



# Northumberland County Council

## Quick Reference Checklist for

1. Outline Planning Permission: **Some Matters Reserved** | [View Outline Consent guidance.](#)
2. Outline Planning Permission: **All Matters Reserved** | [View Outline Consent guidance.](#)
3. **Approval of Reserved Matters** following Outline | [View Reserved Matters guidance](#)

Outline Planning Permission is used to establish whether development is acceptable in principle before submitting full details as some or all of these can be reserved. It has the advantage that detailed drawings are not needed. Once outline permission has been granted, you will need to ask for the details to be approved. This is known as reserved matters and must be done before work can start. We cannot accept Outline planning applications for change of use or for listed buildings.

The information listed below must be submitted to make the above application types valid. Use this checklist to identify the documents required, then refer to the detailed guidance matching the corresponding 'Note' number in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?		
		1 - Outline Planning Permission - <b>Some Matters Reserved</b>	2 - Outline Planning Permission - <b>All Matters Reserved</b>	3 - Approval of Reserved Matters
<b>Application Form and Certificate</b>	Note 1	Always – Form Title: <i>Application for Outline Planning Permission With Some Matters Reserved</i>	Always – Form Title: <i>Application for Outline Planning Permission With All Matters Reserved</i>	Always – Form Title: <i>Application for Approval of Reserved Matters Following Outline Approval</i>
<b>Correct Fee</b>	Note 2	Always – based on site area. <a href="#">Check fee schedule for the outline applications fee.</a>		Always – <a href="#">Check fee schedule for the reserved matters fee.</a>
<b>Location Plan</b>	Note 3	Always – as a minimum state the area or areas where access points to the development will be situated even if access is a reserved matter.	Always – as a minimum state the area or areas where access points to the development will be situated even if access is a reserved matter.	Always
<b>Existing and Proposed Site Plans</b>	Note 4	Only if - you are seeking approval for <b>Layout</b> or <b>Access</b> .	No	Always

<b>Design and Access Statement</b>	Note 5	Yes – for a major application or if the site is in a conservation area/world heritage site and proposes one or more dwellings, new floorspace of 100sqm or more.	Yes – for a major application or if the site is in a conservation area/world heritage site and proposes one or more dwellings, new floorspace of 100sqm or more.	Yes – for a major application or if the site is in a conservation area/world heritage site and proposes one or more dwellings, new floorspace of 100sqm or more.
<b>Fire Statement</b>	Note 7	No	No	Yes – if required by this Note and not already provided at outline stage.
<b>Existing and Proposed Elevations</b>	Note 8	Only if – required by this Note and you are seeking approval for <b>Scale</b> and <b>Appearance</b> .	No	<p><b>For all the below requirements:</b></p> <p>It is the applicants/agents responsibility to ensure you supply the correct information for any reserved matters application you submit.</p> <p>Please check our Validation Checklist to see if any of the notes apply to the reserved matter you are seeking approval for.</p> <p>If you have already supplied the information at outline stage there is no need to do so at reserved matters (unless something has changed).</p> <p>If the information is required but not submitted at outline then you must submit it with your</p>
<b>Existing and Proposed Floor Plans</b>	Note 8	Only if – required by this Note and you are seeking approval for <b>Scale</b> and <b>Appearance</b> .	No	
<b>Existing and Proposed Roof Plans</b>	Note 8	Only if – required by this Note and you are seeking approval for <b>Scale</b> and <b>Appearance</b> .	No	
<b>Existing and proposed site sections/ levels</b>	Note 8	No - These may be requested by the Case Officer during consideration of the application.	No	
<b>Window / Door Details</b>	Note 8	No	No	
<b>Boundary Details (fence/ wall/ gate)</b>	Note 8	No	No	
<b>Affordable Housing Statement</b>	Note 9	No	No	
<b>Air Quality Assessment</b>	Note 10	No	No	

<b>Biomass Boiler Information Form</b>	Note 10	No	No	<p>reserved matters application.</p> <p>We will not inform you at validation stage if this information is missing. However, any information submitted must meet the criteria on our checklist. For example: scale bars, report expiry dates and naming. It will be invalid if it does not meet our criteria.</p> <p>When the Case Officer / consultees review the application and it is found you have not submitted the required information they will ask for this.</p> <p>As such your application could be delayed if you do not submit the required information with your application.</p> <p>Please check our Validation Checklist before you submit your application.</p> <p><a href="#">Planning Validation Checklist</a></p>
<b>Archaeological Desk Based Assessment/ Archaeological Building Assessment</b>	Note 11	No	No	
<b>Coal Mining Risk Assessment (CMRA)</b>	Note 12	No	No	
<b>Coastal Change Vulnerability Assessment</b>	Note 13	No	No	
<b>Daylight and Sunlight Assessment</b>	Note 14	No	No	
<b>Biodiversity Net Gain (BNG)</b>	Note 15	<p>Yes for -</p> <ul style="list-style-type: none"> <li>- Major development applications submitted on or after 12 February 2024.</li> <li>- Minor development applications submitted on or after 2 April 2024.</li> <li>- Some exemptions apply see note 15.</li> </ul>	<p>Yes for -</p> <ul style="list-style-type: none"> <li>- Major development applications submitted on or after 12 February 2024.</li> <li>- Minor development applications submitted on or after 2 April 2024.</li> <li>- Some exemptions apply see note 15.</li> </ul>	
<b>Ecology Checklist</b>	Note 15	No	No	
<b>Ecology Report</b>	Note 15	No	No	
<b>Nutrient Budget</b>	Note 15	No	No	
<b>Flood Risk Assessment</b>	Note 16	No	No	
<b>Sequential Test (flooding from all sources)</b>	Note 16	No	No	
<b>Foul Drainage Assessment</b>	Note 16	No	No	

