

Application for Approval of Reserved Matters

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed application form which should be signed and dated	<input type="checkbox"/>	
Completed Ownership Certificate and Agricultural Land Declaration The completed ownership certificate (A, B, C or D) as appropriate	<input type="checkbox"/>	
<ul style="list-style-type: none"> • If ownership certificate B is completed, Notice 1 is required • If ownership certificate C is completed, Notices 1 and 2 are required • If ownership certificate D is completed, Notice 2 is required 		
Design and Access Statement – All major developments. Major applications are those that are creating a floor area of 1000sq m or greater, creation of more than 10 new dwellings, or has a site area of over 1ha. Applications in a Conservation Area of 1 new dwelling or greater or creating more than 100sq m floorspace. For further information see separate guidance.	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee	<input type="checkbox"/>	<input type="checkbox"/>
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue. Show the direction of North.	<input type="checkbox"/>	<input type="checkbox"/>
Details of which Reserved Matters are being applied for:	YES	NO
• Access - covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site	<input type="checkbox"/>	<input type="checkbox"/>
• Appearance - aspects of a building or place which affect the way it looks, including the exterior of the development	<input type="checkbox"/>	<input type="checkbox"/>
• Landscaping - the improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen	<input type="checkbox"/>	<input type="checkbox"/>
• Layout - includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development	<input type="checkbox"/>	<input type="checkbox"/>
• Scale - includes information on the size of the development, including the height, width and length of each proposed building	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to Access		
Block/Site Plan (at a scale of 1:200 or 1:500) showing the access to and within the site for vehicles, cycles and pedestrians and how these fit into the existing access network. Visibility splays and any widening of the existing roads and pavements should also be shown.	<input type="checkbox"/>	<input type="checkbox"/>

If Yes to Appearance	YES	NO
Block Plan (scale 1:200) showing the details location of buildings, routes and open spaces included in the development. The uses of the proposed buildings and spaces.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Roof Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site	<input type="checkbox"/>	<input type="checkbox"/>
Street Scene (at a scale of 1:100 or 1:200) showing the relationship to proposed/existing buildings within the site and also to adjacent existing buildings adjoining the application site	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to Landscaping		
Landscaping Plans (scale 1:200) showing the treatment of private and public space through hard and soft measures including the: <ul style="list-style-type: none"> • Position of all existing trees/shrubs to be retained and those to be removed • Size, species, numbers and density of all proposed trees/shrubs • Written specification of ground preparation and planting • Proposed finished levels or contours • Means of enclosure • Car parking layouts, other vehicle and pedestrian access and circulation areas • Hard surfacing materials • Minor artefacts and structures (e.g. furniture, play equipment and refuse and other storage units, signs and lighting, etc) • Proposed and existing functional services above and below ground (e.g. drainage power, communication cables, pipelines, etc, below ground indicating lines, manholes, supports, etc) • Retained historic features 	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to Layout		
Block Plan (scale 1:200) showing the details location of buildings, routes and open spaces included in the development. The uses of the proposed buildings and spaces.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Roof Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to Scale		
Block Plan (scale 1:200) showing the details location of buildings, routes and open spaces included in the development. The uses of the proposed buildings and spaces.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Elevations (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Roof Plans (at a scale of 1:50 or 1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site	<input type="checkbox"/>	<input type="checkbox"/>

Street Scene (at a scale of 1:100 or 1:200) showing the relationship to proposed/existing buildings within the site and also to adjacent existing buildings adjoining the application site	<input type="checkbox"/>	<input type="checkbox"/>
LOCAL REQUIREMENTS		
	YES	N/A
Affordable Housing Statement		
<ul style="list-style-type: none"> When the proposed residential development is above the relevant threshold as set out in Policy DP31 of the Mid Sussex District Plan 2014-2031 	<input type="checkbox"/>	<input type="checkbox"/>
Air Quality Assessment		
<ul style="list-style-type: none"> All applications within, or in relevant proximity, to an Air Quality Management Area. Major development, as defined by the Town and Country Planning (Development Procedure) Order (England) 2015 B8 storage and distribution use class with a floorspace of 500sq m or more 	<input type="checkbox"/>	<input type="checkbox"/>
Ecological Impact Assessment Report		
<ul style="list-style-type: none"> Proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected: <ul style="list-style-type: none"> Protected species Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006. Designated nature conservation sites (including those of geological conservation importance) Habitats of conservation value, including those listed as Habitats or Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006 	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Statement (EIA) - for proposals that meet the criteria set out within the (Environmental Impact Assessment) Regulations 2017. Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
Flood Risk Assessment		
<ul style="list-style-type: none"> Applications in flood Zone 1 as designated by the Environment Agency with a site area of 1ha (10,000sq m) or greater. All applications within flood Zones 2 or 3 as designated by the Environment Agency. All applications with any part of the site in an area at risk of surface water or groundwater flooding. 	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
<p>Foul Sewerage and Surface Water (Drainage) Assessment</p> <ul style="list-style-type: none"> Commercial proposals which rely on non-mains drainage. Residential developments where a new dwelling or replacement dwelling is created and/or where the alterations are greater than 250sq m and/or where the site area is 0.5ha (5000sq m) or more. Other development where the floor area to be created is more than or equal to 1000sq m Other development where the site area is more than or equal to 1ha (10,000 sq m) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Heritage and Archaeology Statement - for all applications for Listed Building Consent and applications affecting a setting of a Listed Building. Planning applications that include demolition of buildings within a Conservation Area. All applications for development other than change of use in areas that are within or adjacent to sites of archaeological interest. Historic Environment Record searches will be required for all applications involving any below ground activity to a boundary/adjacent to a Listed Building, Scheduled Ancient Monument or a historic church or churchyard. New residential development within Red Archaeological Notification area for one or more units. New residential development within Amber Notification Area for 5 or more units. New residential development for 10 or more units. Non-residential schemes within an Archaeological Notification area where the site is over 5ha.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Land Contamination Assessment - for applications for development on land that may be affected by contamination including, but not limited to fuel filling stations, gas works, landfills, industrial sites, barn conversions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Landscape Visual Impact Assessment (LVIA) – for all Major applications, including reserved matters, on predominately greenfield sites.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lighting Assessment for applications for the provision of floodlighting or any other planning applications other than householder that include external lighting.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Noise Impact Assessment - for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that considered to be noise sensitive and which are close to existing sources of noise. This may include, but is not limited to:</p> <ul style="list-style-type: none"> Residential developments Offices Hospitals Schools 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Open Space Assessment - for development on school playing fields or public areas, eg parks.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Planning Obligations Instruction Form</p> <ul style="list-style-type: none"> Applications relating to a net increase of 5 or more units or where affordable housing is required. Applications for the creation of additional residential units or annexes within the 7km buffer zone surrounding the Ashdown Forest Applications for Holiday Lets within 7km of the Ashdown Forest Removal or Variation of Condition (Section 73) applications when required on the original application Commercial developments are considered on an individual basis. Applicants are advised to contact the West Sussex County Council Highway Authority and District Council's Leisure section before submitting an application. 	<input type="checkbox"/>	<input type="checkbox"/>

