

# Base – 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)

Proposal  Materials

Agricultural Certificate completed

Additional information

Completed and submitted on-line and copy saved

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

## 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 for floor plans, elevations and sections

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (Drawing paper size should be A3)

## 4. Documents

List of other document submitted

List of materials submitted or links to manufacturers web sites

**5. Photographs**

List of Photographs/photo montages with context and purpose explained

Photographs provided on CD/DVDs

**6. Supporting Statements**

A list of supporting statements

Planning  Consultation

**7. Other**

Other information

**8. Pre-Notification Discussion**

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

**9. Fees**

Fees Check with the Council

Paid on-line

Paid by cheque