

## Guidance Notes for:

### **Application for outline planning permission with some matters reserved**

*Town and Country Planning Act 1990*

### **Application for outline planning permission with all matters reserved**

*Town and Country Planning Act 1990*

The Application for Outline Planning Permission form is generally used to find out, at an early stage, whether or not a proposal is likely to be approved by the planning authority, before any substantial costs are incurred.

This type of planning application allows fewer details about the proposal to be submitted. These details may be agreed following a "reserved matters" application at a later stage.

Reserved matters can include:

- **appearance** - aspects of a building or place which affect the way it looks, including the exterior of the development
- **means of 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
- **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
- **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
- **scale** - includes information on the size of the development, including the height, width and length of each proposed building

While some applications are straightforward and a decision can be made by the planning authority without detailed information, other proposals may need more information to be provided. Your local authority will ask you to provide further details if it is necessary.

It is a good idea to talk to the local authority about how much information might need to be included before you submit your planning application.

Once outline planning permission has been granted, a 'reserved matters' application must be made within three years of the consent (or a lesser period if specified by a condition on the original outline approval). The details of the application must be in accord with the outline approval, including any conditions attached to the permission.

It is often helpful to discuss your proposal with your local authority before you send in your application – this is known as 'pre-application advice'. Your local authority will normally have details of how to go about this on its website.