

Householder Planning Application Guidance Notes

Validation of HOUSEHOLDER Planning Applications

Guidance Notes to accompany National and Local Lists of Requirements

Including:

- Householder application for planning permission for works or extension to a dwelling
- Householder Application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area
- Householder Application for planning permission for works or extension to a dwelling and Listed Building consent

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Introduction

This document, (reference VPA2), provides detail to supplement that in the Authority's Validation Checklist for householder applications (reference PC1). Separate guidance notes (reference VPA1) and checklists (references PC2-PC12) have been created to assist applicants for all other types of developments.

This document VPA2 provides guidance on the scope of material to be submitted along with a planning application to ensure that the application is fit for purpose and can be validated by the Authority on receipt. The guidance is primarily intended for use by the Authority, applicants and their agents.

Applicants and agents should consult this document and the relevant National and Local checklist of information requirements referred to in document PC1 when submitting an application for householder development.

The National Requirements list sets out the statutory requirements for all applications. These requirements typically include the completed application form; the correct fee; ownership certificates; agricultural holdings certificate; Design and Access Statement; the location plan; other plans and drawings or information necessary to describe the subject of the application.

The Local Requirements lists comprise additional information which the Authority can require to validate an application. The Local lists have been designed to reflect local circumstances but they are based on guidance from the Government.

The combined use of the National and Local lists will afford both the Authority and applicants more certainty of the type of information required at the outset.

Validation Procedures – Householder applications

To help meet Government targets, the Authority aims to determine whether householder applications are valid within 3 working days from the date of receipt.

If the application is declared valid, a letter will be sent to the applicant confirming the validity of the application and confirming the start date of the statutory period for determination and the date from when an appeal can be made.

If an application is submitted without the required details, the Authority will be entitled to declare the application invalid and not register or process it. The Authority will set out its reasons for declaring an application invalid in writing to the applicant.

Applications may also be considered to be invalid if the documentation submitted is inadequate; for instance, if drawings do not show sufficient details or there is an inconsistency between plans.

In circumstances where applicants do not agree with the requirement for information or plans set out by the Authority, there is a right to challenge the decision not to validate an application. In such cases, applicants have the right of appeal for non-validation under section 78 of the Town and Country Planning Act 1990. The relevant ground for the appeal would be non-determination within the 8 week determination period.

Whilst supplying the items listed in the checklists should bring more certainty to the process, it may still be necessary to request further information during the determination process. Exceptionally, discussions and assessment may also highlight requirements for additional information which is not contained on the checklists.

If following validation of application information on the application forms is found to be false or inaccurate, then the application will be declared invalid and a new start date for the processing of the application will commence once the correct information is submitted.

If the fee is incorrect the statutory 8 week period for determining the application will not commence until it is made correct. No decision will be issued on an application with an incorrect fee. This is in accordance with the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989.

A request post-validation for further information or supporting documentation will have no bearing on the validity of an application. Nevertheless, an application could still be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate.

Relevant legislation

Current legislation relating to the registration and validation of planning applications comprises:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
- The Town and Country Planning (General Development Procedure) Order 1995 (to be amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008).

Pre-application advice

An essential element to this approach is the availability of pre-application advice. The Authority has already produced a wide range of planning guidance, which applicants should use to develop their proposals. These are Available on the Authority's web site, see links below:

Current planning policies are contained in the Development Plan. This is made up of a Structure Plan and a Local Plan:

‘Peak District National Park Authority Structure Plan’ (1994)

<http://www.peakdistrict.gov.uk/index/pubs/structure-plan.htm>

‘Peak District National Park Authority Local Plan’ (2001)

<http://www.peakdistrict.gov.uk/index/pubs/contents.htm>

The Development Plan is currently being reviewed in consultation with our partners and the public. This emerging plan, will become operative in 2010 and will be called the Local Development Framework, The Authority has also produced the following Supplementary Planning Guidance documents, relevant to householder applications, also available on the web site and our offices:

‘Peak District National Park Authority Design Guide’ (2007)

<http://www.peakdistrict.gov.uk/index/looking-after/plansandpolicies/designguide.htm>

The Authority has also produced the following Supplementary Planning Guidance documents:

‘Energy Renewables and Conservation’ (2003)

<http://www.peakdistrict.gov.uk/index/pubs/energy.htm>

The Authority operates a ‘Duty Officer’ system whereby applicants can discuss planning application requirements with a duty planning officer.

For proposals raising particularly complex issues, the Authority recognises that pre-application discussions can guide applicants through the process and ensure that applicants are aware of the information requirements for validation. It is most beneficial if this is done at the concept plan stage before principles have been firmed up. However, these discussions are at their most useful if at least some indicative illustrative material is provided.

