



Validation checklist:

Application for outline permission with all matters reserved

Note: The Local Planning Authority is unlikely to approve an outline application with all matters reserved as it is unlikely to be able to determine if the application is acceptable due to the urban context of the borough.

National Requirements Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Application form, fully completed, signed and dated	
Ownership Certificates (A, B, C or D – as applicable) and Agricultural Holdings Certificate (on application form) fully completed. Either Certificate A, B, C or D to be completed as applicable. Where B, C or D have been completed, Notice(s) need to be served as required.	
Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a red line and a blue line around any other land owned by the applicant.	
A copy of any other plans and drawings or information necessary to describe the subject of the application, drawn to identified scale and showing the direction north. See local requirements below for details of plans/documents that may be required for the application proposal. Detailed drawings relating to any reserved matter must be marked as 'illustrative'.	
Design and Access Statement (if required)	
Environmental Impact Assessment – Where Screening Opinion issued	
Heritage Asset Statement – see Planning Advice Note	
Correct fee	
The following will also be required in answered yes on the application form	
Flood Risk Assessment – see Planning Advice Note	

Local Requirements The following documents may be required depending on the nature and location of the proposal. 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:	Tick

Affordable Housing Statement	
Badger, Bat or Barn Owl Survey	
Biodiversity Survey and report	
Community Infrastructure Levy (CIL) – CIL Additional Information Form	
Contaminated Land Assessment	
Energy Assessment	
Planning Obligations - completed instruction sheet and proforma	
Viability Data	
Viability Assessment Fee – if viability data is included for assessment	

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:	
Existing <u>and</u> proposed car parking and access arrangements	
Aerodrome Safeguarding Assessment	
Air Quality Assessment	
Drainage Strategy/Sustainable Urban Drainage	
Land Stability Report	
Lighting assessment	
Noise Impact Assessment	
Planning Statement	
Retail Impact Assessment	
Refuse Disposal Details and Bin Stores	

Tourism Viability Report	
Transport Assessment	
Travel Plan	
Tree Survey/Arboricultural Impact Assessment and method appraisal	
Ventilation/Extraction Statement	