



Handy check list for validating applications

Forms:

- Application form:
- Correct form completed
- All questions completed
- Ownership Certificate completed, signed and dated, Agricultural Holding completed, signed and dated Declaration signed and dated

Plans:

Location plan:

- Site and access (up to and adjoining an adopted highway) outlined in red
- Blue line outlining adjoining land if applicable North point on plan
- Plan title correct
- Scale 1:250 (town/village) or 1:250 (rural)

Block plan:

- Boundaries same as the location plan,
- Boundary treatments/floodlights/sheds/hard standings shown. etc Trees shown
- Proposed demolitions shown. (usually a dashed line)
- Plan title correct
- Scale to 1:200 or 1:500 or recognised scale

Floor plans:

- Corresponds in size and fenestration with other plans submitted
- Annotated correctly



- Plan title correct
- Scale to 1:100 or 1:50 or recognised scale
- Existing and proposed plans provided for all floors affected by the proposal

Elevation plans:

- Corresponds in size and fenestration with other plans submitted Annotated correctly
- Plan title correct
- Scale to 1:100 or 1:50 or recognised scale
- Existing and proposed plans provided for all elevations affected by the proposal

National and Local List requirements:

Design and Access Statement:

- Required?
- Document title correct
- Use covered in document
- 'Amount' covered in document 'Layout' covered in document 'Scale', covered in document
- 'Landscaping' covered in document 'Appearance' covered in document 'Access' covered in document 'inclusive access' covered in document

Affordable Housing Statement:

- Required?
- Document title correct

Biodiversity Checklist

- Required? - (In most cases it is)



Document title correct

If yes to any potential habitat has biodiversity survey/report seen/provided?

Contamination

Required?

Document title correct

Plans provided correspond with those submitted as part of the application

Flood Risk Assessment

Required?

Document title correct

Plans provided correspond with those submitted as part of the application

Justification statement:

Required?

Document title correct

Photographs:

Required?

Planning obligations statement:

Required?

'Title' or 'Option to Purchase' completed

Structural Surveys:

Required?



Uttlesford District Council

Document title correct

Survey not more than 12 months old

Schedule of works:

Required?

Document title correct

Telecommunications Supplementary info:

Required?

Document title correct

Transport Assessment:

Required?

Document title correct

Tree reports:

Required?

Document title correct

Corresponding tree survey plan/site plan submitted showing trees referred to

Fees:

Fee enclosed?