

Planning Application Requirements (PAR) Checklist for:

Application for Outline Planning Permission with all matters reserved

Your application **MUST** include the items listed under National Requirements. It must also include those under Local Requirements where relevant. Any missing requirement could delay the validation of your application.

For a more detailed explanation of and guidance on each local requirement, please refer to the PAR descriptions list.

NATIONAL REQUIREMENTS

Details required	Yes
Completed form	
A plan which identifies the land to which the application relates and showing the direction of North, drawn to a scale of 1:1250 or 1:2500 with the application site outlined in red.	
Block plan of the site at a scale of 1:200 or 1:500 showing any site boundaries.	
The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	
Design and Access Statement (see separate explanation).	
The appropriate fee (see Fees list).	
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 given and/or published in accordance with this Article.	

LOCAL REQUIREMENTS

Details required	Yes	No	If No, please explain why not
As a minimum, a basic level of information on the following matters should always be provided:			
<ul style="list-style-type: none"> • Use – the use or uses proposed for the development and any distinct development zones within the site separately identified. 			
<ul style="list-style-type: none"> • Amount of development – the amount of development proposed for each use. 			
<ul style="list-style-type: none"> • Indicative Layout - the approximate location of buildings, routes and open space and, where appropriate, identifying any separate development zones proposed within the site boundary. 			

• Scale parameters - the upper and lower limits of height, width and length of each building.			
• Indicative Access Points - the area(s) in which the access point(s) to the site will be situated.			
• Indicative Landscaping Details .			
Affordable Housing statement (where dwellings are proposed).			
Biodiversity survey and report Biodiversity Checklist and Biodiversity survey and report where Biodiversity Checklist identifies the need for one.			
Environmental statement (Where one is deemed necessary through EIA Screening).			
Flood risk assessment (see separate note).			
Heritage Statement (If development is in a conservation area or in the setting of any heritage assets).			
Landscaping details.			
Planning Statement.			
Tree Survey/Arboricultural implications (British Standard 5837:2012).			
CIL Form.			