

Validation Checklist V5

Application for Outline Planning Permission with some Matters Reserved



PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING

PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION

A MINIMUM OF 4 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY WHEN A SINGLE COPY IS SUFFICIENT. A FURTHER (FIFTH) COPY WOULD ASSIST. THERE MAY BE CIRCUMSTANCES WHEN THE COUNCIL REQUESTS MORE COPIES.

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.

The following **must** be included with your application:

- ✓ • **The Correct Fee¹**
- **The Application Form completed, signed** (unless submitted electronically) **and dated**
- **An appropriate Ownership Certificate completed, signed** (unless submitted electronically) **and dated:**
 - A** (included in Application Form: the applicant owns the land) **OR**
 - B** (Form Part 2(1)): the applicant does not own the land and has served notice on the owner(s)) **OR**
 - C** (Form Part 2(2)): the applicant does not own the land and has served notice on the known owner(s) but is unable to find out the names of other owners **OR**
 - D** (Form Part 2(2)): the applicant does not own the land but is unable to find out the names and details of the owner(s))
- Y** **N** Does your ownership status require you to complete Ownership certificates B, C or D?
 - If **yes**, please provide the appropriate **certificate or evidence** that notice has been given and/or published
 - **Agricultural Holdings Certificate completed, signed** (unless submitted electronically) **and dated**
 - **A Design and Access Statement (except in specified circumstances)²**

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

- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site and any land necessary to carry out the development edged in red and any adjoining or other nearby land owned by the applicant outlined in blue
- **Other Plans, drawings and particulars necessary to describe the subject of the application. These may include:**
 - Site Layout Plan (Scale 1:200 or 1:500)**
 - Block Plan (Scale 1:100 or 1:200)**
 - Existing and Proposed Elevations (Scale 1:50 or 1:100)**
 - Existing and proposed Floor Plans (Scale 1:50 or 1:100)**
 - Existing and proposed Roof Plans (Scale 1:50 or 1:100)**

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:

- **Plans, drawings and other particulars** 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:

- **An indicative layout of the development**
- **Details** of the **use or uses proposed** for the development and any distinct development zones within the site

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

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

- Plans, drawings and other particulars of the height, width and length of each building in relation to its surroundings.

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

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

- **Details of Scale Parameters** indicating the upper and lower limits for height, width and length of each building in the development

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

If **yes**, you will need to submit plans, drawings and other particulars to explain and justify the appearance and materials of each building.

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

If **yes**, you will need to submit plans, drawings and other particulars showing:

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- Accessibility to and within the site for vehicles, pedestrians and cyclists.
 - The position and treatment of the proposed/new accesses.
 - 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:

- **Information on the area** or areas where access points to the development proposed will be situated.

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

If **yes**, you will need to submit plans, drawings and other particulars showing treatment of private and public space through hard and soft measures including:

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- 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;
 - 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

LOCAL REQUIREMENTS



Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Advice Note.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Affordable Housing Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Quality Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Biodiversity Survey and Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Daylight/Sunlight Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Economic Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Risk Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Foul Sewage and utilities Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Contamination Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Landfill Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting 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"/> | Parking Provision |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs and photomontages |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Obligation(s) - Draft Head(s) Of Terms |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Waste Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement Of Community Involvement |

- | | | |
|----------------------------|----------------------------|--|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Structural Survey |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Telecommunications Development – supplementary information |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Town Centre Uses – Evidence to accompany applications |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Transport Assessment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Travel Plan |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Tree Survey/Arboricultural implications |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Ventilation/Extraction Details |

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

Signed:.....

Date:.....

We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email customerservices@dover.gov.uk.