

## OUTLINE Applications *(all or some matters Reserved)* - Validation Document

The level and content of information required will depend on the matters to be Reserved.

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

**Complete and submit this list to indicate which supporting information documents you have provided:**

Tick if enclosed

N	<b>Application Form</b>	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	<b>Certificates</b>	The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	<b>Notices</b>	Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	<b>Agricultural Holdings Certificate</b>	Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	<b>Site and Other Plans</b>	<p><b>2 copies in total to be supplied (if not submitted electronically).</b></p> <p><b>Plans must be labelled appropriately with drawing numbers and annotations (materials etc.) and that they always have titles and clearly stated metric scales (1:50, 1:100 etc.), plus a scale bar (minimum 0-10m).</b></p> <p><b>They should also identify the address and number of any neighbours that abut the site.</b></p> <p><b>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</b></p>	



South Hams  
District Council



West Devon  
Borough  
Council

*Working together*

N		<p><b>Site Location Plan</b> which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 or A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u></li> <li>• 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.</li> <li>• A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site.</li> </ul>	
N		<p>■ <b>Block plan</b> of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown. Plan should show access/parking arrangements within the site if there are any and a finished floor level relating to a fixed point within the site.</p>	
<p><b>Crown Copyright:</b> please note that the location and block plans submitted with an application should not breach no Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			



South Hams  
District Council



West Devon  
Borough  
Council

*Working together*

L		<p><b>Existing and proposed elevations</b> (<i>if the proposal will create, alter or add to a building/structure</i>) to a scale of 1:50 or 1:100, labelled north/south/east/west as appropriate and showing:</p> <ul style="list-style-type: none"> <li>• the <b>existing</b> and <b>proposed</b> view of each side of the building or structure that will be altered or added to by the proposal</li> <li>• ground levels</li> <li>• finished floor levels</li> <li>• where the proposal relates to the conversion of an agricultural building, information about which parts of the original building fabric that will be retained and which parts that will comprise new build</li> </ul> <p><b>Proposed elevations (contextual)</b> to a scale of 1:50 or 1:100 (<i>if the proposal will create a building/structure</i>) showing:</p> <ul style="list-style-type: none"> <li>• the <b>proposed</b> elevations in context with any immediately adjoining / neighbouring buildings</li> <li>• datum level</li> <li>• ground level</li> <li>• floor levels for the proposed building</li> </ul>	
L		<p><b>Existing and proposed floor plans</b> to a scale of 1:50 or 1:100 (<i>if the proposal will create, alter or add to a floor</i>) showing:</p> <ul style="list-style-type: none"> <li>• the <b>existing</b> and <b>proposed</b> layout of the whole of each floor that will be created, altered or added to by the proposal</li> <li>• the name (or use) of each of the rooms or areas</li> </ul>	
L		<p><b>Existing and proposed site sections</b> and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	
L		<p><b>Existing and proposed roof plans</b> (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> <li>• layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.).</li> </ul>	



South Hams  
District Council



West Devon  
Borough  
Council

*Working together*

L		<p><b>Existing (if any) and proposed cross section drawings</b></p> <ul style="list-style-type: none"> <li>• <i>(if the proposal will create, alter or add to a building )</i> to a scale of 1:50 or 1:100 showing:             <ul style="list-style-type: none"> <li>○ cross section(s) through the <b>existing</b> (if any) and <b>proposed</b> building and the remainder of the site relating these to the adjoining ground levels</li> </ul> </li> <li>• <i>if the proposal is for a track or an outdoor horse-riding arena -</i> to a scale of 1:10 or 1:20 showing:             <ul style="list-style-type: none"> <li>○ cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials.</li> </ul> </li> </ul>	
L		<p><b>Existing and proposed site levels</b> (If the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> <li>• ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u></li> <li>• These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint.</li> </ul>	

N	Other documents	<p><b>Design and access statement</b> - (DAS) will be required for <input type="checkbox"/> All planning applications for major developments; or <input type="checkbox"/> If within a designated area (World Heritage Site (WHS) or Conservation area) for developments of one or more dwelling or the provision of building or buildings where the floor space created by the development is 100 square metres or more. <input type="checkbox"/></p> <p>Unless the application is one of the following: <input type="checkbox"/> Change of use of buildings or land (unless this also involves building work or other physical alteration);</p> <ul style="list-style-type: none"> <li>○ Engineering or mining operations; <input type="checkbox"/> Waste development.</li> </ul> <p><input type="checkbox"/> You will also need to submit a Design and Access Statement (DAS) with an application for Listed Building Consent.</p>	
L		<p><b>Photographs</b> showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development).</p>	

