

## Checklist 2

### For Outline Planning Applications with Some or All Matters Reserved (Development by the County Council under Regulation 3 of the Town & Country Planning General Regulations 1992 only)

**Note:** With an application for outline planning permission detailed consideration will always be required on the amount of development. In addition, even if layout, scale and access are reserved, an application will still require a basic level of information on these issues in the application.

This checklist should be completed and included with the relevant applications.

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application<sup>1</sup>.

**For further information on any of the items below please contact the  
[Development Management Team](#)**

**It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.**

Have you taken part in a pre-application discussion? (please circle)	<b>Yes</b>	<b>No</b>
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Forms	What information is required	Included (Please tick)	N/A (Please tick)
<b>The 1APP form should be completed for all applications</b>			
<b>1APP Form</b>  To access the form directly visit:  <a href="#">Planning Portal</a>	All relevant questions answered correctly		
	Completed Ownership Certificates		
	All signed and dated		

Plans	Where relevant, the following information should be shown	Included (Please tick)	N/A (Please tick)
<b>All plans should be clearly titled and given a unique reference number. They should be dated and include the scale, a scale bar and the direction of north.</b>			

<sup>1</sup> Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

<b>Plans</b>	<b>Where relevant, the following information should be shown</b>	<b>Included (Please tick)</b>	<b>N/A (Please tick)</b>
<b>The Location Plan</b>  Scale 1:1250 or 1:2500  Scaled to fit onto A4 or A3 size paper	Based on an up-to-date map		
	Identify roads and/or buildings on land adjoining the application site		
	A red line should be drawn around the application site. 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 adjoin the application site		
<b>Block Plan of the Site</b>  Scale 1:100 or 1:200	Site boundaries		
	Type and height of boundary treatment (e.g. walls, fences)		
	Position of any buildings or structures on the other side of boundaries, where these could influence or be affected by the proposed development		
<b>Indicative Site Layout Plans</b>	The uses for the development and any distinct development zones within the site identified		
	The amount of development proposed for each use		
	Scale parameters giving an indication of the upper and lower limits for height, width and length of each building within the site boundary		
	Indicative access points, showing an area or areas in which access points to the site will be situated		
<b>Other Plans</b>	Covering matters which are not reserved for subsequent approval		

<b>Assessments</b>	<b>When this information is required</b>	<b>Further information</b>	<b>Included (Please tick)</b>	<b>N/A (Please tick)</b>
<b>Air Quality Assessment</b>	Application proposals that impact upon air quality or are potential pollutants	Page 7 of Validation Document		
<b>Biodiversity Surveys and Reports</b>	Where there are protected and priority species, sites designated for their local, national or international importance for nature conservation, important habitats or other biodiversity features on the site or land adjacent to it	Page 10 and Appendix 1 of Validation Document		
<b>Chimney Stack Height Determination</b>	When a proposed development is for a furnace requiring approval by Local Authority for associated chimney height under section 14 and 15 of the Clean Air Act 1993, an application for approval of the	Page 13 of the Validation Document		

<b>Assessments</b>	<b>When this information is required</b>	<b>Further information</b>	<b>Included (Please tick)</b>	<b>N/A (Please tick)</b>
	Chimney Stack Height is required			
<b>Coal Mining Risk Assessment</b>	For all non-householder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority	Page 15 of Validation Document		
<b>Consultation Statement</b>	Any proposal involving pre-application engagement with the public should include a Statement of Community Involvement	Page 16 of Validation Document		
<b>Contaminated Land Assessment</b>	For development on land that has the potential to be contaminated	Page 17 of Validation Document		
<b>Design and Access Statement</b>	A Design and Access Statement is not required for all developments, please refer to The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended for when it is required	Page 20 of Validation Document		
<b>Environmental Statement</b>	For certain types of projects as set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	Page 22 of Validation Document		
<b>Flood Risk Assessment</b>	A Flood Risk Assessment will be required for development proposals of 1 hectare or greater in flood zone 1 and for all proposals for new development located in flood zones 2 and 3	Page 23 of Validation Document		
<b>Foul Sewage Drainage Strategy/Utilities Assessment</b>	A Foul Sewage Drainage Strategy and Utilities Assessment is required for applications proposing connections to the existing drainage system or involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer. Also for applications proposing connections to existing utility services	Page 25 of Validation Document		
<b>Geodiversity Assessment</b>	Where a proposed development requires investigation into the risks it poses to a designated site of geodiversity importance or a geodiversity feature within the application site	Page 27 and Appendix 2 of Validation Document		
<b>Heritage Statement</b>	Where a proposal is in an archaeologically sensitive area or has the potential to impact upon the setting of a heritage asset(s)	Page 29 of Validation Document		
<b>Landscape and Visual Impact</b>	Required for all proposals, that due to their scale or location are likely to have significant visual impacts	Page 32 of Validation		

