

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR OUTLINE PLANNING PERMISSION (with all or some matters reserved)

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

Other land under control of applicant edged in blue

The plan should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named.

Block plan

Site and proposed development in relation to site boundaries and existing buildings on 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

Position of trees on site and adjoining land likely to be affected

Indicative site layout including access points/indicative access points

Indicative layout of buildings and access points with separate development zones and details of other site features e.g. access(es), trees and landscaping, car parking provision etc. to a scale of not less than 1:200

Details of any matters to be determined at outline stage

To be clearly identified and if appropriate shown on drawings of a scale of not less than 1:100

OTHER DETAILS

Use

Amount of development  
Scale parameters

Design and Access Statement

FEE

Correct fee

Note:\* OS plan can be purchased at  
Planning Reception

REQUIREMENTS

Proposed use or uses and any distinct development zones  
within the site to be shown on indicative layout

Amount of development for each use  
Amount of development for each use

All applications

Fee applicable to application