

# VALIDATION REQUIREMENTS FOR PLANNING AND OTHER RELATED APPLICATIONS

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Scarborough Borough Council



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# 1 Introduction

1.1 In 2008, the government introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts. The Standard form is available online via the Planning Portal. Other documents/information required to make an application valid can be split into two categories. Firstly, there are national requirements which apply across England. Secondly, there are local requirements which vary between different Local Planning Authorities (LPAs).

1.2 The guidance in this document only applies to those areas where Scarborough Borough Council is the LPA. The North York Moors National Park Authority handles planning applications within its boundaries. There are also a limited number of applications types (e.g. for mineral works or waste disposal) for which North Yorkshire County Council is responsible for making decisions. These two LPAs would have their own local validation requirements.

1.3 The Council will seek to take a proportionate approach when requesting this additional information on the local list. Where the Council decides that such documents are necessary to enable an application to be assessed properly, failure to provide such documents could result in an application not being validated or refused due to lack of information. This note covers both national and local validation requirements.

1.4 Government guidance recommends consultation takes place when updating local validation requirements. This document follows consultation with agents who regularly submit planning applications to the Council and bodies who are consulted as part of the planning process. It has not introduced any significant changes in the way that the validation process operates, but it does seek to ensure the guidance is up to date.

1.5 Consequently, this document takes account of current national and local planning policy as applicable to Scarborough Borough. In setting out these requirements, we are seeking to minimise the number of applications which have to be returned as invalid due to insufficient information being provided or being wrongly completed. This guidance does not attempt to cover all scenarios and the emphasis is on applicants or their agents liaising with the Borough Council's Planning Service at the pre-application stage to ensure the correct documents are submitted

1.6 The purpose of the validation arrangements is to:

- provide a guide to the information that may be required at the outset.
- provide applicants with greater certainty as to the information required.
- provide the LPA with all the necessary information to determine the application and to draft a planning permission with its conditions.
- minimise the need for further submission of additional information, giving the LPA a reasonable opportunity to determine applications within the 8 and 13 week government target periods.

1.7 This revised document takes full account of the Government's National Planning Policy Framework (NPPF) and Planning Practice Guidance (NPPG), in particular the NPPG entitled 'Making an Application'. It also has regard to the Scarborough Borough Local Plan as adopted by the Council in 2017. In drawing up the local list the key tests set out in government regulations have been carefully considered. These are that the information requested for a particular application must be:

- reasonable having regard, in particular, 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 application.

1.8 The failure to provide adequate information in support of planning applications can be a significant cause of delay, so this guidance seeks to help applicants avoid such an occurrence. No two applications are the same, so it is also recommended that in all but the most straightforward cases the list of documents to be submitted with an application is first agreed with the Planning Service. This guidance may appear lengthy, but it is intended to cover a wide range of scenarios and in practice it will be applied proportionately. The information required on the national list, plus a few items from the local list will suffice to make most applications valid. Some of the requirements on the local list may also form part of another document, such as a Design and Access Statement. The guidance seeks to indicate where this might be appropriate.

1.9 Section 2 of this document explains the approach to the submission and validation of applications. The information needed to validate an application will depend on number of factors

including the type of application, the amount and form of development and site specific constraints. The Planning Service handles a range of application types, each with its own statutory requirements. Therefore, Section 3 lists in summarised form the main application types falling within planning legislation, indicating where more information can be found. Where "combination" applications are made, then reference should be made to both of the individual requirements. Section 4 sets out in tabular form the individual national and local validation requirements and the circumstances in which they apply. In accordance with government guidance, it also identifies the local and national 'policy drivers' in each case.

1.10 While we have sought to use plain English in this document, it uses a number of technical terms and abbreviations. Consequently a glossary is provided at the end of the guidance to explain terms. There is also an index for ease of reference.

## 2. Protocol for Submission and Validation of Applications

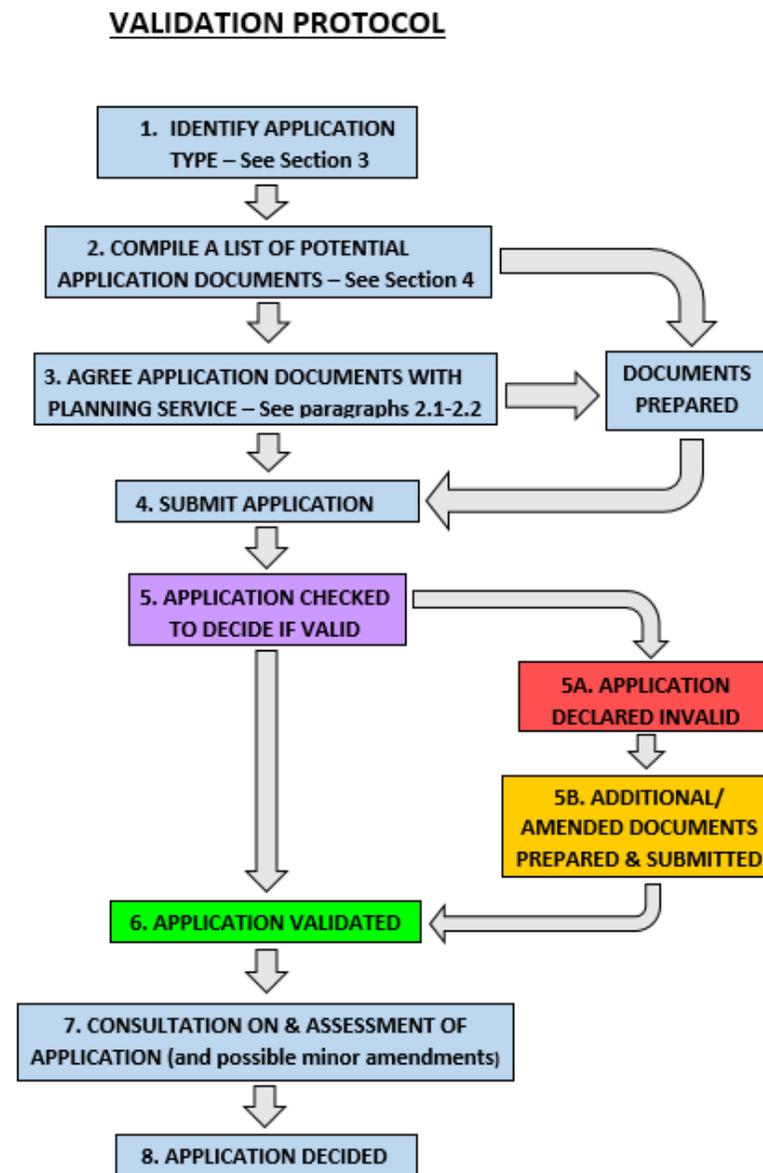
2.1 The Validation Protocol diagram to the right places the validation of applications within the wider context of pre-application engagement with the Local Planning Authority (LPA) and the subsequent application decision-making process. The key emphasis is on agreeing the documents to be submitted in advance. This reduces the risk of an application being declared invalid, which in turn can cause significant delays in the planning process.

