



Useful supporting information – application for approval of details reserved by condition

There are NO NATIONAL REQUIREMENTS for applications for the approval of details reserved by condition except that they should be made in writing. However, you may submit the following:

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)

Additional Mandatory Documents / Information	<p>Plans:</p> <p>Plans marked “Do Not Scale”, or similar, cannot be accepted.</p> <p>All plans must have a scale bar.</p> <p>All plans should show the original paper size.</p>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Location Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey and confirmed as such.</p> <p>It must be accurate and up-to-date, showing the site and adjoining properties with at least two roads shown along with the</p>

		<p>road names (where appropriate).</p> <p>The whole of the application site including access to the highway must be outlined in RED. The scale must be 1:1250 or 1:2500 and show the direction of north (The scale on large site plans can be adjusted accordingly to show the whole of the area). If the applicant owns or controls any adjoining land, the land must be outlined in BLUE.</p>
	Block / Site Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey.</p> <p>The block / site plan should be at a scale of 1:500 showing the site centred on the map and showing the proposal in relation to all adjoining buildings and properties that have a common boundary, whether or not separated by a road. Furthermore, the plan must show the position, size and species of any trees in, or just outside, the site and the position of any new or altered access for cars and pedestrians and any changes to the parking arrangements. The plan also needs to show the direction of north.</p>
	Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>In all cases where a proposal involves a change in ground levels or is on a sloping site. All plans to clearly and consistently show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north</p>

		point.
	Roof plans Scale 1:100 or 1:50	Required for all planning applications involving significant extensions to roof forms and new buildings. All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location.
	Air Quality Assessment	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Biodiversity survey and report	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Foul sewage and utilities assessment	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Land contamination assessment	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Landscaping details	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Lighting assessment	Plans, drawings or information necessary to describe and

		illustrate the details of the condition that the application is seeking to discharge.
	Noise assessment	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Photographs and photomontages	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Ventilation/ extraction statement	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.
	Site Waste Management Plan	Plans, drawings or information necessary to describe and illustrate the details of the condition that the application is seeking to discharge.