



## National Validation Checklist

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PART 1 - NATIONAL REQUIREMENTS

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 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 boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary 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
<u>PLANS (contd)</u>	<u>REQUIREMENTS</u>
Existing and proposed floor plans	To a scale of 1:50 or 1:100
Existing and proposed sections and finished floor and site levels	To a scale of 1:50 or 1:100
Roof plan	To a scale of 1:50 or 1:100

OTHER DETAILS

Design and Access Statement All applications except: Change of use where no  
(including disabled and fire access operational development is involved Engineering or mining  
where applicable) operations

FEE

Correct fee Fee applicable to application

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

## 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

## 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

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

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR LISTED BUILDING CONSENT

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

#### FORMS

#### REQUIREMENTS

Application form

Completed, signed (if paper copy) and dated

Ownership certificate as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

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

Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

Served and/or published where ownership certificates B, C or D have been completed

#### PLANS

Site location plan

OS base to a scale of 1:1250 or 1:2500  
North point indicated  
Site edged in red  
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

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

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

Details of proposals such as new doors, windows, shop fronts, panelling, fireplaces plaster moulding and other decorative details

To a scale of 1:20

#### OTHER DETAILS

Design and Access Statement

All applications

Note: OS plan can be purchased at Planning Reception

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR CONSERVATION AREA CONSENT

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

#### FORMS

#### REQUIREMENTS

Application form

Completed, signed (if paper copy) and dated

Ownership certificate as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

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

Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

Served and/or published where ownership certificates B, C or D have been completed

#### PLANS

Site location plan

OS base to a scale of 1:1250 or 1:2500  
North point indicated  
Site edged in red  
Other land under control of applicant edged in blue  
The plan should 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

Existing and proposed elevations

To a scale of 1:50 or 1:100

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR CONSENT TO DISPLAY AN ADVERTISEMENT(S)

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

#### FORMS

Application form

#### REQUIREMENTS

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  
Other land under control of applicant edged in blue

Existing and proposed elevations if advertisement to be sited on building To a scale of 1:50 or 1:100

Advertisement drawings

To a scale of 1:50 or 1:100 showing each advertisement sign in terms of their: position size (height, depth and width) materials and colours height above ground level extent of projection (if applicable) if illuminated - type of illumination (internal or external) level of luminance and colour

#### FEE

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

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

#### FORMS

#### REQUIREMENTS

Application form

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  
Other land under control of applicant edged in blue  
Site edged in red  
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

Details of the matters to be determined including floor plans and elevations if appropriate To be clearly identified and if appropriate shown on drawings of a scale of not less than 1:100

#### FEE

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING GRANT OF 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

#### OTHER DETAILS

Design and Access Statement

If required depending on nature of original proposal

#### FEE

Correct fee

Fee applicable to application

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (existing use, operation or activity and in breach of planning condition)

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

#### FORMS

#### REQUIREMENTS

Application form

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  
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.

#### EVIDENCE

Evidence verifying information included in application

#### FEE

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (proposed use or development)

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

#### FORMS

Application form

#### REQUIREMENTS

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  
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.

#### EVIDENCE

Evidence verifying information included in application

Other information considered relevant to application

#### FEE

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT (excavation/waste material, proposed building, proposed fish tank (cage), proposed road)

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

#### FORMS

#### REQUIREMENTS

Form or written description of proposed development of 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

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.

#### MATERIALS

Details to be provided

#### FEE

Correct fee

Fee applicable to application

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

**VALIDATION CHECKLIST**

PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEMOLITION

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

FORMS

REQUIREMENTS

Form or written description of proposed development

Completed, signed (if paper copy) and dated

STATEMENT

Statement that site notice has been displayed in accordance with A.2(b)(iii) of Part 31 of Schedule 2 to the GPDO 1995

FEE

Correct fee

Fee applicable to application

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

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 and as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990	Completed A, B, C or D, signed (if paper copy) and dated
Notice to owners in accordance with Article 6 of the GDPO and Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990	Served and/or published where ownership certificates B, C or D have been completed
Article 7 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 boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary 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 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

PLANS (contd)

REQUIREMENTS

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
Details of proposals such as new doors, windows, shop fronts, panelling, fireplaces plaster moulding and other decorative details	To a scale of 1:20
Roof plan	To a scale of 1:50 or 1:100

OTHER DETAILS

Design and Access Statement (including disabled and fire access where applicable)	All applications except: Change of use where no operational development is involved Engineering or mining operations
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FEE

Correct fee	Fee applicable to application
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Note:\* OS plan can be purchased at Planning Reception

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

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 and as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

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

Notice to owners in accordance with Article 6 of the GDPO and Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

Served and/or published where ownership certificates B, C or D have been completed

Article 7 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

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  
Access arrangements  
Position of trees on site and adjoining land likely to be affected  
Extent and type of hard surfacing  
Boundary treatment

