

Outline Planning Permission with all matters reserved -V4

Please provide two sets of all documentation relating to the application (an original plus a copy) **except** if the application is submitted via the Planning Portal, or if the application is a joint application i.e. Listed Building or Conservation Area Consent when three sets are required (an original plus **two** copies).

National Requirements

Application form

- When required:**
All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form.

Certificate of ownership / Agricultural holdings certificate:

- Please ensure **ONE** of either Certificate A, B, C or D is completed signed and dated within the **21 days** prior to submission.

Declaration:

- Please ensure this is completed signed and dated within the **21 days** prior to submission.

Fees

- Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on: www.sevenoaks.gov.uk/planningfees or telephone the Validation Team on 01732 227000.

Drawings

Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

Site Location Plan

When required: All applications

Scale: 1:2500 or 1:1250

What information is required?

- Up to date map with site edged clearly with a red line, and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be easily found.

Site Plan / Block Plan

When required: All applications

Scale: 1:500, 1:200, 1:100

What information is required?

Showing indicative layout with the separate development zones proposed with the site boundary where appropriate.

Other Drawings

Information that must be provided:

- Details of the use or uses proposed for the development and any distinct development zones within the site identified
- Details of the amount of the development proposed for each use
- Details of scale parameters indicating the upper and lower limits for height, width and length of each building within the site boundary
- Drawings showing an area or areas in which the access point or access points to the site will be situated
- Drawings Scale 1:100 or 1:50 - must show a metric scale bar.
Accurately drawn to the chosen scale and consistency between the existing and proposed plans. It would be helpful if at least one dimension is annotated.

Design & Access Statement

When required:

- Required for major developments
- Required when providing 1 or more dwellings in a Conservation area or World Heritage Site
- Required when proposing building(s) where floor space to be created is 100m² or more in a Conservation area or World Heritage Site

Yes No

What information is required?

- Written statement of design principles and concepts that have been applied to the development and how issues relating to access have been dealt with. Where demolition is involved, the statement should go further and provide an explanation and justification for the proposed demolition.
- A Conservation Area Assessment and Listed Building Assessment will be required if the site is within a conservation area or affecting the setting of a conservation area and the listed building assessment will be required for all Listed Building Consent applications. This can form part of the Design & Access Statement and the statement should include:
- A schedule of works to the Listed Building.
- An assessment of the impact of the development or the setting of a Listed Building or adjacent Listed Buildings.
- The impact on the character and appearance of the Conservation Area.

Policy Drivers:

- National Planning Policy Framework
- The Development Management Procedure Order 2015

Local Requirements

Flood Risk Assessment

When required:

When the development is within Flood Zone 2 or 3. Yes No

What information is required?

- Proportionate flood risk assessment:
www.gov.uk/guidance/flood-risk-assessment-for-planning-applications

Policy Drivers:

National Planning Policy Framework

Where to look for further assistance:

Detailed Guidance and the Flood Risk Standing Advice can be found at:

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice> or <http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/site-specific-flood-risk-assessment-checklist/>

Planning Obligation(s) Draft Head of Terms for S106 Legal

When required:

When the development proposes more than 10 new residential units; or more than 5 new residential units if the site is in an Area of Outstanding Natural Beauty or for smaller developments where the gross floor space of the completed development is greater than 1,000 sq m;

Yes No

What information is required?

- **For applications where on-site affordable housing is required but a financial contribution is proposed only:** A full draft S106 Agreement for affordable housing contribution including copy of Title Deeds and Solicitors' details; A supporting statement setting out how the contribution was calculated, with independent verification and details of why on-site provision in accordance with Policy SP3 is not proposed; A viability statement to support a financial contribution for affordable housing below the requirements of Policy SP3. If a Vacant Building Credit is being claimed details of how this has been calculated must be included.
- **For applications where on-site affordable housing is required and the development proposes to meet the requirements of Policy SP3:** An affordable housing statement including information concerning both the affordable housing and any market housing and an indication of where on the development the affordable housing is proposed. Include the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms or the floor space of the new units. The levels or types of affordability or tenure proposed for different units should be clearly and fully explained. The statement should also include the proposed timing of the provision and should include as a minimum draft heads of terms for a planning obligation or should be accompanied by a Unilateral Undertaking. If a Vacant Building Credit is being claimed details of how this has been calculated must be included. In preparing the statement, and any proposal advice can be obtained from planning officers during pre-application discussions.

