

Application for outline planning permission with all matters reserved

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

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If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

<p>Application Form</p> <ul style="list-style-type: none"> • Application for outline planning permission with some matters reserved form <p>Outline applications cannot be accepted for changes of use</p> <p>Outline applications are also unlikely to be appropriate for telecommunications proposals or for schemes that could have an impact on the setting of listed buildings or other heritage assets. In exceptional circumstances an outline application may be appropriate if the proposal is to erect a new building outside a conservation area. As much detail as possible should be provided.</p>	<input type="checkbox"/>
<p>Certificates</p> <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate) <ul style="list-style-type: none"> ○ If ownership certificate B is completed, Notice 1 is required ○ If ownership certificate C is completed, Notices 1 and 2 are required ○ If ownership certificate D is completed, Notice 2 is required 	<input type="checkbox"/>
<p>Application Fee</p> <p>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid</p> <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
<p>Location Plan</p> <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) 	<input type="checkbox"/>

<ul style="list-style-type: none"> Show the direction of North 	
Site Plan (Only required if operational development is taking place) <ul style="list-style-type: none"> At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) Show the direction of North Show the development in relation to adjoining properties 	<input type="checkbox"/>
Design and Access Statement Required only for <ul style="list-style-type: none"> Development which is major development (10 or more dwellings or where the floor space to be built is 1,000 square metres or more or where the site area is 1 hectare or more Where any part of the development is in a Conservation Area and the development consists of the following: <ul style="list-style-type: none"> a. the provision of one or more dwelling houses; or b. the provision of a building or buildings where the floor space created by the development is 100 square metres or more Further information can be obtained here - See Design and Access Guidance Note 	<input type="checkbox"/>

Local Application Requirements

Affordable Housing When 15 or more dwellings are proposed.	<input type="checkbox"/>
Aerodrome Safeguarding Assessment If development would have the potential to increase the bird hazard risk, lighting that has the potential to distract pilots, buildings, structures, erections or works which would infringe protected surfaces, obscure runway approach lights or have the potential to impair the performance of aerodrome navigation aids, radio aids or telecommunication systems	<input type="checkbox"/>
Air Quality Assessment For proposals that require an Environmental Impact Assessment, or require a Transport Assessment or significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc) include proposals for new car parking (>300 spaces) or coach / lorry parks or have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality	<input type="checkbox"/>
Archaeological Assessment When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement)	<input type="checkbox"/>
Ecological Impact Assessment If any nature conservation sites (NNR's, SSSIs, SINC's, LNRs or SLINC's), & wildlife habitats, are affected	<input type="checkbox"/>
Environmental Impact Assessment Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under schedule 1 of the EIA Regulations	<input type="checkbox"/>
Economic/Financial Assessment	<input type="checkbox"/>

All Major applications, which include some commercial elements	
Flood Risk Assessment A Flood Risk Assessment must be submitted on all proposed developments including change of use where the site covers an area up to or in excess of a hectare in flood zone 1 and for all development in flood zones 2 and 3	<input type="checkbox"/>
Flues & Ventilation extraction details All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	<input type="checkbox"/>
Heritage Statement When the development affects a listed building	<input type="checkbox"/>
Impact Assessment The impact tests consist of two sets of assessments: one applying to all forms of economic development and the other required for all retail developments not in a town centre and not in accordance with an up to date development plan.	<input type="checkbox"/>
Land and Contamination Desk Study Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site). All developments vulnerable to the effects of contamination (residential housing, schools and pre school nurseries).	<input type="checkbox"/>
Landscaping Scheme All major applications that include any external space (except outline applications) must be accompanied by a detailed scheme for landscaping. Outline applications accompanied by a Design and Access Statement should include a landscape strategy.	<input type="checkbox"/>
<u>Lighting/Floodlighting schemes including a light pollution assessment</u> Schemes involving the provision of floodlighting and tall building applications	<input type="checkbox"/>
<u>Noise Impact Assessment and Sound Insulation Details</u> Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments. Sound insulation details will be required for the following types of application: change of use to A3, A4, A5, conversion of buildings to residential use, new residential development sited on classified roads, new residential development nearby to licensed premises, new commercial development within Use Classes B2 or B8 adjacent to existing residential development and any application for a nightclub or equivalent use	<input type="checkbox"/>
<u>Parking and Access Details (Parking Provision)</u> All applications where parking / access are part of the proposal.	<input type="checkbox"/>
<u>Photographs & Photomontages</u> Where the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building	<input type="checkbox"/>
<u>Planning Obligations Draft Heads of Terms</u> Public open space in new residential development - On sites of 20 dwellings or more, provision of NEW public open space will normally be required within the curtilage of the development site and or public open space provision/enhancement outside of the site. Affordable Housing to be provided when 15 dwellings or more are proposed	<input type="checkbox"/>
<u>Planning Statement including Statement of Community Involvement</u> A supporting planning statement will be required for all major applications, major change of use applications or listed building applications	<input type="checkbox"/>
Public Open Space and Playing Fields	<input type="checkbox"/>

the loss of open space, playing fields, bowling greens etc are involved	
<u>Structural Assessment</u> A structural survey will be required if, i) The demolition of a listed building(s), or ii) The conversion of a listed building	<input type="checkbox"/>
<u>Tall Buildings Report (Town Centre Uses)</u> Any building over 15 storeys high	<input type="checkbox"/>
<u>Transport Assessment (Including a Travel Plan)</u> All Major Planning Applications	<input type="checkbox"/>
<u>Tree Survey/Arboricultural Statement</u> All planning applications where the application involves works that may affect any trees on or off the site	<input type="checkbox"/>
<u>Viability Assessment</u> Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues	<input type="checkbox"/>
<u>Works to Trees – Specification of Works and Photographic Evidence</u> Evidence - Where works are required to a protected tree (TPO or tree in Conservation Area)	<input type="checkbox"/>

Monitoring

Equalities Monitoring Form <ul style="list-style-type: none"> It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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