

Outline Planning Applications Checklist – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

Applicant Details

Agents Details

Site Address (inc. post code)

Ownership certificates

Proposal

Materials

Parking

Agricultural Certificate completed

Part 2 completed (if not householder application)

Not applicable

Additional information (Please provide a list)

Completed and submitted on-line and copy saved.

Contact list included telephone number and e-mails (Not to be shown on the web)

2. Site Plan

A site plan at a scale of 1:1250 or 1:2500

Site Boundary indicated by a red line

Material Ownership of adjoining Land shown by a blue line

3. Drawings

All dimensions are in metric at a scale of 1:50 or 1:100

Drawing show, access, envelop of building(s), external appearance etc

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (e.g. Drawings register)

4. Photographs

- List of Photographs/photo montages with context and purpose explained
- Link to web site showing digital photos or Videos of the site and surrounding
- Photographs provided on CD/DVDs

5. Supporting Statements

A list of supporting statements/impact studies

- Planning Consultation Environmental Sustainability Appraisal
Other (please attach a list)

6. Other

- Other information (Please attach list)

7. Pre-Application Discussion With

- Local Planning Authority Highways Environment Agency
English Heritage Education Other

List of documents included e.g. letters, minutes etc

8. Fees

- Fees Checked with the Council
- Paid on-line
- Paid by cheque