### Pre-Application Discussions

2.2 Applicants or their agents are encouraged to have pre-application discussions with a Planning Officer prior to the formal submission of an application to:

- (a) confirm the scope of the information in the application
- (b) address whether the proposal may need to be amended to comply with the local and national planning policies and other Officer advice, and
- (c) seek a view on whether planning permission is likely to be granted.

2.3 This advice is given without prejudice to the final recommendation on the proposal, which will be made in the light of consultation responses and detailed consideration of the



application. Please note that Scarborough Borough Council charges for pre-application advice. However, if the enquiry solely relates to the scope of information needed to make an application valid, and this does not involve a meeting, then this will not be subject of a charge. There is further information online on the Council's Pre-Application Advice web page.

2.4 Section 106 planning obligations requiring contributions to local infrastructure are required for most applications for 'major' development. The submission of a draft Section 106 document is not a validation requirement, but to minimise subsequent delays it is strongly recommended that the applicant liaises with the LPA on such requirements at the pre-application stage and that the planning application submissions set out the applicant's position on such matters. See the Council's webpage on Section 106 planning obligations for more guidance.

#### Validation of Applications

2.5 The Council will not validate an application if it is incomplete, i.e. if all information listed in the appropriate validation criteria is not provided in a complete form. We will, however, always seek to take a proportionate view on information requirements and only seek further details where this is genuinely necessary for the application to be properly considered.

2.6 The Council encourages the electronic submission of planning applications. If you wish to submit in this way, you can do so via the Planning Portal at [www.planningportal.gov.uk](http://www.planningportal.gov.uk). The Planning Portal is unable to accept individual documents that exceed 10mb in size and you will need to break large documents down in order to submit them. In the event that it is not possible submit

documents electronically then one copy only of paper documents shall be submitted. Where documents are submitted directly to Planning Services they should be sent to: [planning.services@scarborough.gov.uk](mailto:planning.services@scarborough.gov.uk) and not to individual officers.

2.7 If you disagree with our reason(s) for not validating the application, you should first discuss it with the Planning Service. If the dispute cannot be resolved this way, the Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the relevant procedures, which in certain circumstances can include the right of appeal.

2.8 Once applications have been validated, documents will be publicly available to view on the website, with a few very limited exceptions. When compiling documents applicants and agents should be careful when including personal telephone numbers or email addresses on documents, having regard to General Data Protection Regulations (GDPR). These can be included safely in the relevant section of the application form since they are automatically excluded from publicly accessible document. Similarly handwritten signatures should be avoided. Apart from risks relating to GPDR, this can cause delays to validation since the documents then have to be redacted.

#### Processing the Application

2.9 The opportunity to make significant changes to an application, after validation, is severely limited. Significant changes, i.e. revised plans, which require re-consultation, may not be accepted, because re-consultation may not be able to be carried out and a decision made inside the 8 or 13 week target.

2.10 Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations the Council also has power in the course of dealing with an application to require an applicant to:

(a) supply any further information, and except for outline applications, plans and drawings necessary to enable them to determine the application; or

(b) provide any evidence in respect of the application as is reasonable to verify any particulars of information submitted.

2.11 If an application is subsequently found to be invalid following registration, powers exist for the time period for determination to be suspended until such time as it becomes valid and the period for determination of the application is reset. However, where information is found to be insufficient the Council is more likely to follow the course of action set out in the paragraphs below.

2.12 Where practical, applicants may be able to provide some additional information or make some limited changes to plans to address issues raised by officers and consultees. This is only if time permits during the consideration process or if the applicant agrees to an extension of the time period for determining the application. However, this may not always be possible, hence the emphasis on pre-application discussion to ensure the submission of acceptable plans and documents when the application is validated. The submission of revised details should be accompanied by a schedule clearly setting out the proposed changes.

2.13 Fresh drawings or modifications that significantly alter the nature or description of the proposal will not normally be accepted

after validation. If such a change is unavoidable, the Council will normally ask for a fresh application.

2.14 Where an application has been validated, but needs significant alteration to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal.

2.15 Prior to a recommendation of refusal being made on an application, the agent/applicant will usually be informed and given the opportunity to withdraw the application if it is clear that there would be no other acceptable outcome. A new application can be resubmitted with revised documents and usually without a fee.

### Summary

2.16 The key elements of the Protocol for submission and validation of applications are:

- Compile a full application before formal submission.
- Consult the Local Planning Authority and key consultees before formal submission if in any doubt.
- “Front load” the application process by taking into account the views of other parties who will be involved in commenting on and considering the application.
- Electronic submission of the application is strongly encouraged.
- Avoid including personal telephone numbers or email addresses, apart from on the designated section of the application form. Handwritten signatures should also be avoided.

- The Planning Service will take a proportionate approach when deciding the information required to validate an application.
- Significant alterations to applications cannot be made after registration/validation.
- The Council will make decisions in most cases within the relevant target of 8 or 13 weeks, unless the applicant agrees to an extension to this period.
- Applicants/agents will be advised as soon as practicable if any application is to be recommended for refusal.

### 3. Information Requirements by Application Type

3.1 The Planning Service deals with a range of application types each with its own specific statutory requirements. This note does not seek to repeat the requirements set out in national legislation. Instead, it seeks to provide pointers as to the scope of information required and where more detailed guidance can be found. The scale and type of development, as well as site location and constraints are all likely to be key factors when determining validation requirements for a specific application. Since these are likely to vary in each case guidance should normally be sought before submitting an application.

3.2 The main application types are listed below with brief notes. For more detailed explanation of each type of permission, please refer to the 'Consent type' web page on the Planning Portal. When compiling a list of documents to be submitted, the application type in this Section provides the statutory starting point. Reference should then be made to the table in Section 4, which can be used as a checklist. If in any doubt please contact Planning Services before submitting the application. In all but the most straightforward of applications it is recommended the applicant/agent agrees with Planning Services a list of accompanying documents prior to formal submission.

3.3 In some of the application types listed below (notably full, outline and reserved matters) reference is made to 'major' development. This comprises proposals for 10 or more dwellings; an outline application for residential development on a site of more than 0.5 hectare; new building(s) of more than 1,000 sqm. floor

space; or development on a site of more than 1 hectare. The likely validation requirements for 'major' proposals are likely to be more significant, including various items from the 'local list'. For many smaller scale non-major developments, householder and most other application types, the documents required will often be restricted to national requirements, together with relevant plans and elevations, possibly with a limited number of additional items from the local list.

**3.4 Full Planning Application** – This is a planning application providing full details of the proposed development accompanied by accurate drawings showing the layout and usually the appearance. It may cover developments which vary to a great degree in terms of their scale and nature, from small extensions/alterations to business premises or flats, through to large scale housing and commercial schemes, as well as changes of use. In light of this diversity, validation requirements will vary considerably. Table A can be used as a checklist, but particularly on 'major' or complex applications it is considered vital that an informal list of validation requirements is agreed with the Planning Service at the pre-application stage.

**3.5 Householder Planning Application** – This again is an application type where full detailed drawings are provided, but only relates to extension of existing houses and other domestic building works, excluding flats. The list of validation requirements will normally be less than that required for a full application. In many cases the national requirements, elevations, block floor and roof plans are likely to suffice, with the need for other supplementary documents being judged on a case by case basis.

