



## CHECKLIST FOR OUTLINE PLANNING APPLICATIONS WITH ALL MATTERS RESERVED

This checklist sets out the information that should be supplied with an application for **outline** planning permission with **all matters reserved** for further approval 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.**

### NATIONAL REQUIREMENTS

- **Completed application form** – for outline permission with all matters reserved
- A **location plan** which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. The plan should show wherever possible 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 e.g. land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- **Other plans and drawings** or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including a Block plan of the site (eg at a scale of 1:100 or 1:200) showing any site boundaries.

### N.B. Outline applications will need to include information on

- **Use-** showing development zones where different uses are proposed.
- **Amount of development** - the amount of development for each use
- **Indicative layout** with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary
- **Scale parameters** – 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
- 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.  
N.B. 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.
- 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 completed and served in accordance with this Article.
- **Agricultural Holdings Certificate-** this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.

**A Design and Access Statement** is required unless the application is for a change of use (where no operational development is involved), engineering or mining operations, or householder development (unless the dwelling house is in a Conservation Area).

### **The Appropriate Fee**

**LOCAL REQUIREMENTS – at the present time, we require FOUR copies of the application and all associated documentation unless it is submitted electronically.**

**ADDITIONAL SUPPORTING INFORMATION** - may include 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
- 30 Sustainable Buildings Statement

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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