

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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- x Immediate delivery and acknowledgement
- x Savings on postage and printing costs
- x Online help function when completing applications
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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"> x 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>	
<p>Certificates</p> <ul style="list-style-type: none"> x The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate) <ul style="list-style-type: none"> o If ownership certificate B is completed, Notice 1 is required o If ownership certificate C is completed, Notices 1 and 2 are required o If ownership certificate D is completed, Notice 2 is required 	
<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>	
<p>Location Plan</p> <ul style="list-style-type: none"> x At a typical scale of 1:1250 or 1:2500 (Scale must 	

<ul style="list-style-type: none"> x Show the direction of North 	
<p>Site Plan (Only required if operational development is taking place)</p> <ul style="list-style-type: none"> x At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) x Show the direction of North x Show the development in relation to adjoining properties 	
<p>Design and Access Statement</p> <p>Required only for</p> <ul style="list-style-type: none"> x 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 x 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 x Further information can be obtained here - See Design and Access Guidance Note 	

Local Application Requirements

<p>Affordable Housing When 15 or more dwellings are proposed.</p>	
<p>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</p>	

Air Quality Assessment
For proposals that require an Environmental Impact Assessment, or require a Transport Assessment or p]TJ 0Tm <076 0 0 9.96 56.6t,-12(L8)-1(o -0.002 Tc 0.001 Tw 9.96 0 0 9.96.481 80.52 ra38(t)-1(p)-12(n)-1

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	
<u>Tall Buildings Report (Town Centre Uses)</u> Any building over 15 storeys high	
<u>Transport Assessment (Including a Travel Plan)</u> All Major Planning Applications	
<u>Tree Survey/Arboricultural Statement</u> All planning applications where the application involves works that may affect any trees on or off the site	
<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	
<u>Works to Trees – Specification of Works and Photographic Evidence - Where works are required to a protected tree (TPO or tree in Conservation Area)</u>	

Monitoring

Equalities Monitoring Form

- x It would help us if you could complete our [Equalities Monitoring form](#) so