

V5 VALIDATION REQUIREMENTS:

APPLICATIONS FOR APPROVAL OF RESERVED MATTERS

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to deal with the reserved matters in the outline permission. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
Site Plan at a scale of 1:500 or 1:200 to show:	The direction of North	
	The development in relation to site boundaries and existing buildings on the site with written dimensions.	
	All buildings, roads and footpaths on land adjoining the site, including access arrangements	
	All public rights of way crossing or adjoining the site	
	The position of all trees on the site and those on adjacent land which could be affected by the development	
	The extent of any hard surfacing	
	Boundary treatment where proposed	
Block Plan at a scale of 1:100 or 1:200 to show:	Any site boundaries	
	The position of any building or structure on the other side of such boundaries	
	The type and height of boundary treatment	

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	The works in relation to what is already there	
	All sides of the proposal (blank elevations should also be included)	
	Where possible, the proposed building materials and the style, materials and finish of the windows and doors	
Existing and proposed floor plans to a scale of 1:50 or 1:100 to show:	Where existing walls or buildings are to be demolished these should be clearly shown	
	Details of the existing building(s) as well as the proposed development	
	New buildings in context with adjacent buildings	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100	Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves.	
	For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
	In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.	
Roof plans	Where appropriate, at a scale of 1:50 or 1:100 to show details such as the roofing material and their location	

3. OTHER INFORMATION

Such particulars as are necessary to deal with the matters reserved in the outline planning permission

4. FEE

Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.

5. LOCAL REQUIREMENTS

There are no local validation requirements for Reserved Matters applications however applicants are advised to undertake pre-application discussions with the Planning Authority to establish the information requirements for their application in order to avoid any delays due to insufficient information being submitted.

Notes/Explanation: (Please add any further comments to support the above submissions)