PLANS (contd)

REQUIREMENTS

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
Details of proposals such as new doors, windows, shop fronts, panelling, fireplaces plaster moulding and other decorative details	To a scale of 1:20
Roof Plan	To a scale of 1:50 or 1:100
Existing site survey	Showing existing site features e.g. Walls, trees, buildings and other structures to a scale of not less than 1:200
Proposed site layout	Showing proposed site features e.g. trees and landscaping, car parking provision etc. to a scale of not less than 1:200

OTHER DETAILS

Design and Access Statement	Where any part of the site falls within an SSSI, Conservation Area or Chilterns Area of Outstanding Natural Beauty
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FEE

Correct fee	Fee applicable to application
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Note:\* OS plan can be purchased at Planning Reception

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT

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 and as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

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

Notice to owners in accordance with Article 6 of the GDPO and Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

Served and/or published where ownership certificates B, C or D have been completed

Article 7 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 boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary 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  
Access arrangements  
Position of trees on site and adjoining land likely to be affected  
Extent and type of hard surfacing  
Boundary treatment

PLANS (contd)

REQUIREMENTS

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

OTHER DETAILS

Design and Access Statement (including disabled and fire access where applicable)	All applications except: Change of use where no operational development is involved Engineering or mining operations
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FEE

Correct fee	Fee applicable to application
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Note:\* OS plan can be purchased at Planning Reception

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT

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 and as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

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

Notice to owners in accordance with Article 6 of the GDPO and Notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990

Served and/or published where ownership certificates B, C or D have been completed

Article 7 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

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  
Access arrangements  
Position of trees on site and adjoining land likely to be affected  
Extent and type of hard surfacing  
Boundary treatment

PLANS (contd)

REQUIREMENTS

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

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

Proposed site layout Showing proposed site features e.g. trees and landscaping, car parking provision etc. to a scale of not less than 1:200

OTHER DETAILS

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

FEE

Correct fee Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR PLANNING PERMISSION AND CONSENT TO DISPLAY AN ADVERTISEMENT(S)

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

Served and/or published where ownership certificates B, C or D have been completed

Article 7 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 boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary 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  
Access arrangements  
Position of trees on site and adjoining land likely to be affected  
Extent and type of hard surfacing  
Boundary treatment

Block plan

Site boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary to a scale of 1:100 or 1:200

PLANS (contd)

REQUIREMENTS

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
Advertisement drawings	To a scale of 1:50 or 1:100 showing each advertisement sign in terms of their: position size (height, depth and width) materials and colours height above ground level extent of projection (if applicable) if illuminated - type of illumination (internal or external) level of luminance and colour
Roof plan	To a scale of 1:50 or 1:100

OTHER DETAILS

Design and Access Statement (including disabled and fire access where applicable)	All applications except: Change of use where no operational development is involved Engineering or mining operations
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FEE

Correct fee	Fee applicable to application
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Note:\* OS plan can be purchased at Planning Reception

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR LISTED BUILDING CONSENT AND CONSENT TO DISPLAY AN ADVERTISEMENT(S)

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

Article 7 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 boundaries, type and height of boundary treatment, position of any building or structure on other side of boundary to a scale of 1:100 or 1:200

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

Details of proposals such as new doors, windows, shop fronts, panelling, fireplaces plaster moulding and other decorative details

To a scale of 1:20

Advertisement drawings

To a scale of 1:50 or 1:100 showing each advertisement sign in terms of their: position size (height, depth and width) materials and colours height above ground level extent of projection (if applicable) if illuminated - type of illumination (internal or external) level of luminance and colour

PLANS (contd)

REQUIREMENTS

Roof plan

To a scale of 1:50 or 1:100

OTHER DETAILS

Design and Access Statement

FEE

Correct fee

Fee applicable to application

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

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

APPLICATION FOR TREE WORKS (Works to trees subject to a preservation order (TPO ) and/or notification of proposed works to trees in conservation areas (CA))

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

#### FORMS

#### REQUIREMENTS

Application form

Completed, signed (if paper copy) and dated

#### PLANS

Sketch plan

Showing location of all trees

#### OTHER DETAILS

Full and clear specification of works to be carried out

Statement of reasons for proposed work

Evidence in support of statement

Report by tree professional if reasons relate to health and/r safety of tree(s). Report by an engineer or surveyor and tree professional if alleging subsidence damage

## VALIDATION CHECKLIST

### PART 1 - NATIONAL REQUIREMENTS

#### APPLICATION FOR HEDGEROW REMOVAL NOTICE

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

#### FORMS

#### REQUIREMENTS

Form

Completed, signed (if paper copy) and dated

#### PLANS

Location plan

OS base to a scale of 1:1250 or 1:2500

North point indicated

Showing location and length of hedgerow to be removed

#### EVIDENCE

Evidence of date of planting

Note: OS plan can be purchased at  
Planning Reception