



# **Application for Approval of Reserved Matters (following outline approval) - Validation Checklist**

## **What information do I submit with my application?**

# National Requirements<sup>1</sup>

## Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically) or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made
- Such particulars as are necessary to deal with the matters Reserved in the Outline planning permission

## Plans

- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
- 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.
- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)

## Other Information

- The appropriate fee

## Local Requirements

- Shall include some or all of the following (if not previously submitted and agreed at the Outline stage):
- Affordable Housing Statement
- Aerodrome Safeguarding Statement
- Arborical Method Statement
- Archaeology Assessment
- Agricultural Buildings Appraisal
- Agricultural/Forestry Workers dwelling appraisal
- Air Quality Assessment
- Annexe accommodation justification statement
- Biodiversity Survey and Report See - <https://www.barrowbc.gov.uk/residents/planning/planning-policy/planning-policy-documents/supplementary-planning-documents-spds-other-guidance/>
- Biodiversity net gain evidence; see <http://publications.naturalengland.org.uk/publication/5850908674228224>
- Construction and Demolition Statement
- Contaminated Land Assessment
- Delivery and Servicing Plan
- Design Codes
- Energy Statement
- Environmental Impact Assessment (where required by 2017 Regs)
- External Lighting Assessment, including photometric plan for floodlighting schemes

---

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

- Existing and proposed car parking and access arrangements
- Fire Safety Statement
- Flood Risk Assessment
- Foul Sewerage Assessment where non mains drainage proposed
- Green Travel Plan (draft)
- Ground Investigation, including contamination assessment and Remediation Report
- Heads of Terms (Section 106) Affordable Housing (with a Registered Provider)  
Financial contribution towards local medical facilities as determined by NHS Estates (where applicable), Financial contribution towards local educational facilities as determined by Cumbria County Council Education Authority (where applicable)
- Health Impact Assessment
- Heritage Statement of Significance and Impact
- Highway details including Management Plan where road is not to be Adopted by the Highway Authority - <http://www.cumbria.gov.uk/planning-environment/flooding/cumbriadevelopmentdesignguide.asp>
- Hydrological Risk Assessments
- Inclusive Design Statement
- Landscape and Planting Schemes (hard and soft Landscaping or Planting Schemes)
- Landscape Assessment / Landscape and Visual Impact Assessment
- Maintenance details
- Marketing and Viability Assessment
- Marketing statement
- Materials Schedule
- Mining/subsidence report/Land Stability Survey – See NPPF link  
<https://www.gov.uk/guidance/land-stability#considerations-development-management-flowchart>
- Noise Impact Assessment (where located close to noise sensitive sites)
- Open Space Assessment
- Parking and Access details including provision for cycle storage and electric vehicle charging points.
- Photographs/photomontages
- Planning Obligations; draft Head(s) of Terms (Council's legal costs are borne by the applicant)
- Planning Statement
- Private Water Supply Assessment (for isolated developments)
- Protected Species Survey (where protected species are known to exist) or Phase 1 survey to identify likelihood of species (visit: <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species> for Standing Advice on Protected Species)
- Public Art Strategy
- Refuse Storage facilities
- Regeneration Statement
- Residential Management Plan
- Retail Impact Assessment
- Rural Workers Dwellings Statement
- Schedule of submitted plans and documents
- Sequential Test for Main Town Centre Uses – see website for guidance document - <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>
- Site notice – Demolition
- Soil Resource Survey and Plan
- 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/>)
- Statement of Community Engagement
- Structural Survey (especially barn conversions)

- Sunlight and Daylight Assessment – (in accordance with BRE)
- Surface Water Drainage Scheme/Drainage Strategy/Sustainable Drainage System (SuDS)/Peak rainfall allowances (Future Drainage – see link) <https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances> and including management plans for future maintenance of surface waters.
- Tall Building Assessment
- Telecommunications Report
- Telecommunications Statement
- Transport Assessment
- Transport Form (Cumbria CC) link; <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>
- Town Centre Use Assessment
- Tree and Hedgerow survey to include trees/hedgerows present, trees/hedgerows to be removed, the extent of root protection areas, and a management plan for protecting trees/hedgerows during construction, to be in accordance with BS5837:2012
- Utilities Survey (for isolated developments)
- Viability Assessment
- Visual Impact Assessment
- Ventilation/extraction equipment details; scale drawings to include external appearance of flues also the noise ratings for fans and associated equipment
- Waste Management Statement

## Other Local Requirements

- Where work is proposed in close proximity to a boundary, the details of eaves and foundations shall to be shown relative to the boundary to a scale of not less than 1:20
- Unique reference numbers are required on all 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, accurate, and full description of the proposed works is required
- Map coordinates shall be provided if the site address has no postcode available. Applications for mast and Turbines developments to include exact coordinates of its proposed location are required together with any micro siting criteria.
- 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.
- Always, provide a clear description of the plan or document as your file name which accurately describes its content. Please do not provide a file name as a drawing number or reference only. Preferably, just the title of the plan or document although this could include a title of the plan/document and the drawing number.

**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

The Council has a dedicated mailbox for submitting electronic applications - [planninghub@barrowbc.gov.uk](mailto:planninghub@barrowbc.gov.uk)

Using this mailbox you can:

- submit applications (up to 20MB).
- pay online securely via emailed link to applicant or agent.

- request editable versions of all forms.
- order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

**Contact us:**

Development Management  
People & Place Directorate  
Town Hall  
Duke Street  
Barrow-in-Furness  
LA14 2LD Tel 01229 876387 or Email: [planningapp@barrowbc.gov.uk](mailto:planningapp@barrowbc.gov.uk)