**3.6 Outline Planning Application** – This application type seeks to establish whether the principle, scale and nature of a proposed development would be acceptable, before a fully detailed proposal is put forward in the form of a reserved matters application (see para.3.7). It is necessary to indicate on the forms what would be provided as part of the outline application and what would be included a subsequent reserved matters application (namely, appearance, means of access, landscaping, layout and scale.) This application type should not be used for changes of use or extensions to buildings. The list of documents required for validation will be determined in part by the matters for which approval is sought at the outline stage. Indicative or parameter plans on matters such as scale and layout may assist even if they are ‘reserved matters’. Before making an outline application it is recommended that the level of detail required is discussed with the Planning Service.

**3.7 Reserved Matters** – The documents required will relate to those matters not approved at the outline stage and/or identified by conditions on the outline planning permission (see paragraph above).

**3.8 Listed Building Consent Application** – This is a separate application process from the requirement for planning permission. For internal alterations (not involving a change of use) and for some minor external works only a listed building application is likely to be required. Otherwise, the listed building application should be submitted at the same time as an application for full or householder planning permission, or advertisement consent.

**3.9** In addition to the application forms, detailed scale drawings of both external and internal alterations are required. A Design and

Access Statement (DAS) is a mandatory national requirement. A Heritage Statement is also required, although this may be combined with the DAS. Photographs (and on more significant proposals) street scene/perspective drawings may help provide context. For drawings of proposed detailed architectural features (e.g. doors, windows, mouldings) a scale of 1:20 is recommended. For proposals involving demolition, conversion or significant alterations a structural survey is also likely to be required. No fee is required for listed building consent applications.

**3.10 Planning Permission for Relevant Demolition in a Conservation Area** – This relates to the demolition of certain (non-listed) buildings and structures within Conservation Areas, where no replacement development is being proposed. This type of planning application replaced the former Conservation Area Consent process. Validation requirements include the application forms, a site plan and plans of the building/structure to be demolished. A Heritage Statement and photographs will also normally be required and in some cases a structural survey shall be provided. There is no application fee.

**3.11 Advertisement Consent** – Permission for advertisement and signs is a separate procedure from the standard planning application process set out in the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Standard validation requirements include application forms, the fee, a location plan, a block plans showing siting, as well as elevational drawings, showing advertisement size, materials and colours, height above ground, extent of projection and details of illumination (if applicable). In addition, submission of photographs or photomontages can help illustrate signage in its context. Further guidance can be found in the NPPG, Advertisements.

**3.12 Removal/Variation of Conditions** – This relates to applications under Section 73 of the Town and Country Planning Act 1990 and Section 19 of the Planning (Listed Building and Conservation Areas Act) 1990. The application forms and fee shall normally be accompanied by a supporting statement to explain why removal or variation of the condition is sought. Other documents may be required where they help provide justification for this case. This should not be confused with the process of approving or discharging conditions (see paragraph 3.16 below).

**3.13 Minor Material Amendments (MMA)** – This is one of 3 possible procedures relating to the modification of previously approved plans. Where proposed changes are of a fundamental or substantial nature a completely new application would be required. Where the modifications are more limited, but still require re-assessment of material planning considerations then an MMA is likely to be the most appropriate procedure. The third option, only applicable to the most minor amendments is a Non-Material Amendment (NMA) – see para.3.15 below. For further background on MMA and NMA applications, please see the NPPG, Flexible Options for Planning Permission. It is recommended that the most appropriate procedure is agreed with Planning Services before an amendment is submitted.

**3.14** An MMA is also an application under Section 73 of the Town and Country Planning Act 1990 (see para. 3.12 above). It takes the form of a variation of the condition on the original permission, which lists approved plans (usually condition 1). The application forms for variation of a condition should therefore be used and a fee is normally required. The amount of information needed for validation and to enable the LPA to make an informed decision will largely be

restricted to those aspects of the scheme on which changes are proposed.

**3.15 Non-Material Amendments (NMA)** – This is an application under section 96A of the Town and Country Planning Act with more streamlined procedures than an MMA application. It only applies to the most minor modifications. There is a specific application form for NMAs and a fee is required. The amount of information needed to make an informed decision will largely be restricted to those aspects of the scheme which are to be amended.

**3.16 Approval or Discharge of Conditions** – This is required where a condition attached to a planning permission (or similar consent) requires specified details (e.g. materials) to be agreed in writing by the LPA. Apart from submitting the forms and fee, the plans and documents required should be clear from the conditions on the planning permission, but if in doubt please contact Planning Services. This is distinct from the process to remove or vary conditions (see para. 3.12 above).

**3.17 Variation of or Release from Section 106 Planning Obligation** – This is an application under Section 106A of the Town and Country Planning Act 1990. There is not an application form on the Planning Portal, but it can be obtained from the ‘Section 106’ page on the Council website. A Certificate of Ownership shall be submitted, together with a clear explanation of the changes sought and a supporting statement. If a reduction in affordable housing or financial contributions towards infrastructure is sought then a viability assessment will normally be required. There is not an application fee, but if the LPA agree to a Deed of Variation/Release to the original Obligation, a charge is likely to be made to cover the Council’s legal costs.

**3.18 Lawful Development Certificate (LDC)** – This may take 3 forms as set out below: - further guidance can be found in the NPPG, Lawful Development Certificates:

- Certificate for existing lawful development – this is a formal means of establishing that an existing development is lawful and therefore exempt from potential enforcement action.
- Certificate for proposed lawful development - this is a formal means of establishing that a proposal does not require planning permission. Because it is formal certification process, more detailed/accurate drawings are required than may be necessary for the more informal ‘permitted development’ enquiry, which is the usual means of establishing that planning permission is not required.
- Certificate of Lawfulness of Proposed Works to a listed building - this establishes that proposed works do not require listed building consent.

3.19 All LDC applications shall be accompanied by the appropriate forms, the fee (if required), location plan and a statement explaining why the development is not considered to require planning permission or listed building consent. In most cases this would involve reference to relevant planning legislation, so it is advisable that this statement is prepared by a planning consultant or solicitor.

3.20 In the case of an LDC for existing development, where the applicant is seeking to demonstrate that it has been in existence for a period of time, then the statement may need to be substantiated by evidence. For example, this may include a sworn

affidavit from people with personal knowledge of the use or development.

3.21 Where a Certificate is sought for building operations these would need to be shown in relating to existing development on a block plan, floor plans, roof plan and elevations as appropriate (see Part ii of the Table in Part 4). Where it relates to an existing or proposed change of use the extent of the land or the floor area affected shall be accurately plotted on a plan.

**3.22 Permission in Principle** – this application type is an alternative to outline planning permission to establish the principle of housing-led development of up to 9 dwellings. Validation requirements are limited to application forms (including number of dwellings), a fee and a site plan. If permission is granted a Technical Details Consent (see below) is then required before development proceeds. See the NPPG, ‘Permission in Principle’ for more information on these two application types.

**3.23 Technical Details Consent** – This follows a ‘Permission in Principle’ having been granted (see above). The validation requirements will be broadly the same as an application for a full planning application.

**3.24 Consent under Tree Preservation Orders (TPO) and Notification of Proposed Works to Trees in Conservation Areas** - The information required to make such applications valid can be found in paragraph 65 of the NPPG, Tree Preservation Orders and Trees in Conservation Areas.

