

## RESERVED MATTERS APPLICATIONS CHECKLIST

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).**

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF AGENT:** \_\_\_\_\_

**ADDRESS OF DEVELOPMENT:** \_\_\_\_\_

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the form or made the application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Have you provided such particulars as are necessary to deal with the matters reserved in the outline planning permission
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)

**Please note that all plans must have a reference number (and revision number if appropriate).**

## **Additional Requirements**

Some or all of the additional information detailed below may be required. Please read the Guidance Notes carefully. If you are in any doubt please contact us before submitting your application. Additional information is more likely to be required if the application relates to the following:-

- If you are proposing a major development, that is, a development on a site area of 1Ha or more, or involving more than 1,000 sq m of industrial or commercial floorspace or involving the erection of 10 or more new dwellings (or if in outline residential development on a site of 0.5Ha or more),
- Any new dwellings
- Town centre development outside a town centre
- Other development contrary to the Development Plan
- New Food and Drink Uses
- sites which are or where contaminated
- Sites near a landfill or former landfill
- Sites with significant levels changes
- Developments involving a loss of existing site ecology
- Sites containing protected habitats

- A transport assessment
- Noise assessment
- A town centre uses impact study
- Renewable Energy Statement
- Flood Risk Assessment/Sustainable Drainage Statement
- Air Quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic Statement
- Environmental Impact Statement
- Evidence to accompany applications for town centre uses
- Flood risk assessment
- Foul sewerage assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

- Land Contamination assessment
- Landfill applications
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking and Access Arrangements
- Photographs and Photomontages
- Planning obligations - Draft Head(s) of Terms
- Planning Statement
- Statement of Community Involvement
- Structural survey
- Transport assessment
- (Draft) Travel Plan
- Tree survey/Arboricultural implications
- Utilities Statement
- Ventilation/Extraction statement
- Site Waste Management Plan

(If any of these assessments/statements are required, please ensure that they are provided with the application)

## **GUIDANCE NOTES**

### **GENERAL**

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. Drawings must show previous extensions and calculations of volumes for applications if the site is within the green belt. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres

## **CERTIFICATES AND ENCROACHMENT ONTO ADJOINING PROPERTY**

You must confirm whether or not any works, including guttering or foundations, will encroach onto an adjoining property. Should this be the case, Certificate B will be required in such instances.

Where some or all of the owners of the application site or adjoining properties cannot be identified, completion of Certificate C or Certificate D may be appropriate.

## **LOCATION PLAN**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal

[www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## **SITE PLAN**

Where appropriate, existing and proposed site plans must be provided. The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- e) The extent and type of any hard surfacing to include indication of existing/proposed grassed areas/soft landscaping..
- f) Boundary treatment including walls or fencing where this is proposed.
- g) Details of existing and proposed parking provision and access arrangements
- h) Details of existing and proposed bin storage arrangements

## **EXISTING AND PROPOSED ELEVATIONS**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Any areas to be demolished must be shown in a different colour or by dotted lines.

All proposed elevations will be required. Additionally, where an elevation adjoins another building, part of the adjoining elevation must also be provided.

## **EXISTING AND PROPOSED FLOOR PLANS**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable)

- Existing elevations will be required in all cases.
- Existing floor plans will be required for each floor if the proposed extension/alteration directly links to that floor, and for roof extensions a plan of the existing floor below will be required to demonstrate the means by which the converted roof is accessed.
- For roof extensions, an existing roof plan is required.
- For satellite dishes, a photograph of the elevation to which the dish will be attached will be considered acceptable.

## **EXISTING AND PROPOSED SITE SECTIONS AND FINISHED FLOOR AND SITE LEVELS**

Such plans must be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. The levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

## **STREET SCENE ELEVATIONS**

This is to enable an accurate appreciation of the new building relative to those neighbouring. A minimum two properties either side should be plotted though full elevational detail need not be provided. For corner sites a street scene should be provided for each street frontage.

## **DESIGN AND ACCESS STATEMENTS**

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. The statement should clearly set out how the proposals design out crime. Applicants are advised that when they are producing such a statement, they should outline how community involvement influenced their approach.

## **PARKING AND ACCESS ARRANGEMENTS**

Details of existing and proposed parking provision and access arrangements. These details must be shown on the site layout plan.

## **AIR QUALITY ASSESSMENT**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in ***Planning Policy Statement 23: Planning and Pollution Control***. (November 2004).

## **BIODIVERSITY SURVEY AND REPORT**

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in ***Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)*** (August 2005), PPS9 is accompanied by a Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*.

## **DAYLIGHT/SUNLIGHT ASSESSMENT**

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Please note that planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.)

## **ECONOMIC STATEMENT**

Economic Statements will be beneficial for all major employment-generating proposals and should be used to set out the economic development and regeneration benefits of the scheme, including details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); and any community benefits. Applicants should demonstrate how their proposals will contribute, where appropriate, to the delivery of economic development and regeneration strategies at regional, sub-regional and local levels.

