

CHECKLIST OF REQUIRED INFORMATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Block/Site layout plan of the site (e.g. at a scale of 1:200 or 1:500) showing any site boundaries
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this article

Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

Use – the use or uses proposed for the development and any distinct development zones within the site identified.

Amount of development – the amount of development proposed for each use

Indicative layout – an indicative layout with separate development zones proposed within the site boundary where appropriate.

Scale Parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary

Indicative access points – an area or areas in which the access point or points to the site will be situated

DEFINITION OF TERMS

National requirements

The Standard Application Form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the legislation requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

The 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. The legislation requires three copies plus the original (unless submitted electronically). 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.

Block/Site Layout Plan of the site

(e.g. at a scale of 1:200 or 1:500) The legislation requires three copies plus the original (unless submitted electronically). They should show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions, including those to the boundaries; all public rights of way crossing or adjoining the site; all the buildings and roads on land adjoining the site the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries; roads, accesses, driveways, gardens and turning areas; and any communal areas.

Ownership certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

The correct fee (where one is necessary)

Refer to the separate scale of fees.

Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;

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. What is required in a Design and Access Statement is set out in Article 4C of the GPDO and DCLG Circular 01/06 – *Guidance on Changes to the Development Control System*.

A detailed guidance note and a checklist are available to help complete your statement.