**3.25 Hedgerow Removal Notice Application** – This should be accompanied by location plan at a scale, evidence of when the

hedgerow was planted and a biodiversity survey. Other useful information may include a more detailed scaled drawing showing sections of the hedge to be removed, an arboricultural assessment (if trees are to be removed) and a statement addressing the significance of the hedgerow, including evidence from the County Records Office and archaeological records. Guidance can also be found in the NPPG, Tree Preservation Orders and Tree Protection in conservation areas.

**3.26 Hazardous Substances Consent** – This is required for the storage and use of certain hazardous substances. Once it has been established that consent is required, the information needed to validate an application is set out in paragraph 41 of the NPPG, Hazardous Substances and this document provides further background information on the consent process. It also provides a link to the Health and Safety Executive’s website, where application forms may be found.

**3.27 Prior Approval Applications** – This is a category of application types, for which it is necessary to notify the Council, but full planning permission is not required. This allows the LPA to consider proposals and their likely impacts with regard to certain factors (e.g. design or transport and highways) and how these may be mitigated. More detailed guidance can be found on the ‘Consent type’ page of the Planning Portal website, notably for the first four categories listed below.

- Prior approval for forestry and agricultural development
- Prior approval for demolition
- Prior approval for telecommunications development
- Prior approval for home extension

- Prior approval for solar photovoltaics equipment on non-domestic buildings
- Prior approval for a collection facility within the curtilage of a shop
- Prior approval for temporary use/works
- Prior approval for change of use – this is a category of application types and the requirements each vary in each case.

3.28 The circumstances in which Prior Approval is the correct procedure are set out in the Town and Country Planning (General Permitted Development) Order 2015 and subsequent amendments. Due to the complexity of this legislation it is recommended that before making such an application that a ‘permitted development’ enquiry is made to the Council or independent planning advice is sought. The regulations set out in each case the basic information required with each type of prior approval application. They also place limits on the issues which may be considered by the Council when determining such an application. Therefore, where supplementary information from the Local List is required to validate the application it will be restricted to these matters. It is recommended that this is clarified with Planning Services prior to submitting an application.

## 4. Documents Required for Validation of Planning Applications

4.1 The table below sets out the national and local validation requirements, with the latter split into two categories, depending on how regularly individual items are necessary to make an application valid. The table is only a guide and is intended to provide a starting point when compiling a list of documents to be submitted. It is recommended that the items on such a list and the broad scope of contents of more complex documents in particular are agreed with Planning Services before an application is made.

<b>i. NATIONAL REQUIREMENTS</b>				
<b>VALIDATION REQUIREMENT</b>	<b>POLICY DRIVER</b>		<b>TYPES OF APPLICATION</b>	<b>DETAILS REQUIRED / NOTES</b>
	Local Policy (Local Plan unless specified)	National Policy/Guidance/ Legislation		
Standard Application Form (including Certificates of Ownership)	All	Town & Country Planning (Development Management Procedure) Order 2015  NPPG –Making an application	All	We encourage you to submit your application electronically wherever possible via the Planning Portal. If submitting a paper based application one original copy of the form and other documents will normally suffice. All forms must be signed and dated. The forms also include ownership certificates and an agricultural land declaration; it is a legal requirement that these are completed correctly.
Application Fee	n/a	Town & Country Planning (Fees for Applications) Regulations 2012 (as amended).	Most application types, (but not listed building consent) and certain limited exemptions as specified in the Fee Regulations	Use the Planning Portal Fee Calculator to calculate the fee. Details on how to make a payment can be found on the Council webpage, 'Submit a planning application'.

		NPPG Fees for applications		
Location Plan		Town & Country Planning (Development Management Procedure) Order 2015  NPPG –Making an application		This shall be an up to date map at a scale of 1:1250 or 1:2500 and normally fit onto A4 or A3 size paper. The location plan shall show the direction of North, identify two named roads and the buildings on land adjoining the application site, so its exact location is clear. The application site shall be edged clearly with a red line. It shall include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line shall be drawn around any other land owned by the applicant close to the application site.
Design and Access Statement (DAS)	Numerous Local Plan Policies	Town & Country Planning (Development Management Procedure) Order 2015  NPPG –Making an application	<ul style="list-style-type: none"> <li>• Applications for ‘major development’ (see para 3.3)</li> <li>• Applications for 1+ dwellings or buildings with a floor area of 100sqm+ in a Conservation Area.</li> <li>• Listed building applications</li> <li>• It does not apply to applications solely for change of use or engineering operations, MMA or</li> </ul>	The purpose of a DAS is to explain the design thinking behind the proposed development and how it is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. It should normally incorporate photographs and images of the proposals accompanied by explanatory text. Para.30 of NPPG – Making an Application sets out the parameters for a DAS for planning applications. The consideration of design should include minimising the risk of crime/anti-social behaviour and measures to reduce the impact on climate change. Access by a range of

			NMA application types.	<p>transport modes should also be referred to, including for groups with restricted mobility.</p> <p>Paras.31- 32 of the NPPG provides guidance on DASs accompanying listed building applications.</p> <p>The Design Council's 'Design &amp; Access Statements - How to write, read and use them' may be of assistance.</p>
Environmental Impact Assessment (EIA) - Potential 3 stage process – see below:	Numerous Local Plan policies	Town & Country Planning (Environmental Impact Assessment) [EIA] Regulations 2017	The EIA process is only applicable to applications with significant or complex environmental impacts. Schedule 1 of the EIA Regulations sets out the mandatory cases. Schedule 2 sets out those cases where EIA may be necessary and is determined by the LPA as a 'Screening Opinion'.	See below for potential 3 stages.
i. EIA Screening Opinion		NPPG Environmental Impact Assessment	The submission of a 'screening request' is recommended if the proposal is 'Schedule 2 development'. The resultant 'screening opinion' of the LPA determines whether an ES is required or not.	<p>The information required to obtain a Screening Opinion from the LPA is set out in Article 6 of the EIA Regulations. This would normally take the form of a letter accompanied by supporting plans and documents.</p> <p>The screening process should take place well in advance of a planning application being submitted. This is to give time for the possible 'scoping' process – see below. There is no fee</p>

				for the screening and scoping processes, although they would normally take place in parallel to pre-application discussions, for which the Council does charge.
ii. EIA Scoping Opinion			EIA Scoping is required for Schedule 1 development and those cases where EIA is deemed necessary by a Screening Opinion.	A 'scoping letter' with supporting plans and documents shall be sent to the LPA as set out in article 15 of the EIA Regulations before a planning application is submitted. This shall seek to agree the methodology and broad content of the ES.
iii. Environmental Statement (ES)			The ES is the full and detailed Assessment accompanying an application as established by the Screening & Scoping procedures.	The content of ES is determined by the Scoping Opinion of the LPA. The ES will include detailed assessment on a range of matters (e.g. ecological, transport and socio-economic assessments). Where this is the case the ES will encompass some of the items on the local validation list.
<b>ii. LOCAL REQUIREMENTS (Standard for all or most applications)</b>				
Schedule of Submitted Documents		NPPF para.11	All applications	This should provide a title/description of each plan or document, together with any related reference number. It can be included in a covering letter or provided separately. The schedule will provide clarity and help to speed up the validation process and issuing a decision. If amendments are submitted during the course of an application, this should be accompanied by a revised and up to date schedule.
Existing and Proposed Site/Block Plan	Most policies, notably DEC1, DEC4, DEC5, ENV6 & ENV7	Town & Country Planning (Development Management	Virtually all applications. If no external works or layout changes are proposed then an	This should be drawn at a scale of 1:100 or 1:200. On larger sites a masterplan may be submitted at a scale of 1:500. All plans should accurately show:

