

Validation Checklist - Full Planning Application

Paper Copies - 1 copy of form, 2 copies of every other document

Application Form			
Accurate Development Description			
Application Address or Description if there is no address			
Name and address of applicant and any agent			
Land Ownership Certificate			
Correct fee			
Application form signed - if paper copy			
Correct licence attached to Ordnance Survey Maps			
All plans to be metric and to recognised scale			
Location Plan			
North point - Orientated Correctly			
Scale Bar			
At a scale that can identify site in relation to surroundings 1:1250 or 1:2500			
Red line development boundary – solid - matching site plan			
Other land owned or in control in blue			
Property & Road names & numbers			
(Supplementary location plan if needed depending on scale & surroundings) 1:5000, 1:10000, 1:25000			
Site Plan			
North Point - Orientated Correctly			
Scale Bar			
Scale 1:100, 1:200, 1:500			
Red line development boundary – solid - matching location plan			
Blue line for any other land in control or owned			
All land & buildings within 20m radius around site boundary identified			
Accurate footprint of all existing and proposed buildings & structures within site with annotation to identify them			
A written dimension showing distance from proposal to any part of site boundary (if multiple buildings or structures, will require dimension from each)			
Access Track			
Parking – 2 spaces up to 3 bed; 3 spaces 4+ bed			
Turning – 7.6 x 7.6m or standard hammerhead			
Extent & type of hardsurfacing to parking, turning, access track etc (only where proposed)			
Hard & Soft Landscaping Defined			
Surface Water Soakaway & connection (connection point must be in red line boundary			
Septic Tank & connection - OR - connection to sewer (connection point must be in red line development boundary)			
Boundary Treatment - inc height and type (only where proposed)			
Decking (if applicable)			
ASHP (if applicable)			
Existing Site Plan (if applicable)			
North Point - Orientated Correctly			
Scale Bar			
Scale 1:100, 1:200, 1:500			
Red line development boundary – solid - matching location plan			
Blue line for any other land in control or owned			
All land & buildings within 20m radius around site boundary identified			
Footprint of all existing buildings & structures within site - annotation to identify them			

Proposed Elevations			
Scale Bar			
Scale 1:50 or 1:100			
Dimensions - inc lengths, height to eaves & ridge			
Showing all 4 sides			
Labelled Correctly NESW			
External Finishes			
Ground Profile & Underbuild			
ASHP & Spec (if applicable)			
Decking (if applicable)			

Existing Elevations (if applicable)			
Scale Bar			
Scale 1:50 or 1:100			
Dimensions - inc lengths, height to eaves & ridge			
Show all elevations affected by proposal			
Labelled Correctly NESW			
Existing External Finishes			
Existing Ground Profile & Visible Underbuild			

Proposed Floor Plans			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Rooms Labelled			
Show Windows & Doors			
Extent of any proposed demolition (if applicable)			
Decking (if applicable)			
ASHP (if applicable)			

Existing Floor Plans (if applicable)			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Rooms Labelled			
Show Windows & Doors			

Roof Plans - if the roof is complex (Existing & Proposed may be required)			
North Point - Orientated Correctly			
Scale Bar			
1:50 or 1:100			
Shape of Roof inc details of vents, chimney stacks, window openings			
Direction of slope of roof			
Roofing Material			

Site Section - Especially Required on Sloping Site (Existing & Proposed may be required)			
Scale Bar			
1:100 or 1:200			
Site Section line must be shown on site plan			

Design statement if in National Scenic Area/Conservation Area/ Designated Landscape/ Cat A Listed Building/Scheduled Monument			
Must be a separate document			
Must relate to policies			

All drawings must correlate to each other			
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