



## Application for approval of reserved matters following outline approval

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). Alternatively online applications can be made via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

**Once you have completed this checklist please send it or a copy to us with your application**

Information required	Tick when provided
<b>Completed Application Form</b> Including a signed ownership certificate (either A, B, C or D)	
<b>Design and Access Statement</b> Required for development: <ul style="list-style-type: none"> <li>• of one of more dwellinghouses:</li> <li>• 1000 or more square meters of floorspace:</li> <li>• or development of 100 square metres or more in a Conservation Area.</li> </ul> <a href="#">Design and Access Statement Advice</a>	
<b>Correct Fee</b> where necessary: <ul style="list-style-type: none"> <li>• <a href="#">CDC web-site Planning Fees page</a></li> <li>• <a href="#">Planning Portal Fee Calculator</a></li> </ul>	
<b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b> For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a>	
<b>Location Plan:</b> Ordnance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• <b>Red</b> outline to application site including any required visibility splays and access to the site from the public highway</li> <li>• <b>Blue</b> outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found.</li> </ul>	
<b>Block Plan:</b> at a scale of at least 1:500. <ul style="list-style-type: none"> <li>• The existing plan must show the existing structures, boundary treatments, trees etc on the site</li> <li>• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li> <li>• Any trees or public rights of way affected by the development should be shown</li> <li>• Any new boundary walls or fencing proposed as part of the development</li> </ul>	



<ul style="list-style-type: none"><li>• Parking areas</li></ul>	
<b>Existing and Proposed Elevations</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• Show the proposal in relation to the existing site and adjacent buildings.</li><li>• All sides of the proposal must be shown and labelled.</li><li>• Where new developments are proposed, plans showing the relationship of the new building to neighbouring buildings should be shown</li></ul>	
<b>Existing and Proposed Floor Plans</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• New development/areas of demolition should be clearly identifiable.</li></ul>	
<b>Roof Plans</b> at a scale of 1:50 or 1:100. <ul style="list-style-type: none"><li>• Showing the shape of the roof and any materials, roof lights, flues etc.</li></ul>	
<b>Site Sections, Finished Floor and Site Levels</b> at a scale of 1:50 or 1:100. Where a proposal involves a change in ground levels the plans should show the existing and finished levels and the relationship to neighbouring development. Levels should be related to a fixed point datum. The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. Gradients and retaining structures should be shown together with information regarding drainage. If significant quantities of material are to be imported or exported, details should be provided of source / destination, nature of material and volume.	
<b>Additional information that may be required</b>	<b>Tick when provided</b>
<b>Affordable Housing Statement</b> Required where a proposal should include affordable housing, as required under <a href="#">Local Plan Policy 21</a> . <ul style="list-style-type: none"><li>• Number and mix of units and the proposed tenure.</li><li>• A reason if less affordable units than recommended are proposed which may be supported by a viability appraisal that would be reviewed by the District Valuer at the applicants expense</li></ul> Please contact Housing Strategy on <a href="tel:01285623408">01285 623 408</a> , for further information.	
<b>Biodiversity Survey and Report</b> Required if an important wildlife site, habitat, natural feature or species could be affected. Advice is available from the Council website: <a href="#">When is an assessment required?</a> and <a href="#">What information is needed?</a>	
<b>Daylight/Sunlight Assessment</b> - Required to show the impact of the proposal on neighbouring gardens and rooms if the proposal is: <ul style="list-style-type: none"><li>• Greater than single storey in height or</li><li>• A single storey proposal that is likely to have significant impact.</li></ul>	
<b>Environmental Statement</b> Required if there will be a significant environmental impact and the development falls within Schedule 1 or Schedule 2 of the relevant regulations. A formal screening opinion on the need for an EIA can be requested from the Council.	
<b>Flood Risk Assessment/Drainage Strategy</b> Required where the site is located within a flood risk zone 2 or 3 OR is over 1 hectare in size in Flood Zone 1. Existing and proposed floor levels or other flood proofing details may be required.	



