

APPLICATION FOR RESERVED MATTERS APPROVAL FOLLOWING OUTLINE PLANNING PERMISSION

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

The completed application form	YES	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions.
		Requirement Included Please tick <input type="checkbox"/>
The correct fee	YES	Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees . The Planning Portal includes a fee calculator for applicants
		Requirement Included Please tick <input type="checkbox"/>

Reason not included:

The Location Plan

YES

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, 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.

Requirement Included Please tick

Site Plan

YES

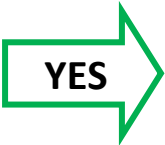
The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the 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

Drawings (including floor plans and elevations)



Requirement Included Please tick

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case.

Where a proposed elevation adjoins or is within 5 metres of another building, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

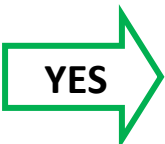
Where existing buildings or walls are to be demolished, these should be clearly shown. The drawings should show details of the existing building(s) as well as those of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers where applicable).

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are within 5 metres of another building should also highlight this relationship, detailing the positions of the openings on each property.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

Requirement Included Please tick

Section drawing



Drawings at a scale of 1:50 or 1:100 showing a cross-section through the proposed building(s) are required:

- a) Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.
- b) On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.

Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections.

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Major Planning Application

(ie 10 or more dwellings or residential development on a site of 0.5 ha or more; 1,000m² of non-residential floorspace; or where the site are is greater than 1ha)

Electronic copies of the application forms, drawings and all supporting information

YES

To enable more efficient consultations and processing, an electronic copy of the whole application, including all supporting information and drawings, must be submitted for **all** major planning applications to enable the Council to publish the application details on our website.

Requirement Included Please tick

Crime Prevention and Anti Social Behaviour Statement

When required

- Residential development of 25 or more dwellings
- Development falling within Use Classes B1, B2 or B8 exceeding 1,500m² gross external area
- Public houses, nightclubs and hotels (including extensions where alcohol

YES

Information required

The design of a proposal can have a significant effect on whether a development may be susceptible to crime or anti-social behaviour and can increase the fear of crime. Initiatives such a [Secured by Design](#) can add marketing value to a scheme. For development where a large number of people may congregate the threat of terrorism needs to be taken into account.

Discussions with Police Crime Prevention Design Advisors can ensure that these requirements are taken into account.

See also Policies GEN12 of the [Hart District Local Plan 1996-2006 – Saved Policies](#) and a further assistance can be found by completing the [Crime Prevention Checklist](#).

- will be served)
- d) Takeaways and restaurants (including extensions where alcohol will be served)
- e) ATMs and banks/building societies.

Requirement Included Please tick

Reason not included:

Heritage Statement

When required

Where an application affects a Heritage Asset and for major developments in or contiguous with a Conservation Area.



Information required

The [National Planning Policy Framework](#) sets out the overall approach to the protection of Heritage Assets. A heritage asset includes any building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They include designated heritage assets (in the Hart context [Scheduled Monuments](#), [Listed Buildings](#), [Registered Parks and Gardens](#), [Conservation Areas](#) or [Hampshire Treasures](#)).

Where an application, be that an application for planning permission, listed building consent or conservation area consent, affects a Heritage Asset the application must be accompanied by a Heritage Statement setting out a description of the significance of the heritage asset(s) affected and how the proposal will affect the significance of the asset(s).

See also Policy GEN1, CON10 to CON 14, CON17 and CON18 of the [Hart District Local Plan 1996-2006 – Saved Policies](#).

Requirement Included Please tick

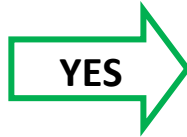
Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.



Landscaping details

When required

All major developments, and for any new residential or minor commercial development (excluding changes of use where no material physical alterations are proposed) within a Conservation Area.



Information required

Landscaping details, including proposals for long-term management and maintenance, will be required. The landscaping proposals should follow from the design concept in the Design and Access Statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

For most applications it will not be necessary to set out exact planting locations and schedules, these can be dealt with a condition on any planning permission granted. However, details of the broad indications of landscaping should be shown along with strategic landscaping.

See also Policy GEN I of the [Hart District Local Plan 1996-2006 – Saved Policies](#).

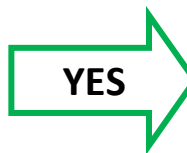
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Lighting assessment

When required

- a) Any sports/recreational development (including floodlighting of ménages) that proposes or involves the provision of floodlights
- b) Any major or residential or commercial development in the countryside
- c) Any illuminated advertisements.



Information required

This is needed for any sports/recreational development (including floodlighting of manèges) that proposes floodlights, and will be required for any major commercial or residential development in the countryside. It should include technical specification designed to ensure nuisance from lighting is minimised/prevented. There is UK and international guidance on lighting in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers.

Where advertisements are to be illuminated the lighting assessment should show how that illumination will impact on the area.

