

Validation Checklist V21

Application for Approval of Reserved Matters

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. *Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.* 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** OR an application in writing containing sufficient information to enable the Council to identify the outline planning permission in respect of which the application is made. Such information should include site address details, reference number of the outline permission, the date of the permission and a description of the approved development.
- 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. 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)**
 - Existing and Proposed site sections and finished floor and site**

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

levels (Scale 1:50 or 1:100)



LOCAL REQUIREMENTS

If your application is in writing, please indicate which reserved matter(s) you require to be determined under this application.

Y N Access

Y N Appearance

Y N Landscaping

Y N Layout

Y N Scale

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.

Y N Affordable Housing Statement

Y N Air Quality Assessment

Y N Biodiversity Survey and Report

Y N Daylight/Sunlight Assessment

Y N Economic Statement

Y N Environmental Statement

Y N Flood Risk Assessment

Y N Foul Sewage and utilities Assessment

Y N Heritage Statement

Y N Land Contamination Assessment

Y N Landfill Assessment

Y N Landscaping Details

Y N Lighting Assessment

- | | | |
|----------------------------|----------------------------|---|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Noise Impact Assessment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Open Space Assessment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Parking Provision |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Photographs and photomontages |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Planning Obligation(s) - Draft Head(s) Of Terms |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Planning Statement |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Site Waste Management Plan |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Statement Of Community Involvement |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Structural Survey |
| <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.