



## CHECKLIST FOR APPLICATIONS FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE PERMISSION

This checklist sets out the information that should be supplied with an application for approval of reserved matters following outline permission and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008.

**PLEASE NOTE: information provided on the application form and accompanying drawings will be made available on the internet.**

**All submitted plans must be to a recognised scale. Plans that include the words "Do Not Scale" will not be registered.**

### NATIONAL REQUIREMENTS

- **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
- **Such plans and drawings** as are necessary to deal with the matters reserved in the outline 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).

### A Design and Access Statement

### The Appropriate Fee

**LOCAL REQUIREMENTS –at present we require FOUR copies of all plans and documentation to be submitted unless the application is being submitted electronically.**

**SUPPORTING INFORMATION may be required** including some or all of the following:

- 1 Supporting Planning Statement
- 2 Design and Access Statement
- 3 Affordable Housing Statement
- 4 Village/Parish Housing Needs Survey
- 5 Transport Assessment
- 6 Green Travel Plan

- 7 Flood Risk Assessment
- 8 Contamination/Land Stability Survey
- 9 Archaeological Statement
- 10 Environmental Impact Assessment
- 11 Noise Impact Assessment
- 12 Tree Survey
- 13 Biodiversity and Geological Conservation
- 14 S106 Planning Obligations
- 15 Open Space
- 16 Air Quality Assessment
- 17 Heritage Statement
- 18 Retail Assessment
- 19 Sustainability Statement
- 20 Landscaping Statement
- 21 Lighting/Light Pollution Assessment
- 22 Structural Survey
- 23 Foul sewerage and Utilities Statement
- 24 Car Parking Provision
- 25 Ventilation/extraction equipment
- 26 Photographs and photomontages.
- 27 Community facilities statement
- 28 Noise Insulation Details
- 29 Agricultural/Equestrian/Rural Economy Statements

Please refer to the Validation Checklist- Supporting Information document for further information on each of the above categories and guidance as to when particular supporting information will be required with your application.



If you need help or advice, please telephone numbers given below during office hours:-  
 8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,  
 P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

**Western Area Team:** Direct Line ( 01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

**Eastern Area Team:** Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

**Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.**

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