

Validation checklist for planning applications submitted by the County Council.

This checklist sets out the **minimum** requirements applicants need to submit to enable the proper validation of applications. This will ensure that applications can be processed without delay and reduce the need for the submission of further information at a later stage.

In order for the County Council to deal properly and efficiently with the planning applications it receives it is essential that the correct information is submitted from the outset. This in turn will enable the County Council to provide a more efficient planning service. (see also Note 1 below).

Part 1

Please refer to the guidance notes for completing a general planning application (form 1) for more detailed information on the following requirements. If you have any queries when completing the checklist please contact an officer from the Planning Development Control Group.

Your application **MUST** include the following:

	Please Tick
4 copies of the completed application forms, signed and dated	<input type="checkbox"/>
4 copies of the site location plan (scale 1:10,000 - 1:2500)	<input type="checkbox"/>
4 copies of a site survey/existing layout plan (1:500 or 1:200 scale)	<input type="checkbox"/>
4 copies of the proposed site layout (showing existing and proposed buildings where applicable)	<input type="checkbox"/>
4 copies of the proposed elevations and floor plans of new buildings/extensions	<input type="checkbox"/>
1 copy of the Section 66/Article 7 certificate, signed and dated	<input type="checkbox"/>
4 copies of the Design and Access Statement	<input type="checkbox"/>
The correct fee	<input type="checkbox"/>

Note 1:

The County Council is implementing new systems which entail the electronic submission of planning applications. It would be helpful if you were able to supply all or some of the required documents electronically in PDF format. It may also assist the County Council to process the application if more than 4 paper copies of the various plans are supplied.

Part 2

In addition to the requirements listed in Part 1, the following information **may** also be required where appropriate. For more detailed information please refer to the guidance notes on submitting a general planning application (form1). If you have any queries when completing the checklist please contact an officer from the Planning Development Control Group.

Please tick the following boxes to confirm the information has been submitted.

Supporting planning statement

Where applicable, assessments of the following issues:

Drainage and flood protection

Details of traffic, access and routes

Details of screening and landscaping

Effects on the landscape and biodiversity

Effects on archaeological features and cultural heritage