*Working together*



<p>L</p>		<p><b>Drainage and Flooding</b></p> <p><b>Major Planning Applications</b></p> <p>Devon County Council is the Lead Local Flood Authority and will comment on all major planning applications in relation to drainage and flooding matters. The following information is required for this purpose:</p> <ol style="list-style-type: none"> <li>1. Assessment of <b>all existing flood risks</b> to the site, including from sewer networks, groundwater, overland surface water flows, reservoirs, ponds, canals, and other watercourses;</li> <li>2. Calculations of the <b>current surface water runoff</b> for the site;</li> <li>3. Calculations of the <b>proposed surface water runoff</b> for the site;</li> <li>4. Calculations of the <b>surface water attenuation storage volume</b> required for the 1 in 100 (+40% allowance for climate change) year rainfall event;</li> <li>5. Calculations of the <b>long term storage volume</b> required to store the additional volume of surface water runoff caused by any increase in the site's impermeable area;</li> <li>6. Evidence that the site has an <b>agreed point of discharge</b>;</li> <li>7. Evidence that the <b>drainage hierarchy</b> has been followed, providing robust evidence as to the viability or otherwise of:             <ul style="list-style-type: none"> <li>• Discharge into the ground (infiltration);</li> <li>• Discharge to a surface water body (with written permission from the riparian owner);</li> <li>• Discharge to a surface water sewer, highway drain, or other drainage system (with written permission from South West Water Ltd., Devon County Council Highways, or the riparian owner, respectively);</li> <li>• Discharge to a combined sewer (with written permission from the riparian owner).</li> </ul> </li> <li>8. Evidence that the <b>capacity of any receiving watercourse</b> is sufficient to receive concentrated flows from the site;</li> <li>9. Explanations of the <b>proposed flood risk mitigation measures</b>;</li> <li>10. <b>Non-technical summary</b> of the proposed surface water drainage management system;</li> <li>11. Plans of the <b>proposed surface water drainage management system</b>, demonstrating that the proposed system fits within the proposed site layout, and is practical and sustainable;</li> <li>12. <b>Outline operation and maintenance plan and timetable</b> for the proposed surface water drainage management system over the entire lifetime of the development.</li> </ol>	
----------	--	--	--

Working together



		<p><b>Outline applications which are not major applications:</b></p> <p><b>Foul drainage:</b> Any type of development that connects to the mains or a non-mains system will need a drainage assessment or statement to detail the proposed arrangement.</p> <p><b>Flooding and surface water:</b> All applications must state whether there is a flood risk to the development. The Council has taken a practical approach to managing flood risk based on development type and a 3 tier risk grouping. Sites that are within a Flood Zone or a Critical Drainage Area (CDA) are higher risk and will require a Flood Risk Assessment (FRA) to ensure the risk can be managed to the appropriate level.</p> <p><b>NB</b> - Please see the <i>Other Supporting Information</i> document (link below) which sets out in more detail the information requirements for your development type and the relevant risk level.</p>	
<b>N</b>	<b>Fee</b>	The appropriate fee - please see the most up to date fees on <a href="#">The Planning Portal</a>	

## Other Supporting Information

[Please view the other supporting information page for full guidance relating to each document type](#)

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

<b>Flood Risk Assessment</b>	
<b>Surface Water Drainage Assessment</b>	
<b>Foul Water Drainage Assessment</b>	
<b>Parking Provision</b>	
<b>Retail Impact Assessment</b>	
<b>Planning Statement</b>	

*Working together*



<b>Environmental Statement</b>	
<b>Affordable Housing</b>	
<b>Viability Assessment</b>	
<b>Transport Statements/Assessments/Plans</b>	
<b>Heritage Statement</b>	
<b>Agricultural and Rural Development Information</b>	
<b>Planning Obligations</b>	
<b>Ecological Information</b>	
<b>European Protected Sites</b>	
<b>European Protected Species</b>	
<b>Geology</b>	
<b>Geo-technical Survey and Design</b>	
<b>Structural Survey</b>	
<b>Hazardous Installations Risk Assessment</b>	
<b>Lighting Impact Assessment/Scheme</b>	
<b>Odour Statement</b>	
<b>Contaminated Land Survey</b>	
<b>Noise Impact Assessment</b>	
<b>Air Quality Assessment</b>	
<b>Landscape and Visual Impact Appraisal (LVIAP)</b>	
<b>Landscape Design, Management and Maintenance Scheme (LDMMS)</b>	
<b>Green Infrastructure Plans and Statements</b>	
<b>Tree / Hedge survey</b>	
<b>Open Space, Sport and Recreation (OSSR) Statement</b>	
<b>Waste Statement</b>	
<b>Playing Field Statement</b>	