	YES	N/A
Planning Statement - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>
Road Safety Audit and Designers Response For all Major planning applications that including any of the following: <ul style="list-style-type: none"> Alteration to the existing highway Intensification of use of an existing access. Intensification is generally defined as 50 or more vehicle movements per day. However, it is recommended that clarification is sought from WSCC where a proposal involves the intensification of an existing access as other issues such as collision data, visibility and geometry would need to be considered. Formation of a new access Offsite highway improvements New residential estate roads where a through route is created, where a bus route is created or where the road serves access to a school or other major community or retail facility. 	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Community Involvement <ul style="list-style-type: none"> Residential development of 50 units or more or a site area of 0.5ha (5000sq m) or more when the numbers of units are unknown Commercial development of 1000sq m or more or a site area of 1ha (10,000sq m) or more. Onshore windfarms. 	<input type="checkbox"/>	<input type="checkbox"/>
Structural Survey - for applications where the structural integrity of a building is likely to be a key consideration. This may include but is not limited to: <ul style="list-style-type: none"> Re-use or alteration of rural buildings including barn conversions Re-use or alteration of older buildings. 	<input type="checkbox"/>	<input type="checkbox"/>
Energy and Sustainability Assessment for all applications with the exceptions of householder, change of use and Listed Building Consent applications.	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunication Development - Supplementary Information required for mast and antennae development by mobile phone network operators as set out in section 10 of the National Planning Policy Framework (July 2018)	<input type="checkbox"/>	<input type="checkbox"/>
Town Centre Impact Assessment - for development that include creation of floorspace exceeding 500sq m gross of main town centre uses (as defined in the NPPF), outside of town centres which are not in accordance with an up-to-date Local Plan.	<input type="checkbox"/>	<input type="checkbox"/>
Transport Assessment and Transport Statement – A transport assessment is required for residential development of 80 or more units. Commercial development falling within use Class B1 (Business) resulting in over than 2500sq m floorspace. A transport statement is required for residential development of up to 50-80 units. Commercial Development falling within use class E(g) (Business) resulting in 1500sq m – 2500sq m floorspace.	<input type="checkbox"/>	<input type="checkbox"/>
Travel Plans and Travel Plan Statements - for sites where a Transport Statement is required, a full Travel Plan is required for sites where a Transport Assessment is required. The thresholds for Travel Plan Statements and full Travel Plans are contained within West Sussex County Council's Development Travel Plans Policy.	<input type="checkbox"/>	<input type="checkbox"/>

VALIDATION CHECKLIST

	YES	N/A
Tree Survey/Report - for applications where there are trees within, or on land adjacent to, the application site that could influence or be affected by the development. Applications where trees are to be removed as part of the development.	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and Extraction Statement - for applications for the creation of floorspace falling within planning use classes E(b) (restaurants and cafes), (drinking establishments) and (hot food takeaways). This includes both new builds and change of use of existing buildings. Any other applications where ventilation or extraction equipment is proposed to be installed.	<input type="checkbox"/>	<input type="checkbox"/>
Viability Assessment - for those applications which are non-policy compliant in respect of financial contributions to the provision of infrastructure and/or affordable housing.	<input type="checkbox"/>	<input type="checkbox"/>
Mineral Resource Assessment - for applications for new development that fall within the Mineral Consultation Area and within the criteria set out in the 'Minerals and Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>
Mineral Infrastructure Statement – for all development that falls within 250m of minerals infrastructure within the Mineral Consultation Area as set out in the 'Minerals Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>
Waste Infrastructure Statement - for all development that falls within the Waste Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.	<input type="checkbox"/>	<input type="checkbox"/>

NB Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.