

CHANGES TO Outline Planning Applications



'leading for tomorrow'

From 10 August 2006, outline planning applications must include a basic level of information for the Planning Authority to determine them. As a minimum, applications should always include details of the following:

- **Use** - The use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** - An indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – An area or areas in which the access point or points to the site will be situated.

A **Design and Access Statement** must also accompany an outline application. The statement must explain and justify the design and access principles that will be used to develop future details of the scheme. Such information will help community involvement and informed decision making. The design and access statement will form a link between the outline planning permission and the consideration of reserved matters.

Outline planning permission is always granted subject to a condition requiring the subsequent approval of one or more **reserved matters**. Reserved matters up until August 10 2006 consisted of siting, design, external appearance, means of access and the landscaping of the site. Changes to the Town and Country Planning (General Permitted Development) Order 1995 have resulted in a change to the list of reserved matters which (after August 10 2006) includes:

- **Layout** - The way in which buildings, routes and open spaces are provided within the development, and their relationship to buildings and spaces outside the development.
- **Scale** - The height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – The aspects of a building or place which determine the visual impression it makes, excluding the external built form of the development.
- **Access** – This covers accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **Landscaping** – This is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, through planting of trees or hedges or screening by fences or walls.

Once an outline application has been submitted the Local Planning Authority has the **opportunity to request additional information**. If this position is taken the Authority must write to the applicant/agent advising them that the Authority is unable to determine the application as it stands and therefore requires additional information. The Authority must make this request within one month of the date that the application is received in the Authority.