

Application for approval of reserved matters - V9

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 <https://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.

Sections

When required: All applications

Scale: 1:100, 1:50 - must show a metric scale bar

What information is required?

- Existing and proposed site sections and finished floor and site levels. It would be helpful if at least one dimension is annotated.

Reserved Matters

Layout

Is layout to be considered in this application? Yes No

What information is required?

If yes:

- Block plan/ site plan** (scale 1:500, 1:200 or 1:100 and must show a metric scale bar) sufficient to show the position of all new buildings on the site, the position of existing development on adjoining sites and parking layout.
- Existing and proposed floor plans** (scale 1:100 or 1:50 and must show a metric scale bar). It would be helpful if at least one dimension is annotated).
- Existing and proposed roof plans** (scale 1:100 or 1:50 and must show a metric scale bar). It would be helpful if at least one dimension is annotated).
- Existing and proposed elevations** (scale 1:100 or 1:50 and must show a metric scale bar). It would be helpful if at least one dimension is annotated)

Scale

Is scale to be considered in this application? Yes No

What information is required?

If yes:

- Block plan/ site plan** (scale 1:500, 1:200 or 1:100 and must show a metric scale bar) sufficient to show the position of all new buildings on the site, the position of existing development on adjoining sites and parking layout.
- Existing and proposed floor plans** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).
- Existing and proposed roof plans** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).
- Existing and proposed elevations** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).
- Street scene drawing** (scale 1:200 or 1:100 and must show a metric scale bar. It would be helpful if at least one dimension is annotated.) showing the relationship to adjacent development.

Appearance

Is appearance to be considered in this application? Yes No

What information is required?

If yes:

- Block plan/ site plan** (scale 1:500, 1:200 or 1:100 and must show a metric scale bar) sufficient to show the position of all new buildings on the site, the position of existing development on adjoining sites and parking layout.
- Existing and proposed floor plans** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).
- Existing and proposed roof plans** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).
- Existing and proposed elevations** (scale 1:100 or 1:50 and must show a metric scale bar. It would be helpful if at least one dimension is annotated).

Access

Is access to be considered in this application? Yes No

What information is required?

If yes:

- Block plan/ site plan** (scale 1:500, 1:200 or 1:100 and must show a metric scale bar) showing the position of the proposed/new accesses and/or the position and details of any accesses to be closed. The plan should also include details for circulation within the site, including facilities for cyclists and pedestrians.

Landscaping

Is landscaping to be considered in this application? Yes No

What information is required?

If yes:

- Landscaping plan (scale 1:200) showing the treatment of private and public space through hard and soft measures including:**
 - The position of all existing trees/ shrubs to be retained and those to be removed
 - Size, species and density of all proposed trees/shrubs
 - Method of ground preparation
 - Proposed finished levels or contours
 - Means of enclosure
 - Car parking layouts; other vehicle and pedestrian access and circulation areas
 - Hard surfacing materials
 - Minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting etc.)
 - Proposed and existing functional services above and below ground (e.g. drainage, power, communications cables, pipelines etc. indicating lines, manholes, supports etc.)
 - Retained historic landscape features

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:
<https://www.gov.uk/guidance/flood-risk-assessment-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/>

Community Infrastructure Levy (CIL)

When required:

- Any proposal that is within a C3 Residential Use Class, which includes proposals for a new dwelling(s), a change of use to a dwelling, a residential annex or a total of 100 square metres or more of extensions/outbuilding to an existing dwelling. (For the purposes of CIL a development is normally a residential annex if it is wholly within the curtilage of the main dwelling and can be used as self contained living accommodation, but it can be used ancillary to the main dwelling.)
- Any proposal for an increase in floor space of 100 square metres or more where the use is: supermarkets and superstores; Retail - primarily selling convenience goods; Retail warehousing.

Yes No

What information is required?

A completed 'Community Infrastructure Levy (CIL) - Determining whether Development may be CIL liable. Planning application Additional Information Requirement Form.' This can be found online at:

http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf.

The form gives us the information to: a) decide if it is CIL Liable and; b) to calculate the liability.

Where to look for further assistance:

More information and details including exemptions and reliefs etc. can be found on our website at:

www.sevenoaks.gov.uk/cilguidance

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 | Biodiversity; Ecological Site Assessment, Ecological Survey and Protected Species |
| <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 | Listed Building and Conservation Area 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/Serviceing 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 Obligation(s) Draft Heads of Terms for S106 Agreement |
| <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