

Confirmation of Compliance Guidance Note

Documents to support a Confirmation of Compliance Application

1. The application form including a written description of the proposed development, developers contact address, telephone number and email address;
2. A plan indicating the location of the site in relation to neighbouring plots and within the wider context of Graven Hill at a scale of 1:1250 (please see attached example);
3. A plan or plans, including a proposed site layout, proposed elevations and proposed floor plans, showing the details of access, appearance, landscaping, layout and scale of the proposed development. These plans need to be to scale;
4. Proposed site layout plan needs to include the following information –
 - Location of the vehicle access;
 - details of any hard surface area to the front of the dwelling, including surfacing material and details of the drainage of this area. (any hard surface area forward of the front elevation of the dwelling house needs to be permeable or drain to a permeable area within the plot)
 - details of front boundary height and material (front boundary is any boundary forward of the principal elevation);
 - details of the side and rear boundary height and material;
 - details of parking arrangement;
 - details of cycle parking location, including height of any proposed sheds or stores (should not be in the area forward of the front elevation);
 - details of waste storage location, including height of any proposed sheds or stores (should not be in the area forward of the front elevation);
5. A Sustainable Construction Statement, which provides details of how the proposed dwelling will meet the Passive Design Standards 2015 (available on the Graven Hill pages of the Cherwell website).

For plots within the 'Rural Lanes' and 'Village Centre' character areas, to identify these please refer to the attached approved masterplan, the following is also needed:

1. details of all external facing materials
2. details of all roof materials

For plots where there is a significant change in levels (more than 400mm) from the front to the rear of the site and/or across the site from side boundary to side boundary, the following is also needed:

1. A detailed section through the site which shows the approved ground levels of the site, including a line drawn through the centre of the site from the lowest approved level and highest approved level. The section should also include the proposed building with details of the proposed driveway and parking level, the proposed slab level at the front elevation and rear elevation and the proposed rear garden levels. This section should also show the measurement of the roof height from the point where the proposed building crosses the highest point of the approved ground levels.

Non-Material Amendments

If the applicant proposes a non-material amendment to the development following the receipt by the applicant of approval of Confirmation of Compliance by the Local Planning Authority, the applicant must make a written request to the Local Planning Authority to determine whether the proposed amendments are non-material. A written request must include the following:

- 1.

1. A written description of the proposed amendments;
2. The originally approved Confirmation of Compliance application number;
3. Plan or plans, which are to scale, showing the proposed amendments;

A non-material amendment is a minor change to the approved development which is not a material change. For example, changes to the size of existing window openings and door openings may be considered a non-material amendment; however, the insertion of new windows and doors into the side elevation of dwellings at Graven Hill is unlikely to be a non-material amendment.

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