



## **Application for Approval of Reserved Matters following outline approval**

### **NATIONAL REQUIREMENTS**

- Completed form 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
- Such plans and drawings as are necessary to deal with the matters reserved in the outline planning permission including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing all 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)
- Original plus three copies of the application and original plus three copies of the plans and drawings submitted with it (unless the local planning authority indicate that a lesser number is required or the application is submitted electronically)
- The appropriate fee

## LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	None
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<b>Conditional Documents Required</b>	<b>Document Type</b>	<b>Circumstances when document should be submitted</b>
	Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	<p>Required in all cases where:</p> <ul style="list-style-type: none"> <li>• New buildings are proposed</li> <li>• There is a change in ground level</li> <li>• The site slopes.</li> </ul> <p>All plans must have a scale bar and set out key dimensions such as height and distance of the development from the boundaries of the site and height of nearby properties. The original paper size must be indicated, together with a north point.</p>
	Roof Plans Scale 1:50 or 1:100	<p>Required for all planning applications involving extensions to buildings existing roofs and for roof details of proposed new buildings.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans must have a scale bar and set out key dimensions such as heights and distance of the development from the boundaries of the site and adjoining on nearby buildings. The original paper size must be indicated, together with a north point. The plans must indicate the shape of the roof and materials, vents and other key features.</p>
	Access visibility sightlines on block plan of site at scale 1:200 up to 1:500	<p>Required for all applications that propose amended access arrangements onto classified roads or where proposals are likely to result in an increase in the traffic generation using existing access points where required visibility sightlines fall across third party land, the Local Authority will expect confirmation that splays can be</p>

		achieved through a legal agreement between the applicant and the third party landowners.
	Air Quality Assessment	<p>Required for all major developments which:</p> <ul style="list-style-type: none"> <li>• Have an impact on current air quality and particularly proposals within any designated air quality management zone</li> <li>• Include as part of proposals industrial processes resulting in emissions to the atmosphere e.g. fossil fuel burning emissions, waste incineration, biomass plants or district heating facilities</li> </ul> <p>Major applications are defined as those that propose 10 units or more residential units, or 1,000sqm of floorspace) In the case of major outline planning applications, they are defined as sites being 0.5 Ha for housing schemes, and Ha for other uses.</p>
	Affordable Housing Statement	Required for all applications where affordable housing is required by the submitted Core Strategy of the Island Plan or the Isle of Wight Unitary Development plan (Policy).
	Biodiversity Survey and Report	<p>Required for all applications within or adjacent to a local or national designated nature conservation habitat (SSSI's, SaC, BSPA, RAMSAR Site), or one which would have an impact on a designated protected species (e.g. Bats, Red Squirrels and Great Crested Newts). Additional guidance is available on the following link: applicants are advised to seek advice prior to application if in any doubt as to whether a proposal is likely to need this report.</p> <p><a href="http://www.iwight.com/living_here/planning/images/BiodiversityChecklist.pdf">http://www.iwight.com/living_here/planning/images/BiodiversityChecklist.pdf</a></p>
	Drainage Strategy (including the requirements for sustainable drainage systems under the Flood and Water	<p>Required for all planning applications for new developments on sites over 0.25 hectares in Flood Zone 1.</p> <p>Where a Drainage Strategy is required it should detail how the</p>

	Management Act 2010) and a Foul Sewage and Utilities Assessment	<p>proposed development does not increase current run-off rates. For previously developed sites the Drainage Strategy should describe how the development reduces surface water run-off rates and volumes. The Drainage Strategy could be carried out as a desk-top study and should be proportionate to the proposal.</p> <p>As a minimum, evidence should be provided of existing surface conditions across the site and how infiltration rates will be maintained or improved to achieve the required run-off rates, where this is appropriate. A check of the site should be made against the indicative Sustainable Drainage Systems assessment in the Strategic Flood Risk Assessment Site Database and Settlement Appendices. This will help inform the most appropriate management method for surface water run-off.</p>
	Landscaping Details	<p>Required for all applications for new buildings and development of land. The details shall include:-</p> <ul style="list-style-type: none"> <li>• Details of planting areas (including new planted species)</li> <li>• Clear identification of where existing planting is proposed to be kept</li> <li>• Proposals for long term maintenance and landscape management of both retained existing landscaping and new areas of landscaping.</li> </ul>
	Parking Assessment	<p>Required for all applications where an increased demand for parking off site is likely to result from the development. The assessment should include details of existing and proposed parking spaces and shall include an assessment of available off site publicly available parking capacity. Such assessments shall include both daytime and night time availability of parking capacity.</p>

	Transport Assessment	<p>Required for all applications where proposals would lead to significant transport implications and as such would cross thresholds for assessment as set out in Appendix B - D of DOT Guidance.</p> <p>See link :  <a href="http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb">http://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb</a></p>
	Travel Plan	<p>Required for all applications for:</p> <ul style="list-style-type: none"> <li>• food and non-food retail proposals in excess of 2500 sq meters,</li> <li>• cinema and conference facilities,</li> <li>• other leisure (D2) uses (excluding stadia) from and above 1000 sq. m gross floorspace;</li> <li>• B1 (including office, higher and further education establishments from and above 2500 sq. m gross floorspace;</li> <li>• Stadia of 1500 + seats</li> <li>• New Schools and school extensions where an increase in the number of on-site pupils and staff is proposed.</li> </ul>
	Tree Survey/ Arboricultural Implications	<p>Required for all applications where trees or hedgerows within the site or on land adjacent to it could influence or be affected by the development.</p>
	Ventilation/ Extraction Statement	<p>Required for all applications for :</p> <ul style="list-style-type: none"> <li>• uses involving food preparation including restaurants, cafes, takeaways and pubs (A3, A4 and A5 of the Use Classes Order);</li> <li>• for proposals involving light industrial and general industrial uses (B1 and B2 of the use classes order.</li> </ul> <p>The statement shall include details</p>

		including scaled drawings of the proposed means of extraction and details of the equipment intended to be installed and where. All elements proposed to be installed externally to the existing building shall be shown on scaled drawings.
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