

VALIDATION CHECKLIST

HOUSEHOLDER application for planning permission for works or extension to a dwelling

3 copies of all documentation and plans plus original to be supplied unless the application is submitted electronically.

All plans and drawings should include paper size, key dimensions and a scale bar indicating a minimum of 0-10 metres

Please indicate on the relevant boxes if you have provided the information

PLEASE RETURN THIS CHECKLIST WITH YOUR COMPLETED APPLICATION



**South Hams
District Council**

NATIONAL REQUIREMENTS

	Y/N
Completed form	
A Location plan with the application site edged red and any adjoining and owned by the applicant edged blue at a scale of 1:1250 or 1:2500 in rural areas and showing the direction of North	
A site/block of the site to a scale of not less than 1:200 showing existing features of the site eg, walls, buildings, other structures and boundary treatments. All new works shaded in red. Applicants will also need to show any trees on site and indicate their location, including species, girth and spread on the map.	
A copy of the following plans and drawings. Drawings should clearly outline any materials or finishes to be used. This may include render type and colour, roofing slates, eaves and verge details, and door and window styles:	
<ul style="list-style-type: none"> • Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries • 	
<ul style="list-style-type: none"> • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • 	
<ul style="list-style-type: none"> • Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) • 	
<ul style="list-style-type: none"> • Existing and proposed cross section/site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) • 	
<ul style="list-style-type: none"> • Roof plans (e.g. at a scale of 1:50 or 1:100) • 	
The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995	
Design and Access Statement, required if development is in a conservation Area or Area of Outstanding Natural Beauty This will include the developers reasoning behind the final design. It should also include the proposed materials and colour the applicant wishes to use. Further guidance on design statements is also available in publications by the Commission for Architecture and the Built Environment (CABE). Applicants will be required to make provision for access, parking and sanitary conveniences for people with disabilities in all applications concerning buildings that will be accessible to the public. An access statement outlines how the services provided by that building will be made available to all members of the public. Applications this may be applicable to includes offices, shops, factories, schools, other public access areas and may also include proposals for new housing schemes.	
The appropriate fee (see separate fees form)	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article	

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LOCAL REQUIREMENTS

INFORMATION NEEDED	WHEN IT IS NEEDED	Y/N
Flood Risk Assessment	Within Environment Agency Flood Zone 3	
Parking Provision to be shown on block plan	Front or side extension or where garaging is to be demolished or converted	
Construction Method Statement (to demonstrate safeguards against pollution)	Where development is within 20m of any watercourse or where development is within a Groundwater Source Protection Area.	
Supplementary planning statement	Not always necessary but should be considered where the impact of the proposed development on the surrounding area can not properly be considered by drawings alone. It is useful to submit photo-montages or schematic drawings that give an accurate impression of the proposed development.	

Drainage details:

- The means of fresh water supply: Mains Other

- The means of surface water drainage:

- The means of foul sewage disposal:

Mains

- Connecting to an existing cesspit, septic tank or other (*please state which type and give details on drawings*)