<b>Surface Water and Drainage Assessment</b>	Note 16	No	No	
<b>Healthy Planning Checklist/ Assessment</b>	Note 17	No	No	
<b>Heritage Statement</b>	Note 18	No – however you can choose to include this as part of a Design and Access Statement	No – however you can choose to include this as part of a Design and Access Statement	
<b>Phase 1 Desktop Investigation Report</b>	Note 19	No	No	
<b>Phase 2 Site Investigation Report</b>	Note 19	No	No	
<b>Ground Gas Protection Report</b>	Note 19	No	No	
<b>Landscape and Visual Impact Assessment (LVIA)</b>	Note 20	Only if – required by this Note and you are seeking approval for <b>Landscaping.</b>	No	
<b>Landscape Strategy/ Landscape Plan</b>	Note 21	Only if – required by this Note and you are seeking approval for <b>Landscaping.</b>	No	
<b>Lighting Assessment</b>	Note 22	No	No	
<b>Marketing Statement/ Assessment</b>	Note 23	No	No	
<b>Mineral Safeguarding Assessment</b>	Note 24	No	No	
<b>Noise Assessment</b>	Note 25	No	No	
<b>Open Space Assessment</b>	Note 26	No	No	

<b>Planning Obligations – Heads of Terms</b>	Note 27	No	No	
<b>Pre-Application Consultation Statement (turbine development)</b>	Note 28	No	No	
<b>Statement of Consultations Undertaken</b>	Note 29	No	No	
<b>Structural Survey</b>	Note 30	No	No	
<b>Structural Statement (Justification)</b>	Note 30	No	No	
<b>Transport Statements etc</b>	Note 31	No	No	
<b>Town Centre Uses: Impact Assessment</b>	Note 32	No	No	
<b>Town Centre Uses: Sequential Assessment</b>	Note 33	No	No	
<b>Tree Plan (TPO means protected tree)</b>	Note 34	No	No	
<b>Tree Report (TPO means protected tree)</b>	Note 34	No	No	
<b>Ventilation/ Extraction Details</b>	Note 35	No	No	

Government legislation requires that the above application type should be **decided within 8 weeks** of receiving a valid application (this increases to **13 weeks for major applications** or **16 weeks** if the application requires an Environmental Impact Assessment). This timescale does not begin until your application has everything we require to make that decision (and is registered as valid).



## Get it right first time

You don't want your planning application to be delayed – and neither do we. The submission of a valid application for planning permission requires compliance with national information requirements and provision of local information requirements (reflecting the material planning considerations relevant to our area). We encourage you to check your submission closely against our Validation Checklist. It contains a list of national and local criteria that documents must meet to make it valid.

[www.northumberland.gov.uk/validationchecklist](http://www.northumberland.gov.uk/validationchecklist)

### Why is it essential to refer to the Validation Checklist?

It is in everyone's interest to get applications validated but it is the responsibility of the applicant/agent to check the requirements are fulfilled prior to submission. We cannot process your application unless the mandatory national and local requirements have been provided and are correct. Any application that does not meet these requirements will be made invalid or may be returned to you. An application will only be passed to a Case Officer when it is complete (valid). You can avoid delays and help us deal with applications more efficiently by familiarising yourself with this list and checking your application prior to submission.

### 11% of Location Plans are invalid

These are mainly invalid due to issues with the red line boundary or because they do not measure to the scale/paper size stated. We have produced some guidance which includes advice on how to avoid the three most common mistakes on location plans. As a decision relates to the area within the red line boundary it must be correct. Please see Note 3 of the Validation Checklist for further detailed requirements.

### 13% of Site Plans are invalid

This is often because only a proposed site plan is submitted, and we often require an existing site plan in addition. It can also be because they do not measure to the scale/paper size stated or are missing a North arrow – this is a national requirement. Please see Note 4 of the Validation Checklist for further detailed requirements.

### 42% of Plans (elevation, roof or floor plans) are invalid

This is normally due to a missing scale bar or a North arrow (where required), or because they do not measure to the scale/paper size stated. Scale bars provide us with a specific measurement so we can check the drawing is consistent with the scale stated and not distorted by copying/printing/resizing, it must match the scale stated on the drawing. A North arrow helps us get our bearings (especially with a complex layout), marry the correct elevation with the floor plan and check they have the correct labelling e.g., East, West etc. Please see Note 8 of the Validation Checklist for further detailed requirements.

**The above requirements are checked at validation in order to prevent delay during the decision-making process. Any plans should be clear, correct and measurable so we can maintain an accurate register.**

## Further assistance

If you are unsure how to provide drawings/reports yourself and require someone to make the application on your behalf you can appoint a professional planning consultant. If a consultant

(agent) is named on the form all communication will go directly to them. To find an approved Planning Consultant [search the RTPI Directory](#).