



Validation checklist:

Application for approval of reserved matters following outline approval

National Requirements	Tick
Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Application form, fully completed, signed and dated	
Such plans and drawings, and supporting documents/details as are necessary to deal with the matters reserved in the outline planning permission. Plans to be drawn to identified scale and showing the direction north. See local requirements below for details of plans that may be required. Detailed drawings relating to any reserved matter must be marked as 'illustrative'. See below for details of plans that will be required for the application proposal:	
<ul style="list-style-type: none"> Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park. For Access, appearance, landscaping and layout. 	
<ul style="list-style-type: none"> Existing <u>and</u> proposed elevations at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. For appearance and scale. 	
<ul style="list-style-type: none"> Existing <u>and</u> proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded. For layout. 	
Environmental Impact Assessment – Where Screening Opinion issued	
Correct fee	

Additional Requirements	Tick
The following documents may be required depending upon the nature of the proposal to assess the impact of the development as proposed. Upon validation if not provided as part of the initial application submission the local planning authority will confirm the level of further information necessary to be provided within 14 days of validation. Failure to provide the necessary information will result in the application being determined based upon the initial submission, and may result in Refusal of the application. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Roof Plans	

Section drawings – to show existing and finished levels	
Street scene elevations - for any large extensions fronting the street	
Proposed car parking and access arrangements	
Community Infrastructure Levy (CIL) – CIL Additional Information Form (not required if form was submitted with outline application and there is no change to the information provided)	
Cycle Store Details	
Drainage Strategy/Sustainable Urban Drainage	
Energy Assessment	
Flood Risk Assessment	
Heritage Asset Statement	
Refuse Disposal Details and Bin Stores	