

Planning Applications for Waste or Minerals – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------|--------------------------|
| Applicant Details | <input type="checkbox"/> | Agents Details | <input type="checkbox"/> | Site Address (inc. post code) | <input type="checkbox"/> |
| Ownership certificates | <input type="checkbox"/> | Proposal | <input type="checkbox"/> | Materials | <input type="checkbox"/> |
| Agricultural Certificate completed | | <input type="checkbox"/> | | | |
| Part 2 completed (if not householder application) | | | | Not applicable | <input type="checkbox"/> |
| Additional information (Please provide a list) | | | | | <input type="checkbox"/> |
| Completed and submitted on-line and copy saved. | | | | | <input type="checkbox"/> |
| Contact list included telephone number and e-mails (Not to be shown on the web) | | | | | <input type="checkbox"/> |

2. Site Plan

- | | |
|---|--------------------------|
| A site plan at a scale of 1:1250 or 1:2500 | <input type="checkbox"/> |
| Site Boundary indicated by a red line | <input type="checkbox"/> |
| Material Ownership of adjoining Land shown by a blue line | <input type="checkbox"/> |

3. Drawings

- | | |
|---|--------------------------|
| All measurements and volumes must be in metric units | <input type="checkbox"/> |
| Drawings have the scale or scale bar | <input type="checkbox"/> |
| Drawings have critical dimensions | <input type="checkbox"/> |
| North is indicated on all drawings | <input type="checkbox"/> |
| Drawings to include (but not limited to) | <input type="checkbox"/> |
| Drawings showing existing and proposed access (Both Pedestrian and vehicular) | <input type="checkbox"/> |
| Drawings showing existing and proposed site levels | <input type="checkbox"/> |
| Drawings showing trees within 12 m | <input type="checkbox"/> |
| List of Drawings submitted (e.g. Drawings register) | <input type="checkbox"/> |

List of other document submitted e.g. lorry movements, hours or operations etc

Drawing file sizes not greater than 2Mb

List of materials submitted or links to

Manufacturers web sites

4. Photographs

List of Photographs/photo montages with context and purpose explained

Size of each photograph file below 1Mb.

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 Design Traffic Retail

Environmental Archaeology Sustainability Appraisal

Other (please attach a list)

Maximum size of each supporting documents is 2Mb

6. Other

Other information (Please attach list)

7. Pre-Application Discussion

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