



## **Application for outline planning permission with all matters reserved**

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email [planning.mail@cotswold.gov.uk](mailto:planning.mail@cotswold.gov.uk)

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

Under [article 5\(3\) of the Development Management Procedure Order 2015](#), an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been [reserved](#).

| <b>Information required</b>  | <b>Tick when provided</b> |
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| <p><b><u>Completed Application Form</u></b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"> <li>All applications</li> </ul> <p><b>Information Required:</b></p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>   |                           |
| <p><b><u>Design and Access Statement</u></b></p> <p><b>When required:</b></p> <p>For development:</p> <ul style="list-style-type: none"> <li>Applications for major development, as defined in <a href="#">article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015</a></li> </ul> <p>Applications for development in a designated area, where the proposed development consists of:</p> <ul style="list-style-type: none"> <li>One or more dwelling houses:</li> </ul> |                           |



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| <ul style="list-style-type: none"><li>• Development which would result in 100 square metres or more of floor space.</li><li>• Applications for listed building consent.</li></ul> <p><b>Information Required:</b></p> <p>Further advice on what information should be included within a Design and Access Statement can be found <a href="#">here</a>.</p> <p>Please note that details of existing surface water drainage systems should be included.</p>  |  |
| <p><b><u>Correct Planning Application Fee</u></b></p> <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>   |  |
| <p><b><u>Community Infrastructure Levy (CIL)</u></b></p> <p><b>When required:</b></p> <p>Any application that creates residential or retail floorspace (including conversions and replacements) might be liable to pay CIL.</p> <p><b>Information Required:</b></p> <p>If your proposal meets to criteria above, the following form must be submitted to validate the application.</p> <p><a href="#">CIL Form I – Additional information (PDF)</a></p> <p>Further advice can be found <a href="#">here</a>.</p> |  |
| <p><b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b></p> <p>For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a></p>  |  |
| <p><b><u>Site Location Plan:</u></b> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>• All applications</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found</li><li>• <b>Red</b> outline to identify the application site (including visibility splays) and access</li></ul>              |  |



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| <p>point to the site from the public highway</p> <ul style="list-style-type: none"><li>• <b>Blue</b> outline to identify other land owned by the applicant.</li></ul>   |  |
| <p><b><u>Existing and Proposed Site Block Plan:</u></b> at a scale of at least 1:500</p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>• All applications</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• The existing site 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 hedges within the application site or on adjoining properties which are within falling distance of the proposed development</li><li>• Any new boundary walls or fencing proposed as part of the development</li><li>• The existing and proposed parking arrangements and details of access to the highway</li></ul> |  |

**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.**