## **ENVIRONMENTAL IMPACT STATEMENT**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a 'screening opinion' (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

## **EVIDENCE TO ACCOMPANY APPLICATIONS FOR TOWN CENTRE USES**

An application should be accompanied by an assessment of the need for the proposal where this would be in an edge of centre or out of centre location, and where it is not in accordance with an up to date development plan document strategy. It is not necessary to demonstrate the need for retail proposals within the primary shopping area or for other main town centre uses located within the town centre. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in ***Planning Policy Statement 6: Planning for Town Centres (March 2005)***.

## **FLOOD RISK ASSESSMENT**

At the planning application stage, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.

***Planning Policy Statement 25: 'Development and Flood Risk (December 2006)*** provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

## **FOUL SEWERAGE ASSESSMENT**

A foul sewerage assessment should include a description of the type, quantities and means of disposal of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken. If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

## **HERITAGE STATEMENT (INCLUDING HISTORICAL, ARCHAEOLOGICAL FEATURES AND SCHEDULED ANCIENT MONUMENTS)**

Supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields. A heritage statement will be required in respect of proposals involving the disturbance of ground within an Area of Archaeological Potential, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive. If an application affects such a site you may need to commission an assessment of existing information and submit the results as part of the application in accordance with policy advice in ***Planning Policy Guidance Note 15 'Planning and the Historic Environment'***, (September 1995) paragraphs 3.16 to 3.19. For archaeological remains, advice is provided in ***Planning Policy Guidance Note 16 'Archaeology and Planning'*** (November 1990) section B, paragraphs 18 to 26.

## **IMPACT ASSESSMENT**

Impact assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with a development plan. Policy advice can be found in ***Planning Policy Statement 6: Planning for Town Centres*** (March 2005).

## **LAND CONTAMINATION ASSESSMENT**

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with ***Planning Policy Statement 23 'Planning and Pollution Control'*** (November 2004). Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

## **LANDFILL APPLICATIONS**



Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Impact Assessment.

### **LIGHTING ASSESSMENT**

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, must be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *'Lighting in the countryside: Towards good practice* (1997).

### **NOISE IMPACT ASSESSMENT**

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development in what are considered noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in *Planning Policy Guidance note 24: Planning and Noise* (September 1994).

### **OPEN SPACE ASSESSMENT / REQUIREMENTS**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Government planning policy is set out in *Planning Policy Guidance note 17: Planning for open space, sport and recreation* (July 2002). The following forms of residential development will be required to make provision for public open spaces:

- New houses
- Flats and maisonettes
- Additional dwellings gained through the redevelopment of an existing housing area
- Conversions of existing buildings into residential use
- Conversion, or extension, of existing dwellings into a larger number of dwellings.
- Independent dwellings for students or the elderly
- Permanent permissions for mobile homes
- Mixed use schemes that include residential development

The Council's Guidelines for open space are set out in the Supplementary Planning Document "Greenspace Standards and New Development". The Developer / Applicant will normally be required to enter into a legal agreement under Section 106 of the Town and Country Planning Act(s) (or other appropriate legal mechanism) to meet the specific requirements of this SPD. In such cases a draft legal agreement or unilateral undertaking must accompany the application

### **PARKING AND ACCESS ARRANGEMENTS**

All applications involving new floorspace, buildings, extensions, changes of use or other development involving any alteration to external areas will be required to provide details of existing and proposed parking provision and access arrangements. These details should also be shown on a site layout plan.

### **PHOTOGRAPHS AND PHOTOMONTAGES**

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

### **PLANNING OBLIGATIONS - DRAFT HEAD(S) OF TERMS**

Planning obligations (or “section 106 agreements”<sup>13</sup>) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Further advice is available in ODPM Circular 05/2005, *Planning Obligations* and the model section 106 agreement, both of which are available on the Communities and Local Government website. If Planning Obligations are likely to support the proposed development, Draft Heads of Terms must accompany the application.

### **PLANNING STATEMENT**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission (unless covered in a separate Statement of Community Involvement).

### **STATEMENT OF COMMUNITY INVOLVEMENT**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation. Our requirements are set out in the adopted statement of community involvement which can be found at:-

[http://www.knowsley.gov.uk/resources/204631/statement\\_community\\_involvement.pdf](http://www.knowsley.gov.uk/resources/204631/statement_community_involvement.pdf)

### **STRUCTURAL SURVEY**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.

### **TRANSPORT ASSESSMENT**

*Planning Policy Guidance 13 ‘Transport’* (March 2001) advises that a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal.

For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in *Guidance on Transport Assessment*, published by the Department for Transport (March 2007).

### **(DRAFT) TRAVEL PLAN**

A (draft) travel plan should be submitted alongside planning applications which are likely to have significant transport implications. A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to

ensure the minimum environmental, social and economic impacts. The (draft) travel plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in ***Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers*** [ODPM and DfT, 2002] and ***Making residential travel plans work***

### **TREE SURVEY/ARBORICULTURAL IMPLICATIONS**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

### **VENTILATION/EXTRACTION STATEMENT**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **SITE WASTE MANAGEMENT PLAN**

Proposed new major development should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 '***Site Waste Management Plans: guidance for construction contractors and clients***'. These are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.