Information on flood risk zones is available at <a href="#">Environment Agency Advice</a> .	
<b>Foul Sewage and Utilities Statement</b> Should demonstrate <ul style="list-style-type: none"><li>• Availability and connection to existing utility infrastructure systems.</li><li>• Assurance the proposals would not result in undue stress on services.</li><li>• Requirements for substations, telecommunications equipment etc.</li><li>• Planned service routes to avoid any potential damage.</li><li>• A <a href="#">foul drainage assessment</a> for non-mains systems.</li></ul>	
<b>Heritage / Historic Environment Statement</b> Required where the proposals may affect a designated or undesignated heritage asset, including archaeologically sensitive areas (e.g. Scheduled Monuments); historic buildings (e.g. listed buildings) or historic landscapes (e.g. registered parks). For further information – <a href="#">Heritage / Historic Environment Statement</a>	
<b>Impact Assessment/ Sequential Assessment</b> Sequential and impact assessments may be required for proposed commercial uses/extensions to commercial premises in and outside of commercial centres depending upon their size.	
<b>Land Contamination Assessment</b> Where land has had an industrial or commercial use or is known or suspected to be contaminated, a report is needed to assess if an investigation is required. Industrial use can include land that has previously been used as a quarry, landfill, petrol station or some agricultural activities. For further information: <a href="#">Land Contamination Information</a> .	
<b>Landscape Appraisal.</b> Required where the development will impact on the landscape, particularly protected landscapes (e.g. Area of Outstanding Natural Beauty, etc.). Advice is available from the Council website: <a href="#">Landscape Information</a> ..	
<b>Landscape Scheme</b> For new commercial and residential development. <ul style="list-style-type: none"><li>• Show trees/vegetation to be retained and removed.</li><li>• Landscape design including soft and hard landscaping and planting.</li><li>• Plant protection/support and schedule of maintenance (usually 5 years).</li></ul> Advice is available from the Council website: <a href="#">Landscape Information</a> .	
<b>Lighting Assessment</b> For applications involving floodlights or similar. <ul style="list-style-type: none"><li>• Technical details of external lighting and hours of lighting.</li><li>• A layout plan with beam orientation and a schedule of equipment.</li><li>• Non-technical summary</li></ul>	
<b>Noise Impact Assessment (impact of noise upon proposed development)</b> Required for residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise.  <b>Noise Impact Assessment (impact of noise from proposed development)</b> Applications for commercial / industrial development close to a residential area must include an assessment of the likely impact of noise from the development on local	



<p>residential properties.</p> <p>All assessments should include an assessment of the likelihood of residential properties being impacted upon by noise as indicated within the <a href="#">National</a> Planning Policy Framework.</p> <p>Noise assessments for wind turbines should follow ETSU-R-97 and the Institute Of Acoustics 'Good Practice Guide for ETSU-R-97'</p> <p>Noise Assessments for New homes should include an 'Acoustic design statement' and accord with BS. 8233:2014 '<i>Guidance on Sound Insulation and Noise Reduction for Buildings</i>'</p>	
<p><b>Open Space Assessment</b> Required for all all major development (10 or more dwellings or 1,000m sq of more) which involve a loss of open space*; and all development that includes the loss of part or all of a playing fields or any part of a playing field.</p> <p>Plans should show any areas of existing or proposed open space within or adjoining the application site. Applicants may submit assessments to show the land or buildings are surplus to local requirements.</p> <p>(*Open space is defined as open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity).</p>	
<p><b>Other Plans</b> May be required depending on factors such as the location or characteristics of the site and the scale and nature of the development. <b>Streetscene:</b> at a scale of not less than 1:200. <b>Detailed drawings of key architectural features:</b> to a scale of at least 1:20. E.g. doors, windows, eaves, etc. for sensitive buildings and locations.</p>	
<p><b>Planning Obligations</b> For any proposal that requires the completion of a legal agreement or where one is being offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required.</p>	
<p><b>Site Waste Management Plan</b> Required for proposals:</p> <ul style="list-style-type: none"><li>• For 10+ dwellings or residential development on sites 0.5+ ha.</li><li>• New employment premises of 300m2 or more</li><li>• New retail facilities 500m2 or more.</li></ul> <p>For further information - <a href="#">GCC Waste Advice</a>.</p>	
<p><b>Statement of Community Involvement</b> When required</p> <ul style="list-style-type: none"><li>• Major developments of 10 dwellings or more, including sheltered housing</li><li>• Retail developments of 1,000 square metres or more</li><li>•Waste Management facilities</li><li>• and other developments of 1,000 square metres or more likely to generate significant public interest</li></ul> <p>A statement showing pre-application consultation and that the views of the local</p>	