The Authority will allocate a planning officer for informal pre-application discussions, who is likely also to be the planning officer for the processing of the application. The planning officer will coordinate any input of consultees, although in some cases planning officers may recommend direct discussions between the applicant and consultee.

National Requirements

The National Requirements at the end of the Standard Application Form require 4 copies (including the original) of the plans and information must be provided (unless the Authority has indicated they require a different number or the application is being submitted electronically).

Please note that it will not be possible for the Authority to assess the accuracy of all the submitted information until the case officer has made a site visit. It is therefore in your interests in terms of the speed of determination that the application details are accurate.

1. Completed application form;

All planning applications need to be presented on the standard application form, which is available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs.

However, it will remain possible to submit paper versions of the form. If an application is made in this way, one original plus three copies of the form must be provided. An applicant may be requested by the Authority to submit additional copies in some cases, particularly if the application is large in scale.

2. Location Plan;

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies plus the original (unless submitted electronically). In exceptional circumstances where the site location may still be difficult to identify at either of these scales, plans of other scales may also be required.

In order to identify the site, plans should where ever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The direction of north must be clearly shown on the plan.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

3. Site Plan and other plans;

All applications require copies (3 plus original) of a site plan (unless submitted electronically). This plan helps to identify the distances between new developments and existing structures and boundaries. It also helps to clarify what is happening across the whole site.

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- 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.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) All public rights of way crossing or adjoining the site.
- e) The species, position and spread of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) The extent and type of any hard surfacing, landscaping, noise attenuation measures or visual amenity proposals should also be identified on the plan.
- g) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted and may include, dependent on the type of application:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries.

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any buildings or structures on the other side of such boundaries.

- **Existing and proposed elevations** (e.g. at a scale of 1:50 or 1:100)

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. Drawings must be of a sufficient detail and quality to allow for a full assessment to be made.

All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. These

drawings must show the elevation across all of the building, and not just the area of the proposal. 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.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.

These drawings must show the floor plans for all of the building, and not just the area of the proposal. The plans should be annotated to enable an understanding of what is happening in each area or room.

Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable). All plans must clearly show the direction of north.

- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a sloping site or a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should be submitted to demonstrate how proposed developments relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans.

Details such as the roofing material, vents and their location are typically specified on the roof plan.

4. Completed and dated Ownership Certificate (A, B, C or D)

All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the Authority cannot entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.

An 'owner' is considered to be anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Ownership Certificate A should be completed when the applicant is the sole owner. Certificate B should be completed when the owner of part or the entire site is known to the applicant. Certificates C and D should be completed when not all or any of the owners of the site are known.

A notice to owners of the application site must be used if Certificate B has been completed and may be required if Certificate C has been completed. A copy should be served on each of the individuals identified in the relevant certificate.

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

5. Article 7 (agricultural holdings) certificate

This item is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

6. The correct fee (where one is necessary)

Where a fee is necessary it must be provided in accordance with the current statutory fee scale. If a fee is not necessary, the reason for this must be specified. If no fee is required because the application is a resubmission of a previous proposal, the planning reference number of the previous application should be provided.

7. Design and Access statement

In the National Park, a Design and Access Statement is required to accompany all householder applications.

What is required in a Design and Access statement is set out in article 4C of the GDPO and DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*.

A Design and Access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

The Design and Access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.

The Design and Access statement should also address how sustainability measures have been developed in the design. A separate checklist “Environmental Management Measures to combat Climate Change” is in the application pack to help with this

In order to assist with the registration of applications, the Authority has produced a standard form for Design and Access statements to accompany householder and smaller scale proposals (Form DA1).

Applicants are strongly advised to refer to the ‘Peak District Design Guide’, which is available on the Authority’s website. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE).

For development or works within a Conservation Area, the statement should demonstrate how the character and setting of the Conservation Area has been preserved and/or enhanced by the proposal.

Applications for Listed Building consent will also be required to be accompanied by a Design and Access statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building’s setting.

When a planning application is submitted in parallel with an application for listed building consent, a single combined statement should address the requirements for both.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Local Requirements for householder applications

The following information is an explanation of the Local Requirements. Information from this list **may also be required** before applications can be validated.

To ensure your application will be validated, you are advised to consult this document and the list of National and Local Requirements relevant to the application type. You may also wish to contact the relevant planning officer to discuss which information will be required before you submit your application.

