

VALIDATION CHECKLIST

HOUSEHOLDER APPLICATIONS

NATIONAL Compulsory requirements for your application	Included (tick box)
<p>Completed Household application form: The national requirement is for FOUR copies (including one original) to be supplied unless the application is submitted electronically.</p>	
<p>Location Plan - This must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>As with all other plans SBC requires FOUR copies to be supplied unless the application is submitted electronically, However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</p>	
<p>Other plans and drawings or information necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> • Site plan at a scale of 1:500 or 1:200, showing the proposed development in relation to the site boundaries and other buildings on the site, with written dimensions including those to the boundaries; buildings, roads and footpaths on land adjoining the site, including access arrangements; all public rights of way crossing or adjoining the site; the position of trees on the site and on adjacent land that could influence or be affected by the development; the extent and type of any hard surfacing; and boundary treatment where this is proposed. • 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 1:100 or 1:200) • 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) <p>As with all plans SBC requires FOUR copies of all drawings to be supplied unless the application is submitted electronically).</p>	

<p>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. This must state the ownership of the property.</p> <p>If you are unsure about which Certificate to complete contact the Development Control Service for advice</p> <p>In addition where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article. If in doubt contact the Development Control Service for advice.</p>	
<p>Completed Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.</p> <p>This certificate is required whether or not the site includes an agricultural holding.</p>	
<p>Correct Application fee: Where one is necessary. Fee details can be obtained from Development Control Service or the website.</p>	
<p>Design and Access Statement: A Design and Access Statement is required if the site is within a Conservation Area or Area of Exceptional Character (as Defined on the Proposals Map). Guidance on the preparation of Statements is available on the website and also on the website of the Commission for Architecture and the Built Environment (CABE)</p>	

PLEASE NOTE ALL PLANS AND DRAWINGS SUBMITTED WITH THE APPLICATION SHOULD BE TITLED AND NUMBERED FOR IDENTIFICATION PURPOSES

LOCAL: Information that <u>MAY</u> be required for your application Please enquire before submission for exact number of copies required.	Included (tick box)
Supporting Planning Statement: This should summarise the proposals and include information on how the proposed development accords with policies in the development plan or other relevant planning policy documents and can be useful if the issues are complex or potentially controversial.	
Parking and Access arrangements: Parking and access arrangements both existing and proposed provision preferably on a site/block plan scale 1:200.	
Tree Survey and Landscape Plan: Applications for sites containing tree cover should include a detailed survey and indicate which trees are to be retained and the means of protecting these trees during construction works. Development of prominent sites, redevelopment schemes, sites in Conservation Areas and proposals near to or involving listed buildings should include landscape detail.	
Flood Risk Assessment: A Flood Risk Assessment (FRA) will be required for development and change of use to a use more sensitive to flood risk on site of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. Developments on sites under 1 hectare but involving one or more new dwellings or 100 square metres of new floor space require a statement to say how surface water drainage will be dealt with.	