APPENDIX 2 – CHECKLISTS

Table 7 Appendix 2 – Checklists – List of national requirements

Item	Required	Submitted	Notes
Application Form	Yes/No	Yes/No	
Ownership Certificate(s)	Yes/No	Yes/No	
Planning Fee	Yes/No	Yes/No	
Design and Access Statement	Yes/No	Yes/No	WITH PLANNING STATEMENT.
Outline Planning Applications: indicative access details	Yes/No	Yes/No	N/A.
Fire Statement	Yes/No	Yes/No	
Wind Turbines: Statement of Community Involvement	Yes/No	Yes/No	

Table 8 Appendix 2 – Checklists - Plans

Item	Required	Submitted	Notes
Location Plan	Yes/No	Yes/No	
Site Layout Plan or Block Plan	Yes/No	Yes/No	
Existing and Proposed Elevations	Yes/No	Yes/No	
Existing and Proposed Floor Plans	Yes/No	Yes/No	
Streetscene Plan	Yes/No	Yes/No	
Roof Plans	Yes/No	Yes/No	
Existing and Proposed Site Levels (including Finished Floor Levels)	Yes/No	Yes/No	EXISTING FLOOR LEVELS REMAIN.
Existing and ~~Proposed~~ Sections	Yes/No	Yes/No	BUILDING SECTION UNALTERED
Demolition Plan	Yes/No	Yes/No	

Table 9 Appendix 2 – Checklists - Plan Format Checklist

Item	Checked	Item	Checked
Each plan numbered in a sequential manner	Yes/No	North point shown	Yes/No
Drawn to an identified metric scale	Yes/No	Scale indicated on the plan ~~(linear scale bar shown)~~	Yes/No
Provided at the scale indicated on the plan	Yes/No	Scaled to fit A3 or A4	Yes/No
Up to date plan provided	Yes/No	All red lines match	Yes/No
Red line (continuous red line including all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).	Yes/No	Blue ownership line indicated	Yes/No
Clearly labelled e.g. house names, road names and public rights of way	Yes/No	Elevations labelled North, East, etc.	Yes/No
Elevations and floor plans match	Yes/No	Datum point labelled	Yes/No
Marked as 'indicative' where required	Yes/No	'Do not scale' removed	Yes/No

Table 10 Appendix 2 - Checklists - Other National Requirements determined through other legislation/guidance

Item	Required	Submitted	Notes
Environmental Impact Assessment (EIA) / Environmental Statement (ES)	Yes/No	Yes/No	
Flood Risk Assessment (FRA)	Yes/No	Yes/No	
Flood Risk Sequential Test	Yes/No	Yes/No	
Flood Risk Exception Test	Yes/No	Yes/No	

Table 11 Appendix 2 – Checklists - Local List

Item	Required	Submitted	Notes
Affordable Housing Provision	Yes/No	Yes/No	
Affordable Housing Financial Viability Assessment (where applicable)	Yes/No	Yes/No	
Agricultural/Forestry (Rural) Workers Dwelling Justification Statement	Yes/No	Yes/No	
Agricultural/Forestry Building Justification Statement	Yes/No	Yes/No	
Air Quality Impact Assessment (AQIA)	Yes/No	Yes/No	
Biodiversity Net Gain	Yes/No	Yes/No	
Climate Change Statement	Yes/No	Yes/No	
Coal Mining Risk Assessment	Yes/No	Yes/No	
Community Facilities and Services: Evidence/Statement to justify loss	Yes/No	Yes/No	
Crime Prevention Statement	Yes/No	Yes/No	
Drainage Strategy (Surface Water) / Drainage details	Yes/No	Yes/No	
Ecological Surveys and Reports	Yes/No	Yes/No	BAT SURVEY TO FOLLOW.
Foul Drainage Assessment Form	Yes/No	Yes/No	FOUL DRAIN INDICATED.
Habitat Regulation Assessment – Info to support screening and/or Appropriate Assessment	Yes/No	Yes/No	
Health Impact Assessment (Rapid HIA)	Yes/No	Yes/No	
Heritage Statement or Heritage Impact Assessment	Yes/No	Yes/No	
Land Contamination Assessment	Yes/No	Yes/No	
Landfill Statement	Yes/No	Yes/No	
Lighting Assessment	Yes/No	Yes/No	

Item	Required	Submitted	Notes
Main Town Centre Uses – Sequential Test	Yes/No	Yes/No	
Main Town Centre Uses – Impact Assessment	Yes/No	Yes/No	
Noise Impact Assessment	Yes/No	Yes/No	
Open Space/Sport and Recreation Building and Land Assessment	Yes/No	Yes/No	
Planning Statement	Yes/No	Yes/No	
Priority Employment Areas: Statement to support loss to a non-employment use	Yes/No	Yes/No	
Schedule of Residential Accommodation	Yes/No	Yes/No	SINGLE DWELLING.
Site Waste Management Plan	Yes/No	Yes/No	
Statement of Community Involvement	Yes/No	Yes/No	
Structural Survey	Yes/No	Yes/No	
Sunlight/Daylight Assessment	Yes/No	Yes/No	
Transport Assessment/Transport Statement	Yes/No	Yes/No	WITHIN ESTABLISHED VILLAGE
Travel Plan	Yes/No	Yes/No	
Tree (Arboricultural) survey and reports in accordance BS 5837.	Yes/No	Yes/No	
Ventilation/Extraction Details	Yes/No	Yes/No	
Viability Appraisal	Yes/No	Yes/No	
Water Bodies Assessment	Yes/No	Yes/No	
Wind Microclimate Assessment	Yes/No	Yes/No	