



Application for Outline Planning Permission with All Matters Reserved Validation Checklist



What information do I submit with my application?

Introduction

This document should be used by applicants and agents intending to submit an outline planning application to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. Under current legislation the Authority can also ask for further information up to 28 days following registration if those details are deemed critical in assessment of the application. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- Identify the type and extent of supporting material necessary
- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹

Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- A copy of 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:
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

Certificates

- **The completed Ownership Certificate** [A, B, C or D – as applicable] as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO). If you are unsure about which Certificate to complete contact the Planning Service for advice.
- **The completed, dated Agricultural Holdings Certificate** as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).
- In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13** of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO) must be given and/ or published in accordance with this Article.

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

Other Information

- Design and Access Statement if required
- The appropriate fee

Local Requirements

Shall include the following items, dependant upon the Reserved matters, as may be relevant:

- Archaeology Assessment
- Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)
- Environmental Impact Assessment (if appropriate)
- Evidence to accompany applications for town centre uses
- Existing and proposed car parking and access arrangements
- Flood Risk Assessment
- Foul Sewerage Assessment
- Impact Assessment
- Land Contamination Assessment
- Lighting Assessment including photometric plan for floodlighting schemes
- Mining/subsidence report
- Noise Impact Assessment
- Nature Conservation/Protected species survey and report (e.g. bats and owls)
- Open Space Assessment
- Photographs/photomontages
- Planning obligations/draft Head(s) of Terms
- Planning Statement
- Regeneration statement
- Statement of Community Involvement
- Transport assessment
- (Draft) Travel Plan
- Transport Form
- Tree Survey

Other Local Requirements

- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- Unique reference numbers on plans and drawings
- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material
- A clear and full description of the proposed works

Finally

It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission

- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

Property Information Team
Development Control
Town Hall
Duke Street
Barrow-in-Furness
LA14 2LD

Email: planningapp@barrowbc.gov.uk

Contact us

Property Information Team
Development Control