		Procedure) Order 2015	existing block plan only may suffice. For certain subordinate applications (e.g. NMAs, discharge of conditions) the plans may not be required if there are no new or amended external works.	<p>a) The direction of North.</p> <p>b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.</p> <p>It shall also show the following, unless they would NOT influence or be affected by the proposed development:</p> <p>c) All the buildings, roads and footpaths on and adjoining the site including access arrangements.</p> <p>d) All Public Rights of Way crossing or adjoining the site.</p> <p>e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.</p> <p>f) The extent and type of any hard surfacing.</p> <p>g) Boundary treatment including the type and height of walls or fencing where proposed.</p> <p>h) The position of any river, pond or other water/coastal feature on or adjacent to the site.</p> <p>i) Any buildings or structures to be demolished.</p> <p>j) The location of any bin storage facilities.</p> <p>k) The location and layout of parking for vehicles, including disabled spaces and cycle parking, where appropriate.</p>
Existing and Proposed Elevation Drawings	Most policies, notably DEC1, DEC4, DEC5, ENV6 & ENV7	Town & Country Planning (Development Management	All applications for new buildings/ structures (except most outline applications) or	These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All side views of the proposal must be shown and these

		Procedure) Order 2015	extension/alteration, unless an elevation is unaffected.	should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. It will not be necessary for an applicant to provide detailed information on elevations of existing buildings on the site if these will not be altered by the development proposal.
Existing and Proposed Floor Plans	Many policies, notably DEC1, DEC4, DEC5, ENV6 & ENV7	Town & Country Planning (Development Management Procedure) Order 2015	All applications for new buildings (except most outline applications), for extensions to buildings or change of use. They may be omitted for building storeys entirely unaffected by proposals.	These should be drawn to a scale of 1:50 or 1:100 and should accurately plot the internal layout. Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in the context of adjacent buildings (including property numbers where applicable).
Existing and Proposed Site Sections, Finished Floor and Site Levels	Many policies, notably DEC1, DEC4, DEC5, ENV6 & ENV7	Town & Country Planning (Development Management Procedure) Order 2015	Applications proposing changes in site levels or where there are existing variations in ground level on site or relative to adjacent land. Cross-sectional drawings may also help illustrate a proposed street-scene.	These should be drawn at a scale of 1:100 or 1:200 and should show a cross section(s) through proposed buildings/site. Where a change in ground levels is proposed, drawings should show both existing and finished levels (related to a fixed datum point). They should also show how proposed buildings relate to existing site levels and neighbouring land/development.

Roof Plan	Many policies, notably DEC1, DEC4, DEC5, ENV6 & ENV7	Town & Country Planning (Development Management Procedure) Order 2015	All applications for new buildings or where the roof is to be altered.	This should be drawn at a scale of 1:50 or 1:100 and is used to show the roof design. Details such as the roofing material, rooflights and vents are typically specified on the roof plan.
<b>iii. LOCAL REQUIREMENTS (Necessary on a case by case basis)</b>				
Planning Statement – examples of the some of the specialist matters possibly included are set out below (a-e):	Numerous Local Plan policies, depending on circumstances	NPPF & NPPG – Numerous contents, depending on circumstances	Normally only required on complex full or outline applications, or if an exception to planning policy requires explanation. On more straightforward applications reference can be made to relevant policies as part of the commentary in the DAS as an alternative.	This may include a brief summary of relevant policies, but should concentrate on matters which are critical to whether planning permission is approved or refused.
a. Sequential Test and Impact Statement	Policies TC1 and TC2	NPPF Sec.7  NPPG Town Centres and Retail	Town centre uses, (notably retail, leisure and offices) located outside a town centre usually require the Sequential Test. An Impact Assessment is additionally required for such proposals exceeding 500sqm.	See the NPPG, Town Centres and Retail for further guidance on both the Sequential Test and Impact Assessments.
b. Socio-economic Impact Assessment	Various policies including SD1, EG1, EG2, EG6,	NPPF Sections 6,7 & 8	On larger scale commercial applications and/or where	This may include details of any new jobs that might be created (or supported), any community benefits and reference to

	TC3, TOU1, HC8 & HC10		demonstrating the socio-economic impact forms a vital part of the case in support of a proposal.	regeneration strategies that might lie behind or be supported by the proposal. It may form part of an Environmental Impact Assessment, where one is required.
c. Open Space Assessment	Policy HC14.	NPPF para. 97  Sport England's Playing Fields Policy and Guidance	For development involving the loss of open space, sports and recreational facilities this will need to be justified having regard to the policies in the 2 boxes to the left.	It is recommended that the content and broad approach adopted in the Assessment are discussed with Planning Services at the pre-application stage. This may also involve Sport England and other sports bodies.
d. Agricultural Need Assessment	Policy ENV6	NPPF para. 79	Agricultural worker's dwellings outside Local Plan Development Limits	It should be demonstrated that it is essential that a full time worker must live at the location proposed for the functional needs of agriculture, or a rural-based enterprise. This may also require evidence that the associated enterprise has been planned on a sound financial basis. Precise requirements should be discussed with the Planning Service before an application is submitted.
e. Lawful Development Certificate – supporting statement		Town & Country Planning Act S192, Town & Country Planning (General Permitted Development Order).NPPF Lawful	Lawful Development Certificate applications (see paras. 3.18-3.21)	This should explain why the development is not considered to require planning permission (or listed building consent) with reference to relevant planning legislation; hence it is advisable that this statement is prepared by a planning consultant or solicitor. In the case of an LDC for existing development, where the applicant is seeking to demonstrate that it has been in existence for a period of time, then suitable evidence will be required. This may include a sworn affidavit from people with

