**OUTLINE APPLICATION (WITH SOME / ALL MATTERS RESERVED)**

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| **REQUIREMENTS** | **Included**  **Y/N** | **If not, why not** |
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| **Completed application form, signed and dated** |  |  |
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| **Completed Ownership Certificate** (A, B, C, or D as appropriate) |  |  |
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| **Correct fee** |  |  |
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| **Location Plan**   * At a scale of either 1:1250 or 1:2500 * Based on an up-to-date Ordnance Survey map * North point to be clearly shown * Application site edged in red * Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue * Where possible at least two named roads should be shown |  |  |
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| **Existing/ Proposed Block Plan**   * At a scale or either 1:500 or 1:200 or 1:100 * Based on an up-to-date Ordnance Survey map * North point to be clearly shown * If ‘Layout’ is being considered, the proposed development should be clearly shown in relation to site boundaries and existing buildings. All neighbouring properties adjoining the application site should be shown in full * All existing roads, footpaths and bridleways on land adjoining the site, and if ‘Access’ is being considered, proposed access arrangements should be shown * The location, species and spread of all trees within and immediately adjacent the applications site to be illustrated * The location and type and hard surfacing and if ‘Landscaping’ is being considered, proposed planting details should be shown * Details of all proposed boundary treatments |  |  |
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| **Proposed Elevations** (only required where appearance and/or scale is to be considered)   * At a scale of 1:50 or 1:100 * If appearance is to be considered, proposed elevations should be shown in their entirety * If scale is to be considered then drawings to show the height, width and length of each building will be required |  |  |
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| **Proposed Floor Plans** (only required in cases of where layout is to be considered)   * At a scale of 1:50 or 1:100 * Full existing floor plans of all affected levels of the building * Full proposed floor plans of all affected levels of the building (e.g. a single storey extension will require only ground floor plans) * Where existing buildings or walls are to be demolished, these should be clearly shown on the plans |  |  |
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| **Roof Plan** (only required where appearance is being considered)   * At a scale or 1:50 or 1:100 * Shape of the roof to be illustrated (including valleys and ridges) |  |  |
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| **Existing / Proposed Site Sections and Finished Floor/Site Levels** (only required where layout is being considered and in the case of sloping sites or where a proposal involves a change in levels)   * At a scale of 1:50 or 1:100 or 1:200 * Drawings should show existing and finished levels of the site in relation to the surrounding land and buildings (contours or spot levels or cross or long sections would be acceptable). This should include a topographical survey. |  |  |
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| **Parking and Access Requirements** (where works are likely to increase the number of cars – alteration or creation of new access/s – can be shown on the block plan) |  |  |
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| **Heritage Impact Assessment** for any application that directly affects a heritage asset or its setting (Listed Building, Conservation Area etc) |  |  |
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| **Tree Survey** (where works will affect trees within/abutting the application site) |  |  |
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| **Protected species report** (required where protected species many be present) |  |  |
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| **Structural Survey** (where the works relate to the resolution of structural damage) |  |  |
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| **Flood Risk Assessment** (where the site is located within flood zone areas 2 and/or 3 |  |  |
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| **Design and Access Statement** (where the site is in a conservation area and relates to new dwellings or additional floorspace over 100 square metres) |  |  |
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| **Planning Statement** |  |  |
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22/12/2022