



## Validation checklist: Application for planning permission and consent to display advertisement(s)

<b>National Requirements</b> Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	<b>Tick</b>
Application form, fully completed, signed and dated	
Ownership Certificates (A, B, C or D – as applicable) and Agricultural Holdings Certificate (on application form) fully completed. Either Certificate A, B, C or D to be completed as applicable. Where B, C or D have been completed, Notice(s) need to be served as required.	
Correct fee	
Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a <b>red line</b> and a blue line around any other land owned by the applicant.	
Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park.	
Advertisement drawing(s) showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable). Include means of fixing and/or details of brackets for listed building.	
A copy of any other plans and drawings or information necessary to describe the subject of the application, drawn to identified scale and showing the direction north. See local requirements below for details of plans/documents that may be required for the application proposal.	
<ul style="list-style-type: none"> <li>Existing <u>and</u> proposed elevations at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.</li> </ul>	
<ul style="list-style-type: none"> <li>Existing <u>and</u> proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.</li> </ul>	
Design and Access Statement	
Heritage Asset Statement – See Planning Advice Note	
Environmental Impact Assessment – Where Screen Opinion issued	
<b>The following will also be required if answered yes on the Application Form:</b>	
Biodiversity/Ecological Survey and report	

Flood Risk Assessment	
Tree Survey/Arboricultural Impact Assessment and method appraisal	
Further guidance about the requirements listed above can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application.	

<b>Local Requirements</b> The following documents may be required depending on the nature and location of the application. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	<b>Tick</b>
Existing <u>and</u> proposed car parking and access arrangements	
Roof Plans	
Section drawings – to show existing and finished levels	
Street scene elevations - for any new buildings <u>or</u> large extensions fronting the street	
Affordable Housing Statement	
Community Infrastructure Levy (CIL) – Additional Information Requirements Form	
Contaminated Land Assessment	
Energy Assessment	
Lighting Assessment - Where illuminated advertisements are proposed, we will need layout plan with beam orientation and a schedule of the equipment in the design of the sign and will also need to know when the sign is switched on.	
Planning Obligations - completed instruction sheet and proforma	
Viability Data	
Viability Assessment Fee – only required when viability data is being submitted for assessment	

<b>Additional Requirements</b> The following documents may be required depending on the nature and location of the proposal to assess the impact of the development as proposed. Upon Validation	<b>Tick</b>
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if not provided as part of the application the local planning authority will confirm the level of further information to be provided within the 14 day period. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Aerodrome Safeguarding Assessment	
Air Quality Assessment	
Badger and/ or Bat and/ or Barn Owl Survey	
Cycle Store Details	
Drainage/SUDS	
Land Stability Report	
Minerals Assessment i.e. where prior abstraction is required	
Noise Impact Assessment	
Planning Statement	
Retail Impact Assessment	
Refuse Disposal Details and Bin Stores	
Tourism Viability Report	
Transport Assessment or Transport Statement	
Travel Plan	
Ventilation/Extraction Statement	