

Outline Planning Permission with some matters reserved

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at London Road, Stone – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee¹**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Ownership Certificate:**
- A** (included in Application Form: the applicant owns the land) **OR**
- B** (Form Part 2(1): the applicant does not own the land but has served certificate of notice on owner) **OR**
- C** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate but has notified owners) **OR**
- D** (Form Part 2(2): the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)
- Agricultural Holdings Certificate**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue
- Such **particulars** as are necessary to deal with matters reserved in the outline planning permission.
- Such **plans and drawings** as are necessary to deal with matters reserved in the outline planning permission including:

¹ see [Fees for Applications Guidance Note](#)

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- **A Design and Access Statement²**
- **Planning Statement**
- **A completed Validation Checklist**

Part 2: RESERVED MATTERS REQUIREMENTS

Please complete the questions below which will determine the requirements for your application dependant on the reserved matters you wish to be considered at this stage.

Y N Is **LAYOUT** to be considered in this application?

If **yes**, you will need to submit the following information:

- **Site Layout Plan/Block Plan** (Scale 1:500, 1:200 or 1:100 sufficient to show
 - the position of all new buildings on the site,
 - routes and open spaces within the development
 - the relationship of buildings, routes and open spaces to buildings and spaces outside the development
 - provision for the parking of vehicles and cycles and the turning of vehicles.

If **no**, you will need to submit the following information:

- **Site Layout Plan/Block Plan (Scale 1:500 or 1:200)** showing **indicative layout** with the separate development zones proposed within the site boundary where appropriate together with gross floorspace for each proposed use.

Y N Is **SCALE** to be considered in this application?

If **yes**, you will need to submit the following information:

- **Drawing** showing the height, width and length of each building proposed in relation to its surroundings (Scale 1:100 or 1:200)
- **Street-scene Drawing (Scale 1:100 or 1:200)** showing the relationship between buildings both within the development and to adjacent development.

If **NO**, you will need to submit the following information:

² See [Design and Access Statement Guidance Notes](#)

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- **Details** indicating the upper and lower limits for height, width and length of each building within the site boundary

Is **APPEARANCE** to be considered in this application?

If **YES**, you will need to submit the following information:

- **Existing and Proposed Elevations** (Scale 1:50 or 1:100)
- **Existing and proposed Roof Plans** (Scale 1:50 or 1:100)
- **Existing and proposed floor plans** (Scale 1:50 or 1:100)
- **The type of external finishes** to be used including colour, texture and profile

Is **ACCESS** to be considered in this application?

- If **yes**, you will need to submit a **site plan (Scale 1:200 or 1:500** depending on the size of the development) showing
- Accessibility to and within the site for vehicles, pedestrians and cyclists.
 - The position and treatment of the proposed/new accesses, and/or
 - The position and treatment of circulation routes within the site, including facilities for cyclists and pedestrians
 - The position and details of any accesses to be closed.
 - How access and circulation routes fit into the surrounding area.

If **NO**, you will need to submit the following information:

- **Indicative access points** – an area or areas in which the access point or points will be situated.

Is **LANDSCAPING** to be considered in this application?

- If **YES**, you will need to submit a **landscaping plan** (Scale 1:200) showing the
- Treatment of private and public space through hard and soft measures including:
 - the position of all existing trees/ shrubs to be retained and those to be removed.
 - size, species and density of all proposed trees/shrubs,
 - method of ground preparation,
 - proposed finished levels or contours;

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- means of enclosure;
- car parking layouts; other vehicle and pedestrian access and circulation areas;
- hard surfacing materials;
- minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc);
- proposed and existing functional services above and below ground (e.g. drainage power, communications cables, pipelines etc indicating lines, manholes, supports etc);
- retained historic landscape features

Part 3: LOCAL REQUIREMENTS

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the Y box for those that that apply and submit the relevant documents with your application.

- Y N Affordable Housing Statement
- Y N Air Quality Assessment
- Y N Biodiversity: Ecological Site Assessment, Ecological Survey and Protected Species Survey.
- Y N Contaminated Land Investigation
- Y N Development Contributions Viability Statement
- Y N Drainage
- Y N Economic Statement
- Y N Employment Land Study
- Y N Environmental Impact Statement
- Y N Flood Risk Assessment
- Y N Heritage Statement
- Y N Landscaping
- Y N Landscape and Visual Impact Assessment
- Y N Lighting Assessment/Details of Lighting Scheme

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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Listed Building and Conservation Area Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Noise Impact Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Open Space Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Plans to describe the proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking/Servicing Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Obligation(s)/Draft Heads Of Terms for S106 Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Refuse Disposal including Site Waste Management Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Renewable Energy Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Retail Assessments - Need, Sequential Approach And Impact Assessments |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement Of Community Involvement |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Sunlight/Daylight Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Sustainable Design and Construction Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Telecommunications Development – Supplementary Information |
| <input type="checkbox"/> | <input type="checkbox"/> | Transport Assessment And Travel Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Utilities Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation/Extraction Details |

If you do not consider that any of the above are required to be submitted please explain why in an accompanying statement.

If you answered yes to any of the above but did not supply the information your application will be invalid.

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Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

It should be noted that these requirements apply only to the submission of applications for planning permission and do not:

- relate to the information necessary to comply with any other legislation;
- infer or convey acceptability in respect of any other legislation.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01322 343203.

Signed:.....

Date:.....