

**APPLICATION FOR APPROVAL OR RESERVED MATTERS FOLLOWING  
OUTLINE APPROVAL**

**National Requirement - Check List**

**Tick:**

Completed form or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made	
Such particulars as are necessary to deal with the matters reserved in the outline planning permission	
Plans & Elevations – 1 original and 3 Copies of: <ul style="list-style-type: none"> <li>• Block Plan (1:100 or 1:200)</li> <li>• Existing &amp; Proposed Elevations (1:50 or 1:100)</li> <li>• Existing &amp; Proposed Floor Plans (1:50 or 1:100)</li> <li>• Existing &amp; Proposed Site Sections including Finished Floor and Site Levels (1:50 or 1:100)</li> <li>• Roof Plans (1:50 or 1:100)</li> </ul>	
1 Original (3 copies) of the form and plans	
The appropriate fee	

**Local Requirements**

**Tick:**

<b>Affordable Housing Statement</b> - where affordable Housing is proposed as part of the Development (see Local Plan Policies H9, H10 and the Housing need SPD for relevant thresholds and guidance) Statements should include: <ul style="list-style-type: none"> <li>- numbers, types, sizes and tenures of dwellings</li> <li>- details of mechanisms for ensuring houses remain affordable</li> <li>- details of occupancy restrictions and management</li> </ul>	
<b>Biodiversity Survey and Report</b> – where development takes place within a designated nature conservation site (as shown on the Development Plan Proposals Map) Development adjoining a Special protection Area, Special area of Conservation or SSSI should also be accompanied by an assessment of how the Nature Conservation site will be affected by the development. Development further afield, but potentially affecting these designations MAY be required to submit similar assessments.	
<b>Environmental Statement</b> – where a development requires and Environmental Impact Assessment under the Town & County Planning (Environmental Impact Assessment) regulations 199 (SI 1999/293) as amended	
<b>Flood Risk Assessment</b> – within Flood Zone 1, 2 or 3 – as defined by the Environment agency (see guidance notes)	
<b>Heritage Statement</b> (including Historical, archaeological features and Scheduled Ancient Monuments) where the development is within a Conservation Area or Scheduled Ancient Monument and / or affects the settings of a Listed Building or Scheduled	
<b>Land Contamination Assessment</b> –for any residential development on	

land where the previous use was Industrial (Use Class B2 or B8)	
<b>Landscaping Details</b> – on all Major Applications, an indicative landscaping scheme will be required	
<b>Lighting Assessment</b> – on all application involving floodlit sports provision	
<b>Open Space Assessment</b> – on all applications involving the loss of public and private open recreational space, such as playing fields, recreation grounds and allotments.	
<b>Parking Provision</b>	
<b>Planning Obligations</b> – Draft Head(s) of Term – on all Major Applications and all applications involving affordable housing	
<b>Structural Survey</b> – for all applications involving the conversion of a building in the countryside for residential use and the conversion of a building in a conservation area to 5 or more dwellings	
<b>Telecommunications Development</b> – supplementary information	
<b>Town Centre Uses and Retailing.</b> Retail proposals of 500sqm or more should be accompanied by a retail Impact assessment	
<b>Transport Assessment</b> – where the proposal meets the thresholds identified in appendix B or the Department for Transport Guidance on Transport Assessments (or as amended)	
<b>Travel Plan</b> – where the proposal meets any of the thresholds as identified in Annex D of the Planning Policy Guidance 13 (or as amended)	
<b>Tree Survey/Arboricultural Implications</b> – for all applications affecting a Tree Preservation Order	
<b>Ventilation/Extraction Statement</b> – for all applications for Use Class A5 hot food takeaways	