		Development Certificates		personal knowledge of the use or development.
Statement of Community Involvement (SCI)	SBC's Statement of Community Involvement	NPPF Sec. 4	Larger scale applications where pre-application community consultation has taken place.	This should set out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement. This can be also included as part of a DAS or Planning Statement.
Section 106 Planning Obligations or Heads of Terms	Policies including INF5, HC3, HC10. Affordable Housing Supplementary Planning Document (SPD), Green Spaces SPD & Education Payments SPD	NPPF, including Sections 5 & 8.  NPPG Planning Obligations	All 'major' residential of 10+ new dwellings and other applications where Section 106 obligations are required as advised by the Planning Service.	Ideally a draft Section 106 Planning Obligation (in the form of a proposed agreement or unilateral undertaking) is submitted with the application. It is not a validation requirement, but is likely to speed up significantly the decision-making process. Where relevant, the application should at least be accompanied by the proposed Heads of Terms, summarising those matters to be covered by S106, including a clear indication of commuted sums to be paid in the case of full planning applications, having regard to the Council's SPDs (see left). If exemption is sought this shall be fully justified by means of a Viability Assessment (see 2 rows down). It is strongly recommended that potential S106 contributions are discussed with the LPA at the pre-application stage. More detail on preparing S106 obligations, including standard templates can be found on the Council website.
Affordable Housing Proposals	Policy HC3 & Affordable Housing SPD	NPPF Sec. 5  NPPGs Housing needs for	'Major' residential schemes of 10+ new dwellings or where its site area exceeds 0.5ha.	On full and reserved matters applications details shall include the number of residential units, their location clearly marked on a plan, floor plans showing the number, size and

		different groups & Planning Obligations	This is unless full justification for an exemption to policy is sought by means of a viability assessment (see below) or due to other exemption, such as vacant building credit (see Affordable Housing SPD).	layout of habitable rooms and bedrooms. The types of affordability or tenure proposed for different units should be clearly and fully explained. Details of any Registered Providers of affordable housing acting as partners in the development should also be identified. On outline applications the minimum requirement is to provide the proposed number or percentage of affordable units. Any exceptions to Local Plan/SPD policy shall be fully justified.
Viability Assessment	Policies including INF5, HC3, HC10, TC5 & TOU3. Affordable Housing Supplementary Planning Document (SPD) Green Spaces SPD & Education Payments SPD	NPPF Sections 5 & 8  NPPGs Planning Obligations & Viability	Major residential applications which seek exemption or a reduced contribution relating to affordable housing or s106 contributions.  Applications involving the loss of certain uses, such as hotels or village shops – contact Planning Services to determine if applicable.	Please see Appendix 2 of the Affordable Housing SPD for full information requirements. The Viability Assessment shall be carried out by a suitably qualified person. Establishing the appropriate level of affordable housing/s106 contributions having regard to both financial viability constraints and the Council's policies is a complex and time consuming process, which cannot be accommodated within the normal timescale of a planning application. The scope and methodology of the Viability Assessment should therefore be agreed with the Council, as well as producing the finalised document prior to the submission of the planning application. The Homes and Communities Agency provides a Development Appraisal Tool which we would encourage applicants to use.  Viability assessments/financial information may also be required in other circumstances. For example, where proposals would involve the

				loss of a village shop or hotel, and planning policies indicate that evidence should be submitted to demonstrate the use is no longer viable.
Biodiversity Survey and Report (including geological impact, where appropriate)	Policy ENV5	<p>NPPF Sec.15</p> <p>NPPGs Natural Environment &amp; Appropriate Assessment</p> <p>Wildlife and Countryside Act 1981</p> <p>Marine and Coastal Access Act 2009</p> <p>Conservation of Habitats and Species Regulations 2010</p> <p>Protection of Badgers Act 1992</p> <p>Circular06/2005 Biodiversity and</p>	<ul style="list-style-type: none"> <li>• Most applications for 'major development'</li> <li>• Any development directly or indirectly affecting a statutory or non-statutory protected site</li> <li>• Proposals with potential impact on protected species, priority habitats, or Ancient Woodlands</li> <li>• Demolition of older buildings (pre-1945)</li> <li>• Removal or alteration of certain roof spaces</li> <li>• Barn conversions</li> <li>• Natural habitat directly affected or nearby e.g. woodland, ponds, watercourses)</li> <li>• Removal of mature trees, scrub or hedgerows</li> <li>• Sites of geological interest</li> </ul>	<p>The level of detail required will vary considerably depending on circumstances. Where an application requires an EIA or there is a significant impact on a habitat or species which is a feature of a designated site, then a comprehensive and detailed assessment is required. This may include a Habitats Regulation Assessment or an SSSI impact assessment. However, even householder development may require some survey work – for example, the conversion of a roof space with potential for bat roosting. Where applicable, assessments may also consider the impact on features of geological interest.</p> <p>In some cases a preliminary (or Phase 1) ecological assessment will suffice. This would consist of a data search to identify designated sites and records of protected species in the vicinity and a walkover survey at a suitable time of year, identifying the key ecological characteristics of the site and its surroundings, likely constraints, the need for additional survey work and an outline of potential mitigation of impact and biodiversity gains.</p> <p>A Phase 2 survey is also likely to be required where designated nature conservation sites</p>

		Geological Conservation	The Wildlife Assessment Check found on the Council's Planning Application Validation webpage provides a useful guidance tool to help establish the ecological information required in support of an application.	(local, national or international) are directly or indirectly affected or if protected species (e.g. bats, badgers, newts) are known or are likely to be present. The survey should be accompanied by an assessment of likely impacts, together with more detailed measures for mitigation of impacts and provision for net biodiversity gains, as required by the NPPF. Natural England has produced standing advice to help planning authorities understand the impact of particular developments on protected species  All assessments should be undertaken by a suitably qualified ecologist. Surveys shall be up to date and for certain species (e.g. bats) they may only be possible during certain periods of the year. It is recommended that badger surveys are submitted separately, because unlike other planning documents they are not made public.
Tree and Hedgerow Survey / Arboricultural Implications Assessment	Policies ENV5 & ENV7	NPPF15  NPPGs Natural Environment & Tree Preservation Orders and tree protection in conservation areas	Where there are trees or hedgerows within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees/hedges are to be removed and those to be	The assessment of impact on trees should be prepared by a suitably qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in Relation to Design, Demolition and Construction'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

			retained and the means of protecting them during construction. It also applies to applications to fell or lop protected trees or to remove hedgerows (see paras. 3.22 & 3.23)	
Landscape Strategy Plan/ Statement	Policies DEC1, ENV5 and ENV7	NPPF Sec.15	Most major applications	Plan(s) showing the extent of existing and proposed planting areas, and the type of planting within them; locations of new trees; areas and type of hard surfacing; location and nature of boundary treatments; and earthworks / ground level changes. Management and maintenance plans may also be required. Where applicable, the landscape statement may form part of the DAS
Landscape Plans	Policies DEC1, ENV5 and ENV7	NPPF Sec.15	Applications providing new planting or landscape proposals	
Landscape and Visual Impact Assessment (LVIA)	Policies DEC1, DEC5 and ENV7 Scarborough Borough Landscape Character Assessment	NPPF Sections 12 & 15	Development, which in the view of the Council is likely to result in significant effects on the landscape and visual amenity, particularly in sensitive areas, such as the coastal zone, close to the National Park or where there may be significant cumulative visual impacts (e.g. wind farms). It should normally form part of an Environmental Statement	The LVIA should demonstrate the likely visual impacts and explore the effectiveness of mitigation measures to avoid or minimise harm to the landscape or visual amenity. It should include: <ul style="list-style-type: none"> <li>- Baseline description of the site and landscape context including identification of any important landscapes and their setting , such as the National Park, or Heritage Coast.</li> <li>- Evaluation of landscape sensitivity and capacity to accommodate development</li> <li>- Identification and assessment of effect on landscape character and quality with reference to the Scarborough Borough Landscape Character Assessment</li> </ul>