1 original and 3 copies of each item must be provided, unless the Authority has indicated a different number is required or the application is being submitted electronically.

Protected Species Form

All applications must be accompanied by a fully and accurately completed Protected Species Form (Form PS1). Copies of the form are included with the Authority's standard application packs. They are also available on the Authority's website:

<http://www.peakdistrict.gov.uk/protected-species.pdf>

The Protected Species Form highlights where proposals will require additional biodiversity surveys and reports such as specific species reports and assessments. Where such reports are required, applicants should refer to the section on 'Biodiversity surveys and reports'.

Archaeological report

Most householder applications will not have any archaeological implications. However, the Authority is responsible for the conservation of archaeological and historic landscape features. If a proposed development is likely to affect a site of archaeological interest, the Authority can require developers to undertake an archaeological evaluation of their site, which should be submitted when the planning application is submitted. The results of this will inform how the remains are to be dealt with at later stages in the development process.

The Authority's Cultural Heritage team welcomes pre-application enquiries regarding the archaeological potential of any proposed development site. In order to avoid delay to the registering of your application, pre-application consultation will be essential for the types of development listed below:

- Any development which will directly impact on a Scheduled Monument or its setting.

- Proposals which require substantial ground re-modelling: for example new ponds, tennis courts, swimming pools, horse training ménages.

If your development falls into any of these categories please contact either Philippa Davey (01629 816383 / philippa.davey@peakdistrict.gov.uk) or Sarah Whiteley (01629 816243 / sarah.whiteley@peakdistrict.gov.uk) in the Cultural Heritage team, or the Customer Services Team (01629 016200/ customer.service@peakdistrict.gov.uk).

Please note that the above list is not exhaustive and a pre-determination assessment may be required in some other cases.

If a pre-determination assessment is required then this must be submitted when the application is registered. Please note that any reports resulting from pre-application archaeological investigation should form part of the required Design and Access Statement, but can be submitted as a separate document.

Biodiversity survey and report

All applications must be accompanied by a fully and accurately completed Protected Species Form (Document Reference PS1). Copies of the form are included with the Authority's standard application packs. They are also available from the Authority's website:

<http://www.peakdistrict.gov.uk/protected-species.pdf>

The Protected Species Form highlights where proposals will require biodiversity surveys and reports. Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Such assessments should be undertaken by suitably qualified experts.

Where proposals are being made for mitigation and / or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.

Applications that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Government planning policies for biodiversity are set out in Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005). PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*.

The Authority has also produced a Biodiversity Action Plan, which applicants may also find to be valuable in showing how proposals complement the Authority's biodiversity strategy. Policies C11 of the Authority's Structure Plan and Policies LC17, LC18 and LC19 of the Local Plan seek to protect and enhance nature conservation interests and their habitats.

Flood Risk Assessment

A Flood Risk Assessment (FRA) will be required for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. These are generally in low-lying areas relatively close to rivers.

Flood Zone Maps are available from the Environment Agency and are constantly being updated. Additionally, the Environment Agency have produced Flood Risk Standing Advice which provides guidance on when it is expected that a Flood Risk Assessment/Drainage Strategy is required for different types of development in various Flood Zone locations. The Flood Zone maps and further guidance can be obtained from the Environment Agency web site www.pipernetworking.com/floodrisk/index.html

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUD's) and address the requirement for safe access to and from the development in areas at risk of flooding.

Heritage Statement (including Listed Buildings, Historical Features, Archaeological Features and Scheduled Ancient Monuments)

Heritage statements are required for planning applications affecting listed buildings, scheduled ancient monuments or other heritage assets. They may also be required for some developments within or adjacent to a Conservation Area. . Heritage statements should take account of the 'impact on' and the 'setting of' the historic environment, including individual historic assets.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application.

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. A structural survey may be required in support of an application for listed building consent.

For applications for Conservation Area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building / structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, and scheduled ancient monuments. The application should include an analysis of the significance of the historic feature and the impact of the proposed works on it. and a justification for the proposed works...

For applications within or adjacent to a Conservation Area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For heritage assets, advice is provided in Planning Policy Guidance Note 15 Planning and the Historic Environment, (September 1994). For archaeological remains, advice is provided in Planning Policy Guidance Note 16: Archaeology and Planning (November 1990).

Landscaping Details

Applications involving landscaping shall be accompanied by details as appropriate for hard and soft landscaping, including details of levels, paving treatment and materials, planting, species, densities and age and size of specimens at planting. The details shall also include proposals for long-term maintenance and landscape management. These details shall encompass any open space areas. The information should follow from the Design and Access Statement.

