



## PLANNING APPLICATION CHECKLIST

### **Application for approval of reserved matters following outline approval**

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Tick boxes have been provided at the side of each requirement to enable you to confirm the information you are providing with your application.

### **Notes regarding plans and drawings**

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All plans and drawings should include a scale bar indicating a minimum of 0-10 metres and show the paper size and key dimensions.

For online applications submitted via the Planning Portal drawings should be A3 or smaller and attached as .pdf (Adobe Acrobat) Files. They should include: the print (paper) size; the relevant scale at that print size (e.g. 1:50 or 1:100); a scale bar showing the length of 1 and 10 metres and/or key dimensions.

The maximum size of all files that can be uploaded on the Planning Portal is 25Mb and no individual file can be larger than 5Mb. Please do not attach .cad or .exe files or use zip utilities to compress files because these are not accepted.

### **Planning Application Requirements**

Four copies (including the original) of all of the information on the checklist are required unless the application is submitted electronically through the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

# PLANNING APPLICATION CHECKLIST

## Application for approval of reserved matters following outline approval

### National Planning Application Requirements

**You must provide the following as part of your application:**

- Completed 1APP National Standard Application Form, signed and dated or Application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is being made.
- Appropriate fee.
- Design and Access Statement, where the application is for the following:
  - Major Development<sup>1</sup>;
  - Development within Conservation Areas involving:
    - the provision of one or more dwellinghouses;
    - the provision of building or buildings where the floor space created by the development is 100 square metres or more.
- A Location Plan based on an up-to-date map at a scale of 1:1250 or 1:2500. The application site should be clearly edged with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Such particulars as are necessary to deal with the matters reserved in the outline permission
- Other drawings/plans:
  - At a scale of 1:100 or 1:200 - Block plan showing any site boundaries
  - At a scale of 1:50 or 1:100 - Existing and proposed elevations
  - Existing and proposed floor plans
  - Existing and proposed site section and finished floor and site levels
  - Roof plan

### Local Planning Application Requirements

<b>You may also need to provide the following as part of your application:</b>		
	<b>Requirement</b>	<b>When Required</b>
□	<b>Community Infrastructure Levy Information Form</b>	<b>All applications.</b>
□	Air Quality Assessment	Where air quality measures have not been agreed at Outline stage or subsequent approval of reserved matters: <ul style="list-style-type: none"> <li>• All development involving processes under Environmental Permitting Regulations – Regulated Facilities</li> <li>• Proposals for new developments with 200 parking spaces or more or an increase in existing parking provision of 200 spaces to more.</li> <li>• Proposals for coach and lorry parks.</li> </ul>

	<b>Requirement</b>	<b>When Required</b>
□	Biodiversity Survey and Report	<p>Where biodiversity protection/enhancement measures have not been agreed at Outline stage or subsequent approval of reserved matters:</p> <ul style="list-style-type: none"> <li>• All Major Development<sup>1</sup> (except change of use).</li> <li>• Development (excluding change of use) on sites designated as SSSI or any part of the site is within 100 metres of SSSI.</li> <li>• Development (excluding change of use) on or adjacent to sites of Metropolitan, Borough or Local Importance for Nature Conservation as shown on the Council's LDF Proposals Map.</li> </ul> <p>Development resulting in loss of any hedgerow or woodland or alteration to any water course.</p>
□	Daylight/Sunlight Assessment	<p>For approval of reserved matters in relation to Layout and/or Scale:</p> <ul style="list-style-type: none"> <li>• All new Major development (except change of use).</li> </ul>
□	Energy Statement	<p>Where energy efficiency and renewable energy measures have not been agreed at Outline stage or subsequent approval of reserved matters.</p> <p>All major development (except change of use).</p>
□	Environmental Statement	<p>All development falling within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</p> <p><a href="http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made">http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made</a></p> <p>Development falling within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, where a Screening Opinion has confirmed the need to submit an EIA.</p> <p><a href="http://www.legislation.gov.uk/ukxi/2011/1824/schedule/2/made">http://www.legislation.gov.uk/ukxi/2011/1824/schedule/2/made</a></p>
□	Flood Risk Assessment	<p>Where Flood Risk Mitigation Measures have not been agreed at the Outline stage or subsequent approval of reserved matters:</p> <ul style="list-style-type: none"> <li>• All new development in Flood Zones 2 and 3 as designated by the Environment Agency (flood maps are shown on the EA website)</li> <li>• All development of 1 hectare or more in Flood Zone 1 as designated by the Environment Agency.</li> <li>• All development of 1 hectare or more (surface flood assessment only required).</li> </ul>

	<b>Requirement</b>	<b>When Required</b>
<input type="checkbox"/>	Foul Sewerage and Utilities Assessment	Where non-mains sewerage issues not resolved at Outline stage or subsequent approval of reserved matters: <ul style="list-style-type: none"> <li>• All development requiring or involving the installation of non-mains sewerage.</li> <li>• All development involving disposal of trade waste or foul sewerage effluent other than to the public sewer.</li> </ul>
<input type="checkbox"/>	Heritage Statement	All new development within the curtilage of a listed building or Scheduled Ancient Monument.  All new development (except change of use) on land that is in a Conservation Area or an Archaeological Priority Area or adjoins a Listed Building or Scheduled Ancient Monument.  All major development where any part of the site is within 50 metres of the boundary of a Conservation Area.
<input type="checkbox"/>	Landscaping Details	Applications for approval of landscaping as a reserved matter
<input type="checkbox"/>	Lighting Assessment	Where the reserved matters details include floodlighting.
<input type="checkbox"/>	Parking Provision	If details not established at Outline stage or subsequent approval of reserved matters: <ul style="list-style-type: none"> <li>• development involving either the loss or provision of new parking spaces.</li> </ul>
<input type="checkbox"/>	Photographs/ Photomontages	For approval of reserved matters regarding Scale and/or Design <ul style="list-style-type: none"> <li>• All new major development in conservation areas.</li> <li>• All development proposing more than 20,000 square metres floorspace and/or 200 dwelling units.</li> </ul>
<input type="checkbox"/>	Safer Places Statement	Where safer places/design out crime measures have not been agreed at Outline stage or subsequent approval of reserved matters.  All major development (except change of use).
<input type="checkbox"/>	Sustainable Design and Construction Statement	Where the sustainable design and construction principles have not been agreed at Outline stage or subsequent approval of reserved matters.  All major development.
<input type="checkbox"/>	Tree Survey/Arboricultural Implications	For approval of details relating to Layout, Access or Landscaping where matters relating to tree retention/provision were not agreed at Outline stage or subsequent approval of reserved matters.

<sup>1</sup>  
**Major Development** - For dwellings, a major development is one where the number of dwellings to be created by new development and/or conversion is 10 or more. Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development. For all other uses, a major development is one where the floors pace to be built or converted is 1000 square metres or more, or where the site area is 1 hectare or more.

#### **NOTE**

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.