See also Policies GEN1, URB24 and RUR8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Nature Conservation/Biodiversity/Ecological Assessment

When required

- a) Any development for new housing within 5km of the [Thames Basis Heath Special Protection Area for Birds](#) (SPA) where it is not proposed to provide mitigation through a Planning Obligation.
- b) Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC).
- c) Any application where a Protected Species Survey is required following [Natural England's protected species flowchart](#).

YES

Information required

Applications should indicate any significant biodiversity or geological conservation interest and the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), [Conservation of Habitats and Species Regulations, 2010](#) or other animals protected under their own legislation for example the [Protection of Badgers Act 1992](#). This information is important wherever the presence of protected species is suspected, or where the development is within or close to a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the [Bat Conservation Trust in its "Bat Surveys – Good Practice Guidelines"](#).

Where the [flowchart](#) indicates that there is a reasonable likelihood of a protected species a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on [Natural England's website](#).

The species protection provisions of the Habitats Directive, as implemented by the [Conservation of Habitats and Species Regulations, 2010](#), contain three "derogation tests" which must be applied when deciding whether to grant a planning permission for a development that may harm an European Protected species such as bats, great crested newts, dormice or otters. The three tests are that:

- the activity to be granted permission/consent must be for imperative reasons of overriding public interest or for public health and safety;
- there must be no satisfactory alternative; and
- favourable conservation status of the species must be maintained

See also Policies GENI, CONI to CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#) and [Policy NRM6 of the South East Plan](#).

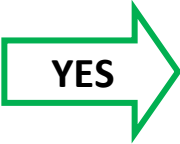
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Parking Provision

When required

- a) Any proposal where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing (this includes increasing bedroom numbers)
- b) All new residential and new/expanded commercial development will require the provision of cycle stores.



Information required

Applications will be required to provide details of existing and proposed parking provision in circumstances where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing. Many development proposals will require the provision of cycle stores (see the minimum cycle/parking standards as set out in the Council’s Interim Guidance. In such cases, it is necessary to submit details showing the location, elevations, and materials to be used in the construction as part of the application.

Cycle stores must be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line.

See also Policies GENI and T14 of the [Hart District Local Plan \(Replacement\) 1996-2006 – Saved Policies](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Planning Statement

When required

All major planning applications.

YES

Information required

It is the applicant's responsibility to show how a proposed development accords with policies of the [Hart District Local Plan \(Replacement 1996-2006\)](#), development briefs, supplementary planning guidance or advice notes. This can best be done by preparing a Planning Statement. It should also include details of consultations with Hart officers and wider community/statutory consultations undertaken prior to submission. It should demonstrate how the applicant has had regard to the Council's [Statement of Community Involvement](#) in preparing the planning application.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Refuse Disposal Details

When required

All reserved matters applications for new residential or retail/commercial/agricultural development.

YES

Information required

Where bin stores are required, details of the location, elevations, and materials to be used in the construction of a bin store suitable for the housing of wheeled or euro bins must be submitted as part of the application.

Bin stores should be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line. Further information on the requirements and siting of bin stores can be obtained from [Technical Services at Hart District Council](#).

See also Policy GEN I of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

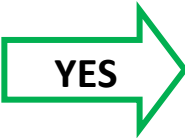
Requirement Included Please tick

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Shop Fronts Details

When required

All applications for new shop fronts.



Information required

Applications for new or altered shop fronts must include details of:

- a) Existing and proposed elevations and proposed section through shop front
- b) Access for people with disabilities including ramp details, gradient and cross sections
- c) Any proposed security grills or shutters. A cross-section must indicate where the shutter box, canopy and bressemer are located.

See also Policies GEN I and URBI I of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Sustainability Appraisal

When required

All major planning applications.

YES

Information required

The appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social, and economic implications. It should also address location issues and access to alternative means of travel other than by car.

See also RURI, and Policy T16 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Tree Survey/Arboricultural Implications Statement

When required

YES

Information required

An **arboricultural impact appraisal** should follow the guidance in [British Standard 5837-2012](#) Trees in relation to design, demolition and construction - Recommendations

An **arboricultural impact appraisal** is necessary for any new building work (including construction of access drive, patios, and the laying of drains/services) that comes within 15metres of:

- a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or
- b) A tree that lies within a Conservation Area.

An arboricultural **method statement** must be provided where the development requires works to be carried out to a tree that is the subject of a tree preservation order.

The survey plan should identify the species of tree, their dimensions and include a schedule of the trees that summarises the information on their dimensions and include a schedule of the trees impose and so inform the design.

An **arboricultural method statement** sets out information regarding the measures needed to protect the trees shown to be retained, schedules of any necessary tree work and proposals for long-term maintenance.

See also Policy CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Ventilation/extraction details

When required

All applications for

- a) Use of premises for purposes within Use Classes A3 (Restaurants & cafes), A4 (Drinking establishments), A5 (Hot food takeaways), and B2 (General industrial).
- b) Retail, business or leisure uses which incorporate ancillary use(s) which if separate would fall within a) above.

YES 

Information required

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required. This is because ventilation/extraction information is important to be able to assess the true visual implications arising from installing such mechanisms, and also to demonstrate that odour and noise/vibration is not likely to have an adverse impact upon the amenities of surrounding properties.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

