

VALIDATION CHECKLIST

PART 1 - NATIONAL REQUIREMENTS

HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION

3 copies of forms and plans (plus original) unless submitted electronically

FORMS

REQUIREMENTS

Application form

Completed, signed (if paper copy) and dated

Ownership certificate in accordance with Article 7 of GDPO

Completed A, B, C or D, signed (if paper copy) and dated

Notice to owners in accordance with Article 6 of the GDPO

Completed and served where ownership certificates B, C or D have been completed

Agricultural Holdings certificate

Completed, signed (if paper copy) and dated

PLANS

Location plan

OS base to a scale of 1:1250 or 1:2500
North point indicated
Site edged in red including all land necessary to carry out the development e.g. land required for access, visibility splays, landscaping, car parking and open areas
The plan should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named.

Block plan

Show site and immediate surroundings to a scale of 1:100 or 1:200

Site Plan

Plan of site and immediate surroundings to a scale of 1:500 or 1:200 showing existing site features e.g. Walls, trees, buildings and other structures
North point indicated
Proposed development in relation to site boundaries and existing buildings within site with written dimensions
All buildings, roads and footpaths on adjoining land
All public rights of way crossing or adjoining the site
Access arrangements
Position of trees on site and adjoining land likely to be affected
Extent and type of hard surfacing
Boundary treatment

Existing and proposed elevations

To a scale of 1:50 or 1:100

Existing and proposed floor plans

To a scale of 1:50 or 1:100

Existing and proposed sections and finished floor levels

To a scale of 1:50 or 1:100

Roof Plan

To a scale of 1:50 or 1:100

PLANS (contd)

Existing site survey

Proposed site layout

OTHER DETAILS

Design and Access Statement

FEE

Correct fee

REQUIREMENTS

Showing existing site features e.g. Walls, trees, buildings and other structures to a scale of not less than 1:200

Where any part of the site falls within an SSSI, Conservation Area or Chilterns Area of Outstanding Natural Beauty

Fee applicable to application

Note:* OS plan can be purchased at Planning Reception