

## Guidance Notes for:

### Application for Approval of Reserved Matters following Outline Approval

*Article 21 Town & Country Planning (General Development Procedure) Order 1995*

The Application for Approval of Reserved Matters form should be used after an outline planning application has been approved.

A reserved matters application deals with some or all of the outstanding details of the outline application proposal, including:

- **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

The details of the reserved matters application must be in line with the outline approval, including any conditions attached to the permission. If your proposals have changed in any way, you may need to reapply for outline or full planning permission.

Some, though not all, details may have been formally submitted and approved at the outline application stage, if the applicant chose to do so, or the council insisted.

The outline decision notice, issued by the council, will state which matters were reserved for later approval.

Permission lasts for two years from the last date that the reserved matters were approved, or, three years from the date that outline planning permission was approved – whichever date is the later.

**Tip Box:** Outline permission is not a permission to start work on site. The permission notice will state which matters have been reserved for later approval. When all of the reserved matters have been approved, work may begin on the site.

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.