Landscaping is a critical issue in the assessment of many planning applications. Therefore, the information referred to above is required at the point when the application is submitted.

Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Parking and Access Arrangements

Details of existing and proposed parking provision and access arrangements should be provided on a scale plan. These details could also be shown on a site layout plan. Details of the car parking standards used by the Authority are included at Appendix 1 of the Authority's Local Plan (2001).

Photographs and Photomontages

Photographs and photomontages shall be provided if the proposal involves a development with a wider landscape impact, or the demolition of an existing building or significant development affecting a conservation area or a listed building.

Photographs and photomontages provide useful background information and can help to show how developments can be satisfactorily integrated within their surroundings. This information is particularly important where a new development is large or located in a particularly sensitive location. Photographs should be clearly labelled, and an accompanying plan should be provided indicating where photographs were taken from.

Tree Survey / Arboricultural Implications

Where there are trees 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 are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced 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 construction – Recommendations'. 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.

APPENDIX 1 ADVICE FROM OTHER AGENCIES

Building Regulations

Designers and applicants should ensure that Building Regulations requirements have been fully complied with and all necessary consents obtained. Approval under Building Regulations does not constitute planning permission, and vice versa. Please contact the Building Control Officer at the relevant constituent District Council for more advice. See Appendix 3 below

Highways

Designers are advised to take into account the requirements of the appropriate Highway Authority in a manner that is compatible with National Park requirements. Within the National Park the Highway Authorities are the Highways Agency for the A628 trunk road, and for the rest, the relevant constituent County Councils and Metropolitan District Councils. For clarity the adopted Local Plan uses Derbyshire County Council parking standards throughout the National Park.

APPENIDIX 2 WEBSITE HYPERLINKS

PDNPA Structure Plan www.peakdistrict.gov.uk/structure-plan.htm

PDNPA Local Plan www.peakdistrict.gov.uk/contents.htm

PDNPA Leaflet: Building Regulations and Windows www.peakdistrict.gov.uk/windows.pdf

PDNPA Leaflet: Repointing your Building www.peakdistrict.gov.uk/repointing.pdf

PDNPA Leaflet: Wildlife and Buildings www.peakdistrict.gov.uk/wildlife-buildings.pdf

PDNPA Design Guide

<http://www.peakdistrict.gov.uk/index/looking-after/plansandpolicies/designguide.htm>

PDNPA Supplementary Planning Guidance for Energy Renewables and Conservation
www.peakdistrict.gov.uk/energy.htm

PDNPA Planning Guidance Notes and Application Forms
www.peakdistrict.gov.uk/guidance.htm

PDNPA Protected Species Practice Note www.peakdistrict.gov.uk/protected-species.pdf

PDNPA Archaeology and Planning Guidance
www.peakdistrict.gov.uk/planning-archaeology.htm

PDNPA website www.peakdistrict.gov.uk

Constituent Authorities www.peakdistrict.gov.uk/links-lg.htm

Environment Agency Midlands Region
www.environment-agency.gov.uk/regions/midlands/567122/?lang=_e

APPENDIX 3 CONSTITUENT AUTHORITIES

Barnsley Metropolitan Borough Council

Central Offices
Kendray Street
Barnsley
S70 2TN
Tel. 01226 770770

Cheshire County Council

County Hall
Chester
Cheshire
CH1 1SF
Tel: 0845 11 333 11

Derbyshire County Council

County Hall
Matlock
DE4 3AG
Tel: 08456 058 058

Derbyshire Dales District Council

Town Hall
Matlock
Derbyshire
DE4 3NN
Tel. 01629 761100

High Peak Borough Council

Municipal Buildings
Glossop
Derbyshire
SK13 8AF
Tel. 01663 751751

Kirklees Metropolitan Borough Council

off Market Street
PO Box B93
Huddersfield
HD1 2JR
Tel. 01484 221621

Macclesfield Borough Council

PO Box 37
Macclesfield
Cheshire
SK10 1DR
Tel. 01625 500500

North East Derbyshire District Council

Council House
Chesterfield
Derbyshire
S40 1LF
Tel. 01246 231111

Oldham Metropolitan Borough Council,

Civic Centre,
West Street
Oldham
OL1 1UG
Tel. 01619 11300

Sheffield City Council

Howden House
1 Union Street
Sheffield
S1 2SH
Tel. 0114 2734215

Staffordshire County Council

St Chad's Place
Stafford
ST16 2LR
Tel: 01785 223121

Staffordshire Moorlands District Council

Moorlands House
Leek
Staffordshire
ST13 6HQ
Tel. 01538 483483

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