community have been sought and taken into account.	
<b>Sustainability Statement</b> <ul style="list-style-type: none"><li>• Consider accessibility, environmental impact and resources.</li><li>• Energy consumption, renewable energy, sustainable construction, etc.</li></ul>	
<b>Transport Assessment</b> <p>Required for applications likely to have significant transport implications. <b>Smaller schemes:</b> Simply outline the transport aspects of the application. <b>Major proposals:</b></p> <ul style="list-style-type: none"><li>• Illustrate accessibility to the site by all transport.</li><li>• Show the likely modal split of journeys to and from the site.</li><li>• Detailed measures to improve access by sustainable methods.</li><li>• Include all existing/proposed movements to and from the site.</li><li>• Identify arrangements for manoeuvring, servicing and parking.</li></ul> <p>Advice is available County Council website, <a href="#">GCC Transport Plan</a>.</p>	
<b>Travel Plan</b> <p>Required for applications likely to have significant transport implications.</p> <ul style="list-style-type: none"><li>• Outline the management of the transport implications of the development to minimise environmental, social and economic impacts.</li></ul> <p>Strategy for plan implementation, marketing, identifying the travel plan coordinator, management arrangements, etc. Advice is available <a href="#">County Council website</a></p>	
<b>Tree Survey/Arboricultural Impact assessment</b> in accordance with the guidance in <i>British Standard 5837 Trees in relation to design, demolition and construction – Recommendations</i>  - Required for any proposal involving development (including hard surfacing, structures, site set up, utilities, excavations or changes in ground level) within 15m of any tree protected by a Tree Preservation Order or within 10m of any other tree that measures either 5m or over in height or is 250mm or more in trunk diameter (trunk measured at 1.5m above ground level) This information should be prepared by a qualified Arboriculturist.  Advice is available from the Council website: <a href="#">Trees &amp; Development Control</a> .	



### Ventilation/Extraction Statement

Required for applications for restaurants, takeaways, premises selling / serving hot food and for the erection of or change of use to non-residential. The statement should include:

- Details and position of ventilation and extraction equipment.
- Odour abatement techniques and acoustic noise characteristics.

The applicant should take into account the guidance contained in "[Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust](#)" (DEFRA 2011) and submit a completed "risk assessment" based on this guidance.

The applicant should also include details of the calculated noise outputs from the proposed extraction and odour control schemes and an assessment of the likelihood of adjacent residential properties being adversely impacted by noise. This assessment should be undertaken in accordance with [BS4142:2014 Method for rating industrial and commercial sound](#)).

Once the noise is *rated* a mitigation design plan shall be provided to address the impact.

Further guidance can also be found here:

- HVCA (Heating and Ventilation Control Association) 'DW/172 For Kitchen Ventilation Systems Guidance'
- 'Association of Noise Consultants' [www.association-of-noise-consultants.co.uk](http://www.association-of-noise-consultants.co.uk) hold register of qualified (Institute of Acoustics) consultant engineers. (ANC is the trade association for acoustic, noise and vibration consultancy practices in UK)

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**