

Application for Approval of Reserved Matters following outline approval

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan.

Part 1 Information Required- National Planning Application Requirements

1	Completed Application Form	
2	Location Plan <ul style="list-style-type: none"> • Ordnance survey based, at a scale of 1:1250 or 1:2500. • Up-to-date, with north marked, and sufficient to locate the site. • Identifies the land to which the application relates, i.e. a red outline to application site. • Blue outline to other land owned by the applicant. • The plan must cover a large enough area to enable the location to be easily found 	
3	Existing and Proposed Block Plan: at a scale of 1:200 or 1:500 if necessary to deal with the matters reserved in the outline planning permission <ul style="list-style-type: none"> • The existing plan must show the existing structures, boundary treatments, trees etc. on the site • The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site. • Any trees or hedges affected by the development should be shown • Any new boundary walls or fencing proposed as part of the development • Parking areas, existing or proposed or any other hard surfacing 	
4	Existing and Proposed Elevations at a scale of 1:50 or 1:100 if necessary to deal with the matters reserved in the outline planning permission <ul style="list-style-type: none"> • Required for any extensions or new buildings • All existing and proposed elevations affected by the proposal must be shown and labelled 	
5	Existing and Proposed Floor plans at a scale of 1:50 or 1:100 if necessary to deal with the matters reserved in the outline planning permission <ul style="list-style-type: none"> • Required for any extensions or new buildings • All existing and proposed uses of rooms should be shown 	
6	Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 if necessary to deal with the matters reserved in the outline planning permission <ul style="list-style-type: none"> • Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development. • Levels should be related to a fixed point datum. • The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. 	

7	<p>Roof Plans at a scale of 1:50 or 1:100 if necessary to deal with the matters reserved in the outline planning permission</p> <ul style="list-style-type: none"> • Showing the shape of the roof and any materials, roof lights, flues etc. It may be possible to combine the roof plan with the proposed block , where the roof plan is simple 	
8	<p>Any other plans, drawings and information necessary to deal with the matters reserved in the outline planning permission</p> <p>Information could include schedule of materials, planting plans, landscape scheme, lighting details, locations of affordable housing units, drainage details, boundary treatments or maybe specified in the conditions in the outline planning permission</p>	
9	<p>The correct fee: Planning Portal Fee Calculator</p>	

Part 2 Information Required- Adopted Local Application Requirements

1.	<p>Bin Store</p> <p>All proposals involving development that would require bin storage, including all new dwellings. Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points.</p>	
2.	<p>Community Infrastructure Levy Additional Information Requirement Form</p> <p>Applications for full planning permission/lawful development certificates for 11 to 449 dwellings.</p> <p>Applications for reserved matters for new dwellings following an outline planning permission for 11 to 449 dwellings granted on or after 1 January 2019</p> <p>The form can be downloaded here: CIL Additional Information Requirement Form</p>	
3.	<p>Daylight/Sunlight Assessment</p> <p>Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or where the proposed development may be adversely affected by adjoining sites.</p>	
4.	<p>Environmental Impact Assessment</p> <p>Required for any proposal that is a 'Schedule 1' or some proposals that are 'Schedule 2' development as defined in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p>	
5.	<p>Landscape and Visual Impact Assessment</p> <p>For any proposal in a medium to high landscape sensitivity area as identified in the Joint Core</p>	

	Strategy Landscape Characterisation Assessment and Sensitivity Analysis	
6.	<p>Lighting Assessment</p> <p>Required for all development where external lighting is proposed or where the proposal involves areas of public access.</p>	
7.	<p>Management Plans</p> <p>Any major application proposing public open space or new roads.</p>	
8.	<p>Tree Survey/ Arboricultural Assessment</p> <p>Required for:</p> <ul style="list-style-type: none"> • Proposals affecting trees covered by a tree preservation order • Proposals within a Conservation Area, and trees within or adjacent the site are affected by the application • All sites with trees and hedges growing within or bounding them, with a stem diameter greater than 75mm when measured at 1.5m above ground level, where the proposals affect the trees/hedges. 	
9.	<p>Ventilation/Extraction Statement</p> <p>Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)</p>	