Policy Drivers:

- National Planning Policy Framework and National Planning Policy Guidance
- Policy SP3 'Provision of Affordable Housing' of Sevenoaks District Council's Core Strategy
- Sevenoaks Affordable Housing SPD

Where to look for further assistance:

- Pre-application advice with a planning officer
www.sevenoaks.gov.uk/preapplicationadvice
- Affordable Housing Supplementary Planning Documents October 2011
www.sevenoaks.gov.uk/affordablehousing
- Telephone the Duty Planner on 01732 227000, option 3

Biodiversity

When required:

When the development is proposed within/adjacent to sites designated as Sites of Special Scientific Interest; Local Wildlife Sites; sites where there are known protected species; agricultural buildings to be converted/demolished; works within/adjacent to woodland, heathland, meadows, grassland, parkland, pasture, ponds, slow flowing watercourses, rough grassland, watercourses; affects derelict, disused or run down buildings or land in the countryside and; major development proposals.

Yes No

What information is required?

- Ecological Scoping Survey or Ecological Site Assessment
- Where Scoping Surveys or Site Assessments recommend further surveys then these Protected Species reports must be carried out prior to the application being submitted and included within supporting documentation.

Policy Drivers:

- Policy SP1 'Design of New Development and Conservation' of Sevenoaks District Council's Core Strategy
- Policy SP11 'Biodiversity' of Sevenoaks District Council's Core Strategy

Where to look for further assistance:

Natural England Standing Advice: <http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/default.aspx>

Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- | | | |
|---------------------------|--------------------------|---|
| <input type="radio"/> Yes | <input type="radio"/> No | Affordable Housing Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Air Quality Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Contaminated Land Investigation |
| <input type="radio"/> Yes | <input type="radio"/> No | Development Contributions Viability Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Drainage Strategy |
| <input type="radio"/> Yes | <input type="radio"/> No | Economic Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Employment Land Study |
| <input type="radio"/> Yes | <input type="radio"/> No | Environmental Impact Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Heritage Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Landscaping |
| <input type="radio"/> Yes | <input type="radio"/> No | Landscape and Visual Impact Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Lighting Assessment/Details of Lighting Scheme |
| <input type="radio"/> Yes | <input type="radio"/> No | Listed Building and Conservation Area Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Noise Impact Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Open Space Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Other plans to describe the proposal |
| <input type="radio"/> Yes | <input type="radio"/> No | Parking/Servicing details |
| <input type="radio"/> Yes | <input type="radio"/> No | Photographs/Photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s) |
| <input type="radio"/> Yes | <input type="radio"/> No | Planning Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Refuse Disposal including Site Waste Management details |
| <input type="radio"/> Yes | <input type="radio"/> No | Renewable Energy Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Retail Assessments - Need, Sequential Approach and Impact Assessments |
| <input type="radio"/> Yes | <input type="radio"/> No | Statement of Community Involvement |
| <input type="radio"/> Yes | <input type="radio"/> No | Structural Survey |
| <input type="radio"/> Yes | <input type="radio"/> No | Sun/Daylight Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Sustainable Design and Construction Assessment |
| <input type="radio"/> Yes | <input type="radio"/> No | Telecommunications Development - Supplementary Information |
| <input type="radio"/> Yes | <input type="radio"/> No | Transport Assessment and Travel Plan |
| <input type="radio"/> Yes | <input type="radio"/> No | Tree Survey |
| <input type="radio"/> Yes | <input type="radio"/> No | Utilities Statement |
| <input type="radio"/> Yes | <input type="radio"/> No | Ventilation/Extraction details |

Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information