

# Major Planning Applications Checklist – 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"/> |
| Parking   |                          | Agricultural Certificate completed |                          |                               | <input type="checkbox"/> |
| Part 2 completed (if not householder application)                               | <input type="checkbox"/> | Not applicable                     |                          |                               | <input type="checkbox"/> |
| Additional information (Please provide 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 dimensions are in metric at a scale of 1:50 or 1:100                      | <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 showing existing and proposed access (Both Pedestrian and vehicular) | <input type="checkbox"/> |
| Drawings showing floor plans, elevations and sections etc                     | <input type="checkbox"/> |
| Drawings showing existing and proposed site levels                            | <input type="checkbox"/> |
| List of Drawings submitted (e.g. Drawings register)                           | <input type="checkbox"/> |
| List of materials submitted or links to Manufacturers web sites               | <input type="checkbox"/> |

**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)

**6. Other**

- List of other document submitted (Schedule of document submitted)

**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