



## Application for reserved matters following an outline approval

### VALIDATION CHECKLIST

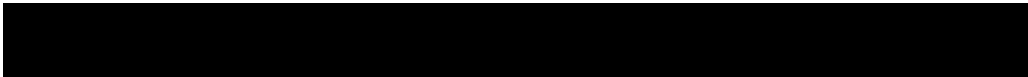
This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

#### The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

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.





**Application Form**

- Application for approval of reserved matters following outline approval

All applications must be submitted with a site plan (sometimes called a block plan) which should:

- Be at a scale of 1:500 or 1:200; and
- 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.

The site plan should



<b>Application Form</b> <ul style="list-style-type: none"><li>Application for approval of reserved matters following outline approval</li></ul>	
This is a specialised area of planning and you may need to seek your own professional advice.	

## Local Application Requirements

**IMPORTANT NOTE** - The following information will only be required if it has not been submitted at the outline stage.

**Additional Plans and Drawings** and any other plans, drawings and information newings7a4(pl:

**Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application**

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)

- Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & 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
- Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & 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
- Landscaping if required - Plans showing details of the proposed landscaping scheme
- Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development
- 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
- 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:
  - .max (3D Studio Max)
  - .FBX (Exported from AutoCad, Revit)
  - .Skp (Sketchup)

- For all schemes where there may be relevant exposure to pollutant concentrations above statutory limits (EU or UK).
- Where the development requires a Transport Assessment.
- Where any development falls within the Birmingham Clean Air Zone or within a 60m buffer of the Birmingham Clean Air Zone (See Appendix 1)
- Where development requires an EIA.

Any schemes which include industrial processes that require an environmental permit for releases to air under the Pollution Prevention and Control Act 1999 or include discharge stacks that may result in adverse impacts on local air quality.

**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).

**Biodiversity and Geological Survey and Report**

Applications in or adjacent to designated sites of national or local importance (Site of Special Scientific Interest [SSSI], National Nature Reserve [NNR], Local Nature Reserve [LNR], Site of Importance for Nature Conservation [SINC] or Site of Local Importance for Nature Conservation [SLINC]), or Potential Sites of Importance (PSI) or other sites which support important habitats or important geological features.

Further information is provided in [Part 1 of the Council's Local Requirements for biodiversity and geological conservation.](#)







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All planning applications, which include employment uses and developments which would result in the loss of employment floor space.

**Mineral Deposits Investigation**

Planning applications for sites over 5ha.

**Noise Impact Assessment and Sound Insulation Details**

Planning applications that raise issues of disturbance, or are considered to be noise sensitive developments.

The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:

- (i) change of use to A3, A4, A5
- (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 assessment / noise mitigation scheme, this will be determined on a site to site basis.

**Open Space / Playing Fields / Sports and Physical Facilities Assessment**

Development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments, etc.

**Parking Management Plan / Strategy**



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<p>All applications where parking is proposed</p>
<p><b>Photographs &amp; Photomontages</b></p> <p>Where the proposal involves the demolition of an existing building or development affecting a heritage asset, telecommunication mast applications, or proposals affecting views of major landmarks.</p>
<p><b>Places of Worship and faith related community uses</b></p> <p>For applications for the above, specific information is required as set out in the latest local validation criteria.</p>
<p><b>Planning Obligations / Draft Heads Of Terms</b></p> <p>Where relevant the City Council requires that a statement of proposed obligations and draft Heads of Terms, be submitted at the time of making a planning application.</p>
<p><b>Planning Statement including Statement of Community Involvement</b></p> <p>All major applications, major change of use applications or listed building applications.</p>
<p><b>Residential Standards Statement (NDSS, Part M4(2) and outdoor amenity)</b></p> <p>All developments creating new dwellings including changes of use and conversions.</p>
<p><b>Retail Impact Assessment – Sequential Test</b></p> <p>An impact assessment is required for retail, leisure and office development proposals greater than 2,500sqm which are outside of the hierarchy of centres identified in the BDP and not in accordance with the Local Plan.</p>



**Additional Plans and Drawings and any other plans, drawings and information necessary to describe the development which is the subject of the application**





<p><b>Equalities Monitoring Form</b></p> <ul style="list-style-type: none"><li>• It would help us if you could complete our <a href="#">Equalities Monitoring form</a> 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.</li></ul>	
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