<b>Assessments</b>	<b>When this information is required</b>	<b>Further information</b>	<b>Included (Please tick)</b>	<b>N/A (Please tick)</b>
<b>Assessment</b>		Document		
<b>Land Stability Assessment</b>	For development that is proposed on land which is known or suspected to be unstable or on potentially unstable land	Page 34 of Validation Document		
<b>Lighting Assessment</b>	For developments involving the provision of external lighting, where it may have an impact upon the locality, in particular developments with sports lighting, for developments near residential property, heritage assets such as Listed Buildings, in Conservation Areas, in the open countryside, or has the potential to impact upon wildlife, or is within 150 metres of a canal corridor	Page 35 of Validation Document		
<b>Mitigation and Monitoring of Emissions (Dust, Noise, Odours and Vibration)</b>	For all proposals that will involve processes generating noise, dust, odours and vibrations	Page 37 of Validation Document		
<b>Photographs and Photomontages</b>	For proposals that involve the demolition of an existing building or for proposals affecting heritage assets	Page 39 of Validation Document		
<b>Planning Statement</b>	All planning applications should be accompanied by a Planning Statement.	Page 43 of Validation Document		
<b>Playing Pitch Assessment</b>	For applications that include the loss of playing field space	Page 44 of Validation Document		
<b>Structural Surveys</b>	Where an application involves the substantial or total demolition of a structure, particularly where a physically adjoining structure is to be retained, or where justification is sought on the basis of its physical condition	Page 46 of Validation Document		
<b>Surface Water Drainage Strategy</b>	A Drainage Strategy is required for all development that is likely to significantly increase or change patterns of surface water run-off and its impacts	Page 47 and Appendix 3 of the Validation Document		
<b>Sustainability Statement</b>	Required for all proposals	Page 49 of Validation Document		
<b>Transport Assessment/</b>	A Transport Assessment is required where the proposed development has significant transport	Page 51 of		

<b>Assessments</b>	<b>When this information is required</b>	<b>Further information</b>	<b>Included (Please tick)</b>	<b>N/A (Please tick)</b>
<b>Transport Statement</b>	implications. For smaller schemes a Transport Statement is required	Validation Document		
<b>Travel Plan</b>	For all applications which are likely to have significant transport implications	Page 52 of Validation Document		
<b>Tree Survey/ Arboricultural Statement</b>	Where development involves works that affect any trees or hedgerows within the application site or on land adjacent to it	Page 53 of Validation Document		
<b>Water Environment Hydrology/ Hydrogeology Assessment</b>	For all development which involves disturbance to the ground that could affect the water table and the movement of water under and around the site or involves the use of materials and processes that could result in pollution of the water environment	Page 54 of Validation Document		
<b>Mineral Resource Assessment</b>	For all non-mineral development taking place in areas of Identified Minerals Deposits shown on the Proposals Map for the County of Hereford and Worcester Minerals Local Plan 1997	Page 56 of Validation Document		
<b>Health Impact Assessment (HIA) Screening</b>	In areas covered by the South Worcestershire Development Plan, a HIA Screening will be required for all major developments.	Page 58 and Appendix 4 of Validation Document		

<b>Fees</b>
See the <a href="#">website</a> or contact the <a href="#">Development Management Team</a> for up to date fees