation strategy is developed and approved by the Director of City Development. This consultation is likely to be of 6 weeks duration and citywide to ensure an opportunity for all interested parties to submit comments.
22. Following public consultation, the comments will be reviewed and the Validation List will be updated as necessary. We have recommended that these changes are approved via delegated Officer Decision to the Director of City Development.

## Options Analysis and Evidential Basis

23. The options considered were:
- i. To prepare and implement a local Validation List based on York's Local Plan policy;
  - ii. To continue without a local validation list, with planning applications validated only on national requirements.
24. Option ii was rejected as it would not result in the benefits highlighted above. Option i is likely to result in clarity for applicants regarding requirements for meeting local policies, better quality applications submitted and an efficiency in processing of applications.

## Organisational Impact and Implications

25. The implications of implementation of a local validation list are predominantly in relation to stream-lining development management processes as highlighted above. The potential for better quality applications and therefore development is also noted. All of these factors will contribute to a more effective delivery of the development identified within the Local Plan.
26. **Financial:** Financial costs are associated with consultation.
27. **Human Resources (HR):** There are no implications arising from the consultation on, and implementation of, a validation list.
28. **Legal:** Section 62(4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015 set out the statutory tests which information requested with a particular planning application must meet.
- In addition, the NPPG sets out the recommended process for reviewing, consulting on and revising local lists, as set out in the body of the report.
29. **Procurement:** There are no implications arising from the consultation on, and implementation of, a validation list.
30. **Health and Wellbeing:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other

than ensuring receipt of relevant information for health and well-being in accordance with policy.

31. **Environment and Climate action:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other than ensuring receipt of relevant information for environment and climate action in accordance with policy.
32. **Affordability:** There are no implications arising from the consultation on, and implementation of, a validation list.
33. **Equalities and Human Rights:** The Council recognises, and needs to take into account its Public Sector Equality Duty under Section 149 of the Equality Act 2010 (to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions).  
An EQiA produced (Annex A) shows that there are no implications resulting from the consultation on, and implementation of, a validation list.
34. **Data Protection and Privacy:** The completion of the data protection impact assessment (DPIA) screening questions evidenced there would be no processing of personal data, special categories of personal data or criminal offence data for the implementation of a validation list, which means there is no requirement to complete a DPIA.
35. **Communications:** A communications strategy is to be agreed ahead of consultation. This should be agreed with communications.
36. **Economy:** There are no direct implications arising from the consultation on, and implementation of, a validation list, other than ensuring receipt of relevant information for economy in accordance with policy.

## **Risks and Mitigations**

37. The NPPG states that local information requirements have no bearing on whether a planning application is valid unless they are

set out in a formally adopted local validation list which has been published on the LPA's website less than 2 years before an application is submitted.

38. CYC does not have an up-to-date list and therefore has no basis for requiring any locally specific validation requirements with planning applications. Currently, where applicants refuse to provide requested validation information this can lead to delays in validation. Should the LPA insist on submission of local validation requirements, without an up to date local list, this could potentially result in a non-determination appeal.
39. The implementation of an up-to-date local validation list as proposed in this report would mitigate this risk.



## Wards Impacted

40. All wards would be impacted.

## Contact details

For further information please contact the authors of this Decision Report.

### Author

<b>Name:</b>	Alison Stockdale
<b>Job Title:</b>	Strategic Planning Policy Manager
<b>Service Area:</b>	Strategic Planning Policy
<b>Telephone:</b>	01904 555730
<b>Report approved:</b>	Yes
<b>Date:</b>	15/11/24

### Co-author

<b>Name:</b>	Alison Cooke
<b>Job Title:</b>	Head of Strategic Planning Policy
<b>Service Area:</b>	Strategic Planning Policy
<b>Telephone:</b>	01904 551467
<b>Report approved:</b>	Yes
<b>Date:</b>	21/11/24

## Background papers

Statement of Community Involvement - Executive [Decision](#) 14 March 2024 and [Draft SCI](#)

## Annexes

Annex A EIA Validation list report  
Annex B Draft validation list

## Abbreviations

NPPF      National Planning Policy Framework  
NPPG      National Planning Policy Guidance  
LPA        Local Planning Authority  
SCI        Statement of Community Involvement

This page is intentionally left blank