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|--|--------------------|
| Application Number | |
| Date Logged | |
| Receipt No | Fee Received |
| Card | Other |
| 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; Listed Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas 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

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

HD9 3TW

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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 details of proposals to alter, extend or demolish the listed building(s)

Conversion of storage barn to create two apartments with associated parking (modified proposal)

Has the development or work already been started without consent?

Yes

No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes
 No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
 No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes
 No

If Yes, do the proposed works include

a) works to the interior of the building?

- Yes
 No

b) works to the exterior of the building?

- Yes
 No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- Yes
 No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- Yes
 No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Please refer to submitted details and plans

Materials

Does the proposed development require any materials to be used?

- Yes
 No

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

Type:

External walls

Existing materials and finishes:

Natural Stone

Proposed materials and finishes:

Natural Stone

Type:

Roof covering

Existing materials and finishes:

Stone Slates

Proposed materials and finishes:

Stone Slates

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

Please refer to submitted plans and details

Site Area

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

0.03

Unit

Hectares

Existing Use

Please describe the current use of the site

Storage Barn

Is the site currently vacant?

Yes

No

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

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

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

0

Total proposed (including spaces retained):

2

Difference in spaces:

2

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

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

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

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?:

Over 25 square metres

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

The application site includes less than 25 squares metres of on-site habitat.

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

Waste Storage and Collection

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

Yes

No

If Yes, please provide details:

Domestic bins

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

Yes

No

If Yes, please provide details:

Domestic Recycling bins

Residential/Dwelling Units

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

Yes

No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

Market Housing

Social, Affordable or Intermediate Rent

Affordable Home Ownership

Starter Homes

Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type:

Houses

1 Bedroom:

0

2 Bedroom:

2

3 Bedroom:

0

4+ Bedroom:

0

Unknown Bedroom:

0

Total:

2

| Proposed Market Housing Category Totals | 1 Bedroom Total | 2 Bedroom Total | 3 Bedroom Total | 4+ Bedroom Total | Unknown Bedroom Total | Total |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | <input type="text" value="0"/> | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="2"/> |

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

| | |
|---|--------------------------------|
| Total proposed residential units | <input type="text" value="2"/> |
| Total existing residential units | <input type="text" value="0"/> |
| Total net gain or loss of residential units | <input type="text" value="2"/> |

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

Please add details of the Use Classes and floorspace.

Use Class:

B8 - Storage or distribution

Existing gross internal floorspace (square metres) (a):

145

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

145

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

145

Net additional gross internal floorspace following development (square metres) (d = c - a):

0

| Totals | Existing gross internal floorspace (square metres) (a) | Gross internal floorspace to be lost by change of use or demolition (square metres) (b) | Total gross new internal floorspace proposed (including changes of use) (square metres) (c) | Net additional gross internal floorspace following development (square metres) (d = c - a) |
|--------|--|---|---|--|
| | 145 | 145 | 145 | 0 |

Employment

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

- Yes
- No

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

Trade Effluent

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

- 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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

It is possible that a policy compliant scheme could be designed on site which would still preserve the character and significance of the listed building.

Any scheme would need to consider the impact on residential amenity and highway safety.

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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Can you give appropriate notice to **all** the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes
- No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

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

** 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990.

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Number:

Suffix:

Address line 1:

Legal Services

Address Line 2:

Civic Centre I

Town/City:

Huddersfield

Postcode:

HD1 2NF

Date notice served (DD/MM/YYYY):

09/12/2025

Person Role

The Applicant

The Agent

Title

First Name

Surname

Declaration Date

Declaration made

Declaration

I/We hereby apply for Full planning & listed building consent 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

Alison Dumville

Date

09/12/2025