



Application Number	
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KIRKLEES COUNCIL VALIDATION CHECKLIST	SUPPLY 1 COPY ONLY

Planning - PO Box 1720, Huddersfield, HD1 9EL
E-mail: planning.portal@kirklees.gov.uk Tel: 01484 414746

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Jordan

Surname

Cathcart

Company Name

DC-Collective

Address

Address line 1

The Studio

Address line 2

Unit D, the dye works,

Address line 3

albert street

Town/City

Huddersfield

County

West Yorkshire

Country

UK

Postcode

HD1 3RE

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

The proposal seeks full planning permission for the change of use of the basement and ground floor of the existing property at 33 Bay Hall Common Road, Huddersfield, from residential (Use Class C3) to commercial retail use (Use Class E(a)) to create a small local shop.

The first floor will remain in residential use (Use Class C3), with separate and secure access retained to the dwelling above.

The works will involve internal alterations to provide retail display space at ground floor and associated storage within the basement. No extensions or major structural alterations are proposed. Minor external works will include refurbishment of the existing shopfront and the installation of a new accessible entrance door and glazing in keeping with the character of the building and the surrounding area.

The proposed retail use will operate within typical daytime hours and will serve the local community, helping to support the vitality of the area in line with NPPF (2024) paragraphs 86–91 relating to ensuring the vitality of local centres and paragraph 123 promoting the effective use of land.

The proposal has been designed to avoid any unacceptable impact on residential amenity, with servicing and waste storage managed on site. It will make productive use of the existing building and contribute to a mixed and active street frontage, consistent with the National Design Guide (2019) characteristics of Context, Identity, and Uses.

Has the work or change of use already started?

- Yes
 No

Existing Use

Please describe the current use of the site

The property at 33 Bay Hall Common Road, Huddersfield is currently vacant, with no tenant in occupation. Its most recent lawful use was as a single residential dwelling (Use Class C3), arranged over three floors comprising a basement, ground floor, and first floor.

The property was previously used as a private residence, with living accommodation on the ground and first floors and ancillary storage within the basement. There are no existing commercial or business activities taking place at the premises, and the building has remained unoccupied for a period of time.

The site is located within an established residential area and retains the appearance and layout of a dwellinghouse.

Is the site currently vacant?

- Yes
 No

If Yes, please describe the last use of the site

Residential use.

When did this use end (if known)?

01/09/2024

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
 No

Land where contamination is suspected for all or part of the site

- Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

Yes

No

Materials

Does the proposed development require any materials to be used externally?

Yes

No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

existing local stone work

Proposed materials and finishes:

The existing external walls are to be retained in their current stone finish, which is characteristic of surrounding residential properties. No changes are proposed to the wall structure or materials. Any areas affected by the installation of the new shopfront will be made good in matching stonework and mortar colour to ensure a seamless appearance with the existing façade.

Type:

Roof

Existing materials and finishes:

Proposed materials and finishes:

No alterations are proposed to the existing roof structure or materials. The current pitched roof with traditional roofing tiles will remain unchanged, preserving the overall character and appearance of the building within the street scene.

Type:

Windows

Existing materials and finishes:

Timber Frame windows painted dark grey

Proposed materials and finishes:

Existing upper-floor windows will remain unchanged. The proposed shopfront will incorporate new double-glazed display windows within a powder-coated aluminium frame in a neutral dark grey finish (RAL 7016 or similar). This will provide a contemporary yet complementary appearance, maintaining visual harmony with the traditional brickwork.

Type:

Doors

Existing materials and finishes:

n/a

Proposed materials and finishes:

A new fully glazed entrance door will be installed as part of the shopfront, framed to match the window system in powder-coated aluminium. Due to the topography of the road there will be minimal stepped frontage with a recessed entrance providing accessible entry for customers and will align with inclusive design standards. The existing residential entrance to the upper floor will be retained and unaffected by the works.

