**Application for Approval of Reserved Matters following outline approval**

**NATIONAL REQUIREMENTS**

* **Completed application form** or application in writing containing sufficient information to enable the authority to identify the outline planning permission in respect of which it is made (1 copy to be supplied unless the application is submitted electronically)
* **Such particulars as are necessary to deal with the matters reserved** in the outline planning permission
* **Such plans and drawings as are necessary** (1 copy to be supplied unless the application is submitted electronically) to deal with the matters reserved in the outline planning permission. **Please see additional guidance for specifics.**
* **The appropriate fee**

Found on our web pages:

<https://www.fenland.gov.uk/planningforms>

**Additional guidance on national requirements**

* **All Plans:**
  + Existing and Proposed Site plan (at a recognised scale e.g. 1:200 or 1:500 showing
    - Written scale
    - Direction of north
    - Unique drawing number
    - The proposed development with written dimensions to the front, side(s) and rear boundaries from any new buildings or extensions
    - All buildings roads and footpaths on land adjoining the site including access arrangements
    - Position of trees on and adjacent to the site
    - Parking and access arrangements if loss or gain in parking provision
    - Parking and cycle storage
  + Existing and proposed elevations in full showing all sides of the proposal (at a recognised scale e.g. 1:50 or 1:100) showing
* Written scale
* Written (external) dimensions on proposed elevations to show overall height (inc. chimney), width and length of any new buildings or extensions.
* Unique drawing number
* Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property.
  + Existing and proposed floor plans in full (at a recognised scale e.g. 1:50 or 1:100). showing
* A Written scale
* Written (external) dimensions on ALL proposed floor plans to show overall width and length of any new buildings or extensions
* A unique drawing number.
* Where existing buildings or walls are to be demolished (if applicable).
* Details of the layout of existing building(s) as well as those for the proposed development. This should include annotation of rooms
* Annotated plans also required for change of use applications.
  + Site sections: Existing and Proposed and finished floor and site levels (at a recognised scale) where there are changes in ground levels or sloping sites or a critical issue in terms of design, showing
* A Written scale
* A unique drawing number
* Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)
* Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided.
  + Proposed roof plans for all applications where a roof would be created or altered (at a recognised scale e.g. 1:50 or 1:100) showing:
* Written scale
* Unique drawing number
* Roof plan to show shape of the roof, its location and any features such as chimney positions or windows.
  + Street scene elevations (at a recognised scale e.g. 1:100 or 1:200) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less, and to show:
* Written scale
* **Amendment statement**

Required for revised applications following the approval, refusal or withdrawal of a previous scheme

* **Plot schedule**

Required for major residential developments.

i.e.

Plot 1 – house type B

Plot 2 – House type A

Etc.

**Reason**: To allow full assessment on the context of the local plan

* **Fire Statements (if applicable to reserved matter for scale):**

Required for two or more dwellings or educational accommodation **and**

meet the height condition: 18m or more in height, or 7 or more storeys.

**Form:**

[Planning application and fire statement forms: templates - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities)

* **Renewable energy statement (If applicable to reserved matter for appearance)**

Required for applications for air source heat pumps, solar photovoltaic or solar thermal panels. Biomass plants, district/community heating and CHP plants.

* **Lighting assessment (If applicable to reserved matter for appearance)**

All applications where it is proposed to incorporate external flood lighting.

* **Other requirements relating to conditions and or S106 agreement.**

Any other requirements conditioned on the outline permission or S106 agreement that specifically state they need to be provided with the Reserved matters application, must be submitted

* **Invalid planning fee charge:**

**An extra administration charge will apply if your application is invalid. This will be payable before we register your application as valid**