CHECKLIST FOR APPLICANTS: OUTLINE

Please note that the Council encourages the submission of applications and supporting documentation in an electronic format via the Planning Portal or in PDF format on CD.

The following information/plans MUST be submitted (Please tick as supplied):

FORMS

ONE original of the completed planning application form signed and dated. (Please note that all the questions must be completed)

The relevant Ownership Certificates (A, B, C or D), which should be signed and dated, must be completed on the application form.

The applicant must complete the council employee question on the relevant application form

ONE original of the completed Outline Application Checklist.

ONE copy of a Design and Access Statement (only applies to applications for major developments or involving listed buildings or where any part of the site is in a Conservation Area for a development consisting of:

i) one or more dwelling houses; or
ii) a building or buildings where the floor space created is 100 square metres or more).

If you have sought pre-application advice from a planning officer regarding this application please give details of the officer’s name along with any dates relating to the correspondence. If possible attach copies of any correspondence you have sent or received about the proposal.

PLANS

ONE original in a metric scale of 1:1250 for Development Boundary Areas or 1:2500 elsewhere of the Site Location Plan with the application site edged in red, and any adjoining land owned or controlled by the applicant edged in blue. The direction of North MUST be clearly indicated on the plan.
CHECKLIST FOR APPLICANTS: OUTLINE

ONE original in a metric scale of 1:500 or 1:200 of the Existing Block Plan. This must include the adjoining properties, existing site features, ground levels and boundary distances. The direction of North MUST be clearly indicated on the plan.

ONE original in a metric scale of 1:500 or 1:200 of the Proposed Block Plan. This must include the adjoining properties and indicative access points (see below). The direction of North MUST be clearly indicated on the plan.

With an application for outline planning permission detailed consideration will always be required on the proposed land use. As a minimum, therefore, all applications MUST include information on:

- **Use** - the use or uses proposed for the development.
- **Indicative access points** - an area or areas in which the access point or points to the site will be situated.

Where scale is not reserved, the upper and lower limits for height, width, and length of each building will be required.

Where layout is not reserved, the proposed block plan must also include the layout of proposed buildings including ground levels and finished floor levels.

Where appearance is not reserved, scaled elevations including all windows and doors, must be submitted to a metric scale of 1:50 or 1:100.

Where landscaping is not reserved, existing and proposed site plans showing all landscaping must be submitted.

This information should be provided in both written form and by the submission of plans. Further advice on this matter can be found in the Development Management Procedure Order 2012.

**FEE**

The correct fee (available on the Planning website at www.nelincs.gov.uk)

If the application is for a MAJOR development then the following MUST also be submitted (Please tick as supplied):

- ONE original of the Major Application Checklist signed and dated
- ONE copy of a Supporting Planning Statement including a Statement of Community Involvement/pre-application consultation.
- ONE copy of Design Statement
- ONE copy of an Access Statement
CHECKLIST FOR APPLICANTS : OUTLINE

**ONE** copy of a Sustainability Statement

**ONE** copy of a Topographical Survey

**ONE** Complete set of all forms, documents, plans etc., submitted in electronic format (CD or PDF)

**ADDITIONAL INFORMATION** (For information about the requirements for the documents below please see the Council’s Major Applications Checklist)

In addition to the information that **MUST** be submitted with your application, the following information **MAY** also be required - refer to the Major Applications Checklist for more details (Please tick as supplied): -

If the application site falls within an area shown as at risk of flooding in the **Strategic Flood Risk Assessment**, then **ONE** copy of a **Flood Risk Assessment** **MUST** be submitted. Details of whether a site is at risk of flooding can be found at [http://www.nelincs.gov.uk/council/planning-policy/evidence-base/sub-regional-documents/sfra/](http://www.nelincs.gov.uk/council/planning-policy/evidence-base/sub-regional-documents/sfra/). Please be advised an FRA must include information on how surface water will be managed.

For further information on what a Flood Risk Assessment should contain, please contact the Environment Agency on 01522 785320.

**ONE** copy of a Heritage Assessment **MUST** be submitted where proposals affect a heritage asset (designated* or undesignated**) or the setting of a heritage asset. The Heritage Assessment is in two parts and must include:

1. An Assessment of Significance for the affected assets (for example, an application to make alterations to a historic unlisted building in a conservation area would need to assess the significance of the affected building but also the significance of the conservation area around the affected building)
2. A Heritage Impact Assessment which must consider the above assessment of significance (this tells us what is important about the asset(s) and its context) and then needs to demonstrate whether the proposals impact positively or negatively on the asset or assets. If there is any negative (harmful) impact, this assessment must demonstrate what alternatives have been considered in order to mitigate any negative (harmful) impact.

Please see the table included with this checklist where some additional guidance is given on the nature of the Heritage Assessment and when this is required.

*Designated heritage assets include:
- Listed Buildings
- Conservation Areas
- Registered Parks and Gardens
- Scheduled Monuments

**Undesignated heritage assets include:
Non-scheduled monuments and archaeological areas  
Locally listed buildings  
Unlisted historic buildings (not within a conservation area)  
Historic farm buildings and complexes  
Historic shop fronts  

Note: The National Planning Policy Framework (2012) includes any heritage asset which may have heritage merit. The above list gives an indication of the types of asset that are likely to be considered. However, it means that it will sometimes not be possible to identify a heritage asset until an application has been validated.

