



**Application for outline planning permission with some matters reserved**

**VALIDATION CHECKLIST**

<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>Application for outline planning permission with some matters reserved form</li> </ul> <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>	
<ul style="list-style-type: none"> <li>Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear</li> <li>Show the application site outlined in red, which includes all land necessary to carry out the proposed development</li> <li>Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue.</li> </ul>	
<p><b>Site Plan (Only required if operational development is taking place)</b></p> <p>All applications must be submitted with a site plan (sometimes called a block plan) which should:</p> <ul style="list-style-type: none"> <li>Be at a scale of 1:500 or 1:200; and</li> <li>Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries.</li> </ul> <p>The site plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>All buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>All public rights of way crossing or adjoining the site;</li> <li>The position of all trees on the site and those on adjacent land;</li> <li>The extent and type of any hard surfacing; and</li> <li>The type and height of any boundary treatment including walls or fencing where proposed.</li> </ul>	
<p><b>Design and Access Statement</b></p> <ul style="list-style-type: none"> <li>All applications for major development<sup>1</sup> (defined as 10 or more dwellings or provision of a building(s) where the floor space to be created is over 1,000 square metres or where the site is 1 hectare or more)</li> <li>Applications for one or more dwellinghouses in a Conservation Area</li> <li>Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</li> <li>All Listed Building Consent applications</li> </ul> <p>N.B. This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining operations, for a material change of use, or for waste development.</p>	

<p><b>Application Form</b></p> <ul style="list-style-type: none"><li>• Application for outline planning permission with some matters reserved form</li></ul> <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>Further information can be obtained here - <a href="#">See Design and Access Guidance Note</a></p>	

**Environmental Statement**

Some applications for major development may require an Environmental Statement. You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application.

If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain.

Further Advice  
Planning Practice Guidance on Environmental Impact Assessment:  
<https://www.gov.uk/guidance/environmental-impact->

<p><b>Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application</b></p> <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format)</p> <ul style="list-style-type: none"> <li>• Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings</li> <li>• Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing &amp; proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type</li> <li>• Landscaping if required - Plans showing details of the proposed landscaping scheme</li> <li>• Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development</li> <li>• Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level</li> <li>• Cross-section – for advertisement applications clearly showing method of illumination</li> </ul> <p>All applications for major development</p> <ul style="list-style-type: none"> <li>• Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats:             <ul style="list-style-type: none"> <li>○ .max (3D Studio Max)</li> <li>○ .FBX (Exported from AutoCad, Revit)</li> <li>○ .Skp (Sketchup)</li> </ul> </li> </ul>	
<p><b>Aerodrome Safeguarding Assessment</b></p> <p>Development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights or have the potential to affect the performance of navigation aids, radio aids or telecom systems.</p> <p>Lighting, reflections and other development such as solar power systems that have the potential to distract pilots, and development with landscape schemes that have the potential to increase bird hazard risk.</p>	
<p><b>Affordable Housing Statement</b></p> <p>When 15 or more dwellings are proposed.</p>	
<p><b>Air Quality Assessment</b></p> <ul style="list-style-type: none"> <li>• For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK).</li> <li>• Where the development requires a Transport Assessment.</li> <li>• Where any development falls within the Birmingham Clean Air Zone or within a 60m buffer of the Birmingham Clean Air Zone (See Appendix 1)</li> <li>• Where development requires an EIA.</li> </ul>	





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- Landscaping if required - Plans showing details of the proposed landscaping scheme
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- Cross-section – for advertisement applications clearly showing method of illumination

All applications for major development

- Computer Aided Design (CAD) model illustrating the external appearance, layout, scale and massing of the proposed development provided in one of the following formats:
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Environment Agency The Birmingham Level 1 Strategic Flood Risk Assessment defines these critical areas as

- Any development proposals at risk of surface water flooding (as defined by the 'locally agreed surface water information')
- Any development proposals within 250m of an historic flooding location
- Any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan







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- (ii) conversion of buildings to residential use
- (iii) new residential development sited on classified roads
- (iv) new residential development nearby to licensed premises
- (v) new commercial development within Use Classes B2 or B8 adjacent to existing residential development
- (vi) any application for an entertainment and licensed premise

Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact



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