

Application for Approval of Reserved Matters

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.**
- 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:
 - **Site Location Plan** (Scale 1:1250 or 1:2500) with the application site outlined in red.
 - **Existing and Proposed site sections and finished floor and site levels** (Scale 1:50 or 1:100)
- **A completed Validation Checklist**

Please complete parts 2 and 3 which identify the additional information that may also be required with your application.

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

Validation Checklist – V21

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

- If **yes**, you will need to submit a **site plan (Scale 1:200)** showing the position of the proposed/new accesses and/or the position and details of any accesses to be closed. The plan should also include details for circulation within the site, including facilities for cyclists and pedestrians.

Y N Is **APPEARANCE** 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 proposed development.)
- **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 floor plans (Scale 1:100)**

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

- If **yes**, you will need to submit a **landscaping plan** (Scale 1:200) showing 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, and 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

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

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

- **Site Layout Plan** (Scale 1:500, 1:200 or 1:100 sufficient to show the position of all new buildings on the site, the position of existing development on adjoining sites and parking layout.)
- **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 floor plans (Scale 1:100)**

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

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

- **Site Layout Plan** (Scale 1:500, 1:200 or 1:100 sufficient to show the position of all new buildings on the site, the position of existing development on adjoining sites and parking layout.)
- **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 floor plans (Scale 1:100)**
- **Street-scene Drawing (Scale 1:100 or 1:200)** showing the relationship to adjacent development.

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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 Drainage
- 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
- Y N Listed Building and Conservation Area Assessment
- Y N Noise Impact Assessment
- Y N Open Space Assessment
- Y N Other Plans to describe the proposal
- Y N Parking/Servicing Details
- Y N Photographs/photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)
- Y N Planning Obligation(s)/Draft Heads Of Terms for S106 Agreement
- Y N Refuse Disposal including Site Waste Management Details

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- Y N Renewable Energy Assessment
- Y N Retail Assessments - Need, Sequential Approach And Impact Assessments
- Y N Statement Of Community Involvement
- Y N Structural Survey
- Y N Sunlight/Daylight Assessment
- Y N Sustainable Design and Construction Assessment
- Y N Transport Assessment And Travel Plan
- Y N Tree Survey
- Y N Utilities Statement
- Y N 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.

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.

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

Signed:.....

Date:.....