

Minor 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	<input type="checkbox"/>				
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 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