



## Application for Planning Permission – Validation Check List

### **NATIONAL REQUIREMENTS:-**

Completed form

A plan which identifies the land to which the application relates (location plan – must be contemporary, and not an old photocopy which has been obtained from another organisation) drawn to an identified scale and showing the direction of North

A copy of other plans and drawings or information necessary to describe the subject of the application including: -

- Block Plan of site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries

- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)

- Roof plans (e.g. at a scale of 1:50 or 1:100)

The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995

Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995

Design and Access Statement, (if required); Statement will



On sites with exiting/former industrial uses		
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<b>Parking &amp; Access Provision</b>		
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Ensure that details of existing and proposed parking are on both application forms and plans		
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<b>Photographs / Photomontages</b>		
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Not a Validation Issue – Case Officer will request if found to be necessary. Where the new building being proposed is between existing buildings, validate the application, but at the same time advise agent by phone (and make a log note) that Case Officer is likely to ask for a drawing/photomontage showing the street scene, including the new proposal.		
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<b>Site Waste Management Plan</b>		
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Required for Minor Applications, and commercial changes of use. The plans/statement must define arrangements for collection of refuse, including access thereto, and show these arrangements on the plans.		
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<b>Tree Survey / Arboricultural implications</b>		
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Required only if site is subject to TPO, and there is a possible impact on trees subject to order by proposed development.		
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<b>Ventilation / Extraction Statement</b>		
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Applications for Change of Use to Hot Food. Drawings (inc elevations) are needed to show the position of any extract flue(s).		
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