Type:

Other

Other (please specify):

Signage

Existing materials and finishes:

Proposed materials and finishes:

A modest fascia sign is proposed above the new shopfront to identify the business. The sign will be non-illuminated, with discreet lettering applied directly to the fascia panel in a sympathetic colour palette consistent with the shopfront design. Final signage details will be submitted separately for approval if required.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

DC-21-001 - Site Location Plan / Existing Plans & Elevations

DC-21-0201 - Proposed Change of use Plans & Elevations

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- Yes
 No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes
 No

Are there any new public roads to be provided within the site?

- Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
 No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
 No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
 No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
 No

Will the proposal increase the flood risk elsewhere?

- Yes
 No

How will surface water be disposed of?

- Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- Yes
 No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Under 25 square metres

Please justify the reason why biodiversity net gain does not apply:

The proposed development at 33 Bay Hall Common Road, Huddersfield is considered to be exempt from the Biodiversity Net Gain (BNG) requirement under the 'de minimis' exemption set out in the Biodiversity Gain (Exemptions) Regulations 2024. This is because: The development affects less than 25 square metres of land (limited to minor external alterations to the front façade only). No demolition, excavation, or ground disturbance is proposed that would affect any existing green space, planting, or habitat. The site is a previously developed urban plot, consisting entirely of a building footprint and hardstanding, with no existing biodiversity features or natural habitat areas on or adjacent to the area of works. The proposal is solely for a change of use of part of the existing building (from residential to retail) and internal alterations, with no increase in building footprint or external curtilage impact. Given the above, the development will have no measurable effect on biodiversity value and therefore falls outside the scope of the general Biodiversity Gain Condition as described in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 (as amended). For these reasons, it is not necessary or appropriate to provide a Biodiversity Metric calculation or Biodiversity Gain Plan in this instance.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
 Septic tank
 Package treatment plant
 Cess pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

- Yes
 No
 Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

Foul sewage from the proposed retail use will be disposed of via the existing mains drainage system serving the property. No new external drainage runs or additional connections are required, and there will be no increase in discharge volumes compared with the previous residential use.

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
 No

If Yes, please provide details:

The property at 33 Bay Hall Common Road, Huddersfield benefits from a rear access which allows for convenient waste storage and collection without affecting the main frontage.

A designated waste storage area is located to the rear of the property on private land, providing space for both commercial waste bins (serving the proposed retail unit) and domestic bins (serving the retained residential accommodation at first floor level).

All bins will be stored off the public highway, within a screened and secure area, ensuring that waste is managed safely and unobtrusively. Waste collection will take place from the rear access point via the existing private service route, allowing access for collection vehicles or approved waste contractors as required.

This arrangement ensures efficient waste management and maintains a clean, unobstructed streetscape to the front of the property, in accordance with good design and amenity principles set out in NPPF (2024) paragraph 130 and the National Design Guide (2019) – Homes & Buildings: H3 (Storage, waste and servicing).

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
 No

If Yes, please provide details:

Separate provision has been made for the storage and collection of recyclable waste for both the proposed retail unit and the retained residential accommodation.

A designated rear storage area on private land will accommodate clearly labelled recycling bins, allowing recyclable materials such as paper, cardboard, plastics, and glass to be stored separately from general waste.

For the retail unit, recyclable waste will be stored in dedicated commercial recycling containers and collected by a licensed waste contractor in accordance with the operator's waste management plan.

For the residential accommodation, domestic recycling bins provided by Kirklees Council will continue to be used and collected on the council's regular service days.

This arrangement ensures that recyclable and general waste streams are managed separately and efficiently, supporting sustainable waste practices and aligning with NPPF (2024) paragraph 157 and the National Design Guide (2019) – Homes & Buildings: H3 (Storage, waste and servicing).

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
 No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

Yes

No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

Yes

No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

Yes

No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

0

Part-time

0

Total full-time equivalent

0.00

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
 No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes
 No

Is the proposal for a waste management development?

- Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
 No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

First Name

Surname

Declaration Date

10/10/2025

Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Jordan Cathcart

Date

10/10/2025