			(EIA), where one is required.	<ul style="list-style-type: none"> <li>- Identification and assessment of visual impact</li> <li>- Measures that would avoid or minimise adverse effects</li> <li>- Where significant adverse effects are unavoidable, consideration of alternatives and why rejected;</li> <li>- Methodology of LVIA with reference to best practice guidance</li> </ul> <p>Further information can be found in the Landscape Institute / IEMA (2013): Guidelines for Landscape and Visual Impact Assessment, 3rd edition</p>
Flood Risk Assessment (FRA)	Policy ENV3  North-East Yorkshire Strategic Flood Risk Assessment	NPPF Sec.14  NPPG Flood Risk and Coastal Change	Proposals of 1 hectare or greater in Flood Zone 1 and all proposals for development located in Flood Zones 2 and 3 where required under Flood Risk as issued by the Environment Agency (see the gov.uk website for further information). A FRA will also be required for any major development in a designated Critical Drainage Area (CDA). These are shown on maps in the North East Yorkshire Strategic Flood	This shall identify and assess the risks of all forms of flooding to and from the development and demonstrate how the risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. In Zones 2 and 3 it should incorporate Sequential and Exception Tests, and demonstrate that additional flood resistance and resilience requirements have been met where these are necessary. Standing advice on preparing an FRA is issued by the Environment Agency (see the gov.uk website for further information). The FRA and application plans should include the design of surface water management systems including Sustainable Drainage Systems (SuDs) and address the requirements for safe access to

			<p>Risk Assessment Update, which can be found on the Council website as a background document to the Local Plan. CDAs cover much of the Borough including most of Filey, Eastfield, Cayton, Burniston, Crossgates and the western part of Scarborough town.</p>	<p>and from the development in areas at risk of flooding. More information on SuDs and the requirements for planning applications can be found in the North Yorkshire County Council SuDs Design Guidance. The FRA should be prepared with reference to the local Strategic Flood Risk Assessment.</p> <p>The amount of information required will vary according to circumstances; for example, where the only constraint is that the site is in a Critical Drainage Area, the FRA can normally be limited to evidence that the development will not result in a net increase in surface water run-off. At the other extreme, the FRA should form part of an Environmental Statement when one is required.</p>
Drainage Plans	Policy ENV3	<p>NPPF Sec.14</p> <p>NPPG Flood risk and coastal change</p>	<p>Applications for new buildings and other development requiring new surface or foul water drainage.</p>	<p>This should plot the position of existing and proposed drainage infrastructure, including proposed connections. Such a plan would normally form part of an FRA where one is required.</p>
Foul Sewerage Assessment	Policies ENV3 & ENV4	<p>NPPG Water supply, wastewater and water quality</p>	<p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer.</p>	<p>This shall include details of the method of storage, treatment and disposal. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in</p>

				Building Regulations Approved Document Part H; and in BS6297. If there are changes/ replacement to the existing system or the creation of a new system, scale plans shall include a cross sections/elevations and specification. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.
Utilities Plans/Assessment (e.g. gas, electricity, water supply or tele-communications)	Policies ENV3, ENV4 & INF5	NPPG Water supply, wastewater and water quality	Where existing infrastructure is likely to be affected due to the position of the development or insufficient capacity, or where connections would give rise to environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.	Plans accurately plotting existing and proposed infrastructure. Where appropriate this should be accompanied by details of any mitigation to address the matters referred to in the box to the left.
Hydrogeological Risk Assessment	Policy ENV4	NPPG Water supply, wastewater and water quality	Development within groundwater Source Protection Zones as specified in Table 8.2 in the Local Plan.	An assessment of risk to groundwater and public water supply taking account of proposed mitigation. Further guidance can be found in the government / Environment Agency guidance Protect Groundwater and Prevent Groundwater Pollution (2017)
Land Contamination Assessment	Policies ENV3 & ENV4	NPPF Sec.15	Where contamination is known or suspected (e.g. industrial, landfill sites etc.) and/or the proposed	The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are

		NPPG Land affected by contamination	use would be particularly vulnerable (e.g. housing with gardens, schools, nurseries or allotments) or there are sensitive receptors, such as watercourses or aquifers, which might be affected.	required to ensure the site is suitable for the proposed use. The minimum required is a report of a desktop study and site reconnaissance. Early engagement with the Planning and Environment Health Services is encouraged to establish the scope of information required and if the results of intrusive assessment are also required in support of the planning application. The document 'Model Procedures for the Management of Land Contamination' - Environment Agency CLR11 provides useful guidance.
Land Stability Risk Assessment	Policy ENV3	NPPF Sec.15  NPPG, Land Stability.	Where development would affect or be affected by unstable land. This includes sites subject to effects of underground cavities, unstable slopes, ground compression, coastal erosion and the legacy of past mining activity.	The scope and content of an assessment should be agreed with the LPA at the pre-application stage and the report should be prepared by a suitably qualified engineer. Further guidance on the scope and content of Land Stability Risk Assessments can be found in the NPPG, Land Stability.
Heritage Statement	Policy DEC5  Conservation Area Character Appraisals (various)	NPPF Sec. 16  NPPG Historic Environment	Applications which are likely to affect a designated heritage asset (e.g. a Listed Building, a Conservation Area, a Registered Historic Park/Garden or a Scheduled Monument) or which might impact upon	A Heritage Statement should contain: <ul style="list-style-type: none"> <li>- A description of those elements which contribute to the significance of any heritage assets likely to be affected by the proposals.</li> <li>- An assessment of the contribution which the setting makes to that significance.</li> <li>- An assessment of the likely impact which the proposals will have upon those elements</li> </ul>

			<p>the setting of one of these assets. On occasions, it may also be required in respect to a non-designated heritage asset as advised by the Planning Service. The Heritage Statement may be combined with the DAS where appropriate.</p>	<p>which contribute to the significance of those assets.</p> <ul style="list-style-type: none"> <li>- Photographs to illustrate the case.</li> </ul> <p>For applications for Listed Building Consent, a written statement that includes a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required.</p> <p>For applications within or adjacent to Conservation Areas reference should be made to the relevant Character Appraisal found on the Council website. The demolition of a heritage asset requires a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure and justification for the proposed demolition and its impact on the special character of the area.</p>
Archaeological Assessment	Policy DEC6	<p>NPPF Sec. 16</p> <p>NPPG Historic Environment</p> <p>Historic England Advice Notes</p>	<p>Where an application site either includes or is likely to include archaeological remains which may be affected. The existence of remains is often not readily apparent, so if in</p>	<p>A desk-based assessment of the impact which the proposals might have upon remains may often suffice and this may form part of the Heritage Statement. In certain circumstances, where a desk-based assessment is insufficient to properly assess the likely impact, a field evaluation may be required. Further advice can</p>

			doubt contact the LPA or the historic environment team of North Yorkshire County Council for further guidance.	be found in the Historic Environment Advice Notes and Good Practice Advice Notes published by Historic England. Where an application is likely to affect any archaeological remains applicants should consult the historic environment team of North Yorkshire County Council at the pre-application stage
Structural Survey	Policies DEC5 and HC7	NPPF Sec. 16	If the proposal involves substantial demolition or where it is important to maintain the structural integrity of a building, for example, development which involves removal or affects the stability of buildings/structures identified as Heritage Assets.	Where applicable, the survey should assist in the assessment of the potential impact of the proposal on their significance as Heritage Assets. Where the proposed works might affect the stability of a building, then a method statement may also be required to show how loss of historic fabric would be minimised.
Photomontages or 3D Images	Policies including DEC1, DEC5 and ENV7	NPPF Sections 12,15 & 16	As agreed with the Planning Service to show how large developments can be satisfactorily integrated with their surroundings.	These may form part of the Design and Access Statement or the Heritage Statement.
Transport Assessment (TA) or Transport Statement (TS)	Policies INF1 & INF3  Transport Assessments SPD	NPPF 9  NPPG Travel Plans, Transport Assessments and Statements	TA's are required for proposals likely to generate the greatest vehicular movements, while TS's are a simplified version relating to an intermediate scale of development. Table	The coverage and detail of the TS/TA should reflect the scale of the development and the extent of the transport implications of the proposal. A TS should simply outline the transport aspects of the application, while for larger scale proposals, a TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys

			4.1 in the Transport Assessments SPD sets out thresholds for different uses, but it is recommended that the correct type document and its scope is agreed with LPA and the Highway Authority (NYCC) & Highways England if the A64 trunk road is affected at the pre-application stage.	to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Section 7 of the Transport Assessments SPD sets out the type of information which should be included in TSs/TAs.
Travel Plan	Policies INF1 & INF3	NPPF 9  NPPG Travel Plans, Transport Assessments and Statements	Applications accompanied by TA or TS (see above) and generating a significant amount of movement. Please liaise with Planning Services and the Highway Authority (NYCC) at the pre-application stage.	Further advice is available in the NPPG Travel Plans, Transport Assessments and Statements regarding the content of such a document.
Noise Impact Assessment	Policy DEC4	NPPF 15  NPPG Noise	Proposals that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for proposals that are considered to be noise sensitive and which are close to existing sources of noise.	This should be prepared by a suitably qualified acoustician in accordance with the latest industry and/or Government best practice, including the NPPG Noise. Relevant guidance includes BS 8233:2014, Guidelines for Environmental Noise Impact Assessment (IEMA 2014) and Professional Practice Guidance on Planning & Noise – New Residential Development (ANC/IA/CIEH 2017).

Ventilation/ Extraction Statement	Policies DEC1 & DEC4		Applications for the use of premises for restaurants, drinking establishments and hot food takeaways. It may also be required for industrial, leisure or other larger scale commercial premises incorporating large scale air handling systems.	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics. This is required to minimise the impact on residential amenities due to noise or odour nuisance, as well as ensuring the appearance of external equipment is acceptable. Advice on suitable ventilation and extraction equipment can be obtained from the Council's Environmental Health Service.
Air Quality Assessment	Policy ENV3	NPPF 15  NPPG Air Quality	Where there is clear potential for a significant increase in airborne pollutants. (Within the areas for which the Council determines planning applications there are currently no Air Quality Management Areas).	An Assessment should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. This may form part of an Environmental Impact Assessment where one is submitted. To determine any likely air quality impacts, an initial screening for air quality impacts should be completed. Simple screening tools are available via the internet, such as the Simple Calculation of Atmospheric Impact Limits (SCAIL) model. The results of this screening should inform the need for any more detailed assessment Further advice is available in the NPPG, Air Quality.
Lighting Assessment	Policies DEC4 & ENV6	NPPF 15  NPPG Light Pollution	Proposals involving significant external lighting (e.g. outdoor sports facilities, car parks etc.) especially in the vicinity of residential property, sites	In most cases this shall consist of details of the proposed external lighting and the hours when it would be switched on. These details should include a layout plan with beam orientation and a schedule of the equipment in the design. Submission of an 'isolux' or similar drawings showing the luminance at specified heights

			designated as a heritage asset or of ecological value or in the open countryside,	above ground level may also be requested for particularly sensitive proposals or sites, such as sports floodlighting in rural or residential areas. See the NPPG Light Pollution for more guidance.
Daylight Assessment	Policies DEC4		As advised by the Planning Service, where standard block, elevation, floor and roof plans or cross-sections are considered insufficient to assess such matters.	This should assess potential adverse impact upon the current levels of daylight/ sunlight/ enjoyed by adjoining properties or building(s), including associated gardens or amenity space. Further guidance is provided in, for example, the BRE document, 'Site Layout for Daylight and Sunlight: a guide to good practice (2 <sup>nd</sup> Edition).
Tele-communications Statement	Policies INF6 & ENV7	NPPF 10	Planning applications and prior notification applications by telecommunications code operators for masts and antenna development.	For masts this should include the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Applications shall also be accompanied by a signed declaration that the proposal will comply with health guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

## Glossary

**Affordable housing** - housing for sale or rent, for those whose needs are not met by the market. The glossary to the NPPF provides a fuller description.

**Condition** - a restriction placed on a grant of planning permission. Conditions may only allow development to go ahead only if certain requirements are satisfied or they may impose restrictions once development is in operation.

**Design & Access Statement (DAS)** – a concise report accompanying certain applications for planning permission and listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

**Designated Heritage Asset** – this includes Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, and Conservation Areas.

**Environmental Impact Assessment (EIA)** – A procedure to be followed for certain types of large scale project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

**Environmental Statement** – a document comprising the Environmental Impact Assessment and supporting background information as specified by relevant Regulations.

**General Data Protection Regulations (GDPR)** – Regulations containing provisions and requirements related to the processing of personal data of individuals.

**Heritage Asset** - A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the LPA

**Householder development** – works which require planning permission within the curtilage of a dwelling house (but not flats) and which are not a change of use.

**Local List** – A list of validation requirements prepared by the LPA to clarify what information is usually required for applications of a particular type, scale or location.

**Local Plan** – A plan for the future development of a local area, drawn up by the LPA in consultation with the community. For the purposes of this document the Scarborough Borough Local Plan (adopted 2017) is applicable

**Local Planning Authority (LPA)** – The public authority whose duty it is to carry out specific planning functions for a particular area. For this document it applies to Scarborough Borough Council, excluding those areas falling within the North York Moors National Park and certain planning

functions for which North Yorkshire County Council is responsible.

**Major Development** - For housing development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floor space of 1,000sqm or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**National List** – A list of validation requirements which are mandatory for all or some planning applications as specified in national legislation.

**National Planning Policy Framework (NPPF)** – a document which sets out the government’s planning policies for England and how these should be applied.

**National Planning Practice Guidance (NPPG)** – a web-based suite of technical guidance documents on planning-related matters as published by the government. Whereas the NPPF represents the government’s planning policy other NPPG documents are guidance.

**Planning Portal** – a one-stop-shop website for advice and guidance on planning applications, building regulations and planning appeals in England and Wales. It provides a means of submitting planning applications electronically.

**Section 106 Planning Obligation** – A legal agreement/undertaking entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a

development proposal and is the mechanism by which contributions to public infrastructure are often secured.

**Supplementary Planning Document (SPD)** – Documents which add further detail to the policies in the Local Plan. In Scarborough Borough they usually supplement Local Plan policies on particular issues, such as the contributions which shall be made towards public infrastructure by means of Section 106 obligations.

**Validation** - The process of by which the LPA ensures that adequate information has been submitted in order that it may assess a planning application. The Validation date is the day on which all information deemed necessary for this process has been provided and represents the start date for formal consideration of the application.

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