

## CHECKLIST FOR SUBMITTING PLANNING APPLICATIONS

### 7. OUTLINE APPLICATIONS

This is one of a series of “Validation Checklists” to help you know what information is required for different types of proposal. It is divided into two parts – information that **MUST** be provided to enable your application to be validated, and information that **MAY** be required depending on the particular circumstances. If you need further help, please see the “How to Contact Us” section at the end.

**To ensure that your application is complete and “valid” you MUST include the following:**

*(Please tick or complete as appropriate)*

- 1) Three copies of a site location plan with the site edged in red and other land in the same ownership/control edged in blue  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 2) Three copies of an indicative layout plan with access points, and separate development zones shown within the site, where appropriate
- 3) Three copies of any other plans covering matters which are not reserved for subsequent approval  
(See “Plans & Drawings to be submitted with a Planning Application”)
- 4) Three copies of a supporting statement or plan providing, as a minimum, details of the proposed use(s), details of the amount of development for each use (including the number of dwellings), and upper and lower limits for the height, width and length of each building proposed
- 5) Three copies of the completed & signed application forms
- 6) Three copies of the completed & signed Article 7 (Agricultural Holdings) Certificate
- 7) Three copies of the completed & signed Ownership Certificate
- 8) The correct fee (See “Scale of Fees”)
- 9) Three copies of a Design and Access Statement
- 10) For residential development, where the Local Plan thresholds for education contributions, affordable housing or recreation provision are exceeded, details of how these requirements will be met, including the name and address of your solicitor and, for affordable housing, details of any Registered Social Landlord to be involved and details of any correspondence with the Council’s Housing enabling officer

**In addition, to ensure unnecessary delay in the consideration of your proposals, the following information MAY be required. Failure to provide this information may result in your application being refused:**

*(Please tick or complete as appropriate)*

- 1) Where the site or buildings are at risk of flooding, three copies of a Flood Risk Assessment or supporting letter from the Environment Agency
- 2) Where significant trees would be affected by the proposals, three copies of a Tree Survey (See "Information required on Trees & other Landscape Features")
- 3) Three copies of an ecological/wildlife survey of the existing buildings, site & surroundings carried out at an appropriate time by a suitably qualified surveyor

Details of any pre-application advice sought from a Planning Officer (please indicate dates of correspondence or discussion with a named officer) and any pre-application consultation undertaken in accordance with our Statement of Community Involvement

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Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

**Please return this checklist with your application.**

**Did you know you can now submit your planning application on-line? Please visit [www.planningportal.gov.uk](http://www.planningportal.gov.uk) to find out more.**

## How to contact us

For further information about the Planning Department, including assistance in completing application forms and making appointments to see a Customer Service Advisor or the Duty Planning Officer, please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5:30pm) or visit the District Council's website <http://www.malvern hills.gov.uk/planning>

01905 25121 سے رابطہ کریں ٹیلیفون: [Ethnic Access] نسلیاتی رسائی میں مدد چاہتے ہیں۔ آپ انگریزی میں مدد چاہتے ہیں۔ [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক্‌ অ্যাকসেস্ [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文－聯繫 Ethnic Access（少數民族服務獲取組），電話：01905 25121” [Chinese]