<table>
<thead>
<tr>
<th>Type of Planning Application</th>
<th>Heritage Assessment Needed?</th>
<th>Likely form of Heritage Assessment</th>
</tr>
</thead>
</table>
| **Planning Application Affecting the setting of a listed building**                          | Yes                         | Heritage Assessment to include:  
  a. Assessment of significance of the exterior of the listed building(s) and its setting where this would be affected (including any curtilage buildings or structures)  
  b. An assessment of impact stating how this significance would be affected by the proposal |
| **External alterations to unlisted historic buildings in conservation areas**                | Yes                         | Heritage Assessment to include:  
  a. Assessment of significance related to the part of the building affected (i.e. front elevation)  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed development (such as the impact on adjacent historic buildings, group value, etc.)  
  c. Assessment of Impact (on the significance) |
| **Demolition or partial demolition in a conservation area**                                  | Yes                         | Heritage Assessment to include:  
  a. Assessment of significance of the building affected  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed demolition  
  c. Assessment of Impact (on significance) |
| **Applications for new buildings within the conservation area or its setting**             | Yes                         | Heritage Assessment to include:  
  a. Assessment of significance of any historic buildings (to include listed, locally listed and unlisted buildings) affected by the proposed development  
  b. Assessment of significance of any part of the conservation area that will be affected by the proposed development (such as the setting of other important buildings, key views into or out of the area, important trees or green spaces, etc.)  
  c. Assessment of Impact on the conservation area as a result of the proposed development |
### Checklist for Applicants: Outline

| Applications affecting the setting of the conservation area | Yes | Heritage Assessment to include:  
|------------------------------------------------------------|-----|--------------------------------------------------------------------------------|
|                                                            |     | a. Assessment of significance of any historic buildings affected by the proposed development (to include listed, locally listed and unlisted buildings)  
|                                                            |     | b. Assessment of significance of any part of the conservation area that will be affected by the proposal (such as the setting of other important buildings, key views into or out of the area, important trees or green spaces, etc).  
|                                                            |     | c. Assessment of Impact on the conservation area as a result of the proposed development |

| Applications within or affecting Registered Parks and Gardens | Yes | Heritage Assessment to include:  
|-------------------------------------------------------------|-----|--------------------------------------------------------------------------------|
|                                                             |     | a. Assessment of significance of the area affected.  
|                                                             |     | b. Assessment of impact (on the significance) |

| Applications affecting the setting of a Scheduled Monument | Yes | Heritage Assessment to include:  
|-----------------------------------------------------------|-----|--------------------------------------------------------------------------------|
|                                                           |     | a. Assessment of significance of the area affected.  
|                                                           |     | b. Assessment of impact (on the significance) including any archaeological impact |

| Applications within the Stallingborough Archaeological area of Very High Importance and Central Grimsby (Areas 1-7)* | Yes | Heritage Assessment to include:  
|----------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------|
|                                                                                                         |     | a. Assessment of significance of the site affected.  
|                                                                                                         |     | b. Assessment of impact (on the significance) including any archaeological impact |


### Additional Information Continued:

If the access to the site is changing then you will need to supply **ONE** original of a plan showing the existing and proposed details in a metric scale of 1:50 or 1:100.

**ONE** original of a plan showing the existing and proposed car parking arrangements in a metric scale of 1:50, 1:500, 1:200 or 1:100 may also be required.

**ONE** copy of a tree survey may be required if trees are to be affected by the development.

**ONE** original of a plan that shows both the existing and proposed sections at a scale of not less than 1:100.

**ONE** copy of a Supporting Planning Statement
CHECKLIST FOR APPLICANTS: OUTLINE

ONE copy of a Transport Assessment
ONE copy of a Draft Travel Plan
ONE copy of a Retail Assessment
ONE copy of a Regeneration Assessment
ONE copy of an Air Quality Assessment
ONE copy of a Sustainability Appraisal
ONE copy of a Noise Impact Assessment
ONE copy of a Sound Insulation Assessment
ONE copy of an Energy Statement
ONE copy of a Nature Conservation & Ecological Assessment

Additional Information Continued:

Guidance on completing such an assessment can be found in the document *Template for Biodiversity and Geological Conservation: Validation Checklists* by the Association of Local Government Ecologists at [www.alge.org.uk/publications/](http://www.alge.org.uk/publications/).


ONE copy of an Assessment for the treatment of foul sewage
ONE copy of a Utilities Statement
ONE copy of an Affordable Housing Statement
ONE copy of ventilation/extraction and refuse disposal details
ONE copy of a Structural Survey
ONE copy of a Lighting Assessment/Details of Lighting Scheme
ONE copy of a Sunlight/Daylight Assessment
ONE copy of a Planning Obligation(s)/Draft Heads of Term
ONE copy of a Piling Report
CHECKLIST FOR APPLICANTS: OUTLINE

ONE copy of a Contaminated Land Survey

ONE copy of a document addressing previous reasons of refusal (if applicable)

ONE copy of an Environmental Impact Assessment

Information can be obtained on the above points via our website at http://www.nelincs.gov.uk/planning/