



Validation checklist:

Prior Approval of a Proposed Change of Use to State-Funded School or Registered Nursery

National Requirements	Tick
Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Application form, fully completed or a written description of the proposed development	
A plan* indicating the site and showing the proposed development	
The developer's contact address	
The developer's email address if the developer is content to receive communications electronically	
Correct fee	

Local Requirements	Tick
The following documents may be required depending on the location of the proposal and should include assessment of the impacts or risks of the development and statements setting out how these are to be mitigated:	
Flood Risk Assessment	
Contaminated Land Assessment	
Noise Assessment	
Planning Statement	
Transport and Highways Assessment	

*Plans drawn to an identified scale will assist the local authority in determining the proposal.