



REDCAR AND CLEVELAND BOROUGH COUNCIL

VALIDATION CHECKLIST: OUTLINE APPLICATION

National requirements

Application form completed and signed

*Please note: whilst the 1APP form states 3 copies of the form and plans are required, Redcar and Cleveland Borough Council are requesting just **one copy** of each document.*

Completion of the ownership certificate (A, B, C or D)

Including completion of Article 7 Agricultural Holding Certificate

The appropriate planning fee (see separate fee sheet)

Location plan

All applications must include copies of a location plan based on an up-to-date map at an identified standard metric scale of 1:1250 or 1:2500 and wherever possible, the plan should be scaled to fit onto A4 or A3 size paper. Applicants are required to provide the original plan plus three copies (unless submitted electronically). Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly and accurately with a red line which should include all land necessary to carry out the proposed development (including land required for access to the site from a public highway, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Plans and drawings or other information necessary to describe the application

As a minimum, applications should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access points or points to the site will be situated.

Site Plan

Applicants are required to provide the original plan plus three copies (unless submitted electronically). The site plan should be drawn at a metric scale of 1:200 or 1:500 and accurately show:

- a) the proposed development in relation to the site boundaries and other existing buildings on the site, **with written dimensions** including those to the boundaries.
- b) the direction of North
- c) all buildings, roads and footpaths on land adjoining the site including access arrangements
- d) all public rights of way crossing or adjoining the site
- e) the position of all trees on the site and those on adjacent land
- f) the extent and type of any hard surfacing and
- g) boundary treatment including walls or fencing where this is proposed.

Items c) to g) should be included on the site plan where they may influence or be affected by the proposed development.

Design and Access Statement

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal and to explain the proposal in a structured way. In preparing the statement developers need to consider and subsequently explain the merit of the design and how it relates to the existing setting.

Design and access statements for outline and full planning permission should demonstrate how climate change mitigation and adaptation measures have been considered in the design of the proposal.

The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly.

For outline applications where only SOME MATTERS ARE RESERVED

Is **LAYOUT** to be considered at outline stage?

If **YES**, one copy of a site plan are required to a metric scale of 1:200 including the position of all new buildings within the site, position of all existing buildings on adjoining land, details of proposed open spaces within the site, and details of routes within the site and relationship to those outside the site.

Is **SCALE** to be considered at outline stage?

If **YES**, please provide one copy of a detailed plan showing all buildings within the application site and also those adjacent to the application site, at a metric scale of 1:50 or 1:100.

Is **APPEARANCE** to be considered at outline stage?

If **YES**, please provide one copy of existing (where existing building to be altered) and proposed floor plans and elevations to a metric scale 1:50 or 1:100, including details of materials to be used.

Is **ACCESS** to be considered at outline stage?

If **YES**, please provide one copy of a site plan to a metric scale of 1:200, including; the position of proposed/new accesses; details of accesses to be closed; details of all pedestrian footways within the site.

Is **LANDSCAPING** to be considered at outline stage?

If **YES**, please provide one copy of a landscaping plan to a metric scale of 1:200 including details of existing planting and all trees/shrubs to be removed; size, species and position of proposed trees/shrubs; details of all existing/proposed boundary treatments; details of existing/proposed hardstanding/parking areas.

Local Requirements

Please ensure you also check the Redcar and Cleveland local list for additional information that may be required with your application.

The local list can be found on the Redcar and Cleveland website; in the section: Planning Permission/Making an Application; or on the following link:

<http://www.redcar-cleveland.gov.uk/MakingAnApplication>