

Outline Planning Permission with **SOME** Matters Reserved

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

All drawings should include the following information:

- the scale of the drawing (eg. 1:100, 1:200 – must be a metric scale)
- a scale bar indicating a minimum of 0-10 metres
- the direction of North on layout and location plans
- a title to identify the development and subject of the drawing (eg. 'Proposed Waste Recycling Centre, at Hope Farm, Ecoville – Site Layout')
- a unique drawing number which also indicates any revisions (eg. '123/4 Revision B')
- all revisions described to identify any changes (eg. '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 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 4 copies (ie. original plus 3 copies) of all documentation relating to the application should be submitted, EXCEPT if the entire application is submitted electronically when a single copy is sufficient.

Part 1: GENERAL REQUIREMENTS

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

- **Correct Fee** (as indicated in Guidance Notes)
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Ownership Certificate:**
 - A** (included in Application Form: where the applicant owns the land) **OR**
 - B** (Form Part 2(1): where the applicant does not own the land, but has served certificate of notice on owners) **OR**
 - C** (Form Part 2(2): where the applicant does not own the land, and is unable to identify all of the owners but has notified some of the owners) **OR**
 - D** (Form Part 2(2): where the applicant does not own the land, and is unable to identify any of the owners or to notify any of the owners)
- **Agricultural Holdings Certificate** (needed for all applications irrespective of relevance to the site)
- **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

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- 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:
 - **Design and Access Statement** (if necessary)
 - **Environmental Statement** (where necessary)
 - **Completed Validation Checklist** [*this document*]

Part 2: RESERVED MATTERS REQUIREMENTS

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



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.



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:

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

N

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

Y

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** – area(s) in which the access point or points would be situated.

N

Is **LANDSCAPING** to be considered in this application? If **YES**, you will need to submit a **landscaping plan** (Scale 1:200) showing the following:



- 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
 - means of enclosure

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

Part 3: LOCAL REQUIREMENTS

Having read our *Validation of Planning Applications Advice Note*, please indicate whether your proposal require submission of any of the following? Please tick the Y box for those that that apply and submit the relevant documents with your application:

 N

Air Quality Assessment

 Y

Biodiversity (Ecological Site Assessment, Ecological Survey, Protected Species Survey)

 Y

Contaminated Land Investigation

 Y

Drainage Assessment

 N

Economic Statement

 Y

Environmental Information

 Y

Flood Risk Assessment

 N

Green Belt Statement

 N

Heritage Statement

 N

Landfill Statement

 N

Landscaping Plan/Strategy

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<input type="checkbox"/> N	Landscape and Visual Impact Assessment
<input type="checkbox"/> N	Lighting Assessment/Details of Lighting Scheme
<input type="checkbox"/> N	Listed Building/Conservation Area Assessment
<input type="checkbox"/> N	Noise Impact Assessment
<input type="checkbox"/> N	Open Space Assessment
<input type="checkbox"/> Y	Other Plans/Photographs to describe the proposal
<input type="checkbox"/> Y	Parking/Service Details
<input type="checkbox"/> Y	Planning Statement
<input type="checkbox"/> N	Planning Obligation(s)/Draft Heads of Terms for S106 Agreement
<input type="checkbox"/> N	Public Art Contribution
<input type="checkbox"/> N	Refuse Collection Arrangements
<input type="checkbox"/> N	Renewable Energy Assessment
<input type="checkbox"/> N	Statement Of Community Involvement
<input type="checkbox"/> N	Structural/Stability Survey
<input type="checkbox"/> N	Sunlight/Daylight Assessment
<input type="checkbox"/> N	Sustainable Design and Construction Assessment
<input type="checkbox"/> Y	Transport Assessment and Travel Plan
<input type="checkbox"/> Y	Tree Survey/Arboricultural Assessment

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Utilities Statement



Ventilation/Extraction Details



Waste Management Plans

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.

Notes:

Updated guidance on completing the necessary documentation required to submit planning applications for minerals, waste or County Council development will be available on our web site in due course.

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.

Note that failure to submit any of the requirements will result in the application not being registered.

Signed:.....Date:.....