

1 APP VALIDATION CRITERIA CHECK SHEET

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least 2 copies of all documents should be provided

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

9. - Application for planning permission and consent to display an advertisement(s)

National Requirements		
Completed form (signed and dated)	<input type="checkbox"/>	
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 must be signed	<input type="checkbox"/>	
A Site Location Plan to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North.	<input type="checkbox"/>	
A copy of other plans and drawings or information necessary to describe the subject of the application including: <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 Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) Roof plans (e.g. at a scale of 1:50 or 1:100) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Design and Access Statement – This is a mandatory requirement for certain applications please refer to Design & Access Guidance to check if applicable http://www.middevon.gov.uk/planning	<input type="checkbox"/>	
The appropriate fee	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Local Requirements:	YES	N/A
Planning Obligations – draft heads of agreement required for all major applications (10 dwellings or more (or site area 0.5h) or 1000 m ² or more of new floor space (or a site area if 1h or more)	<input type="checkbox"/>	<input type="checkbox"/>
Major residential – design code for Sustainable Homes assessment for level 3 in 2013, rising to level 5 in 2016	<input type="checkbox"/>	<input type="checkbox"/>
Major commercial – design code BREEAM assessment to meet ‘very good’ from 2013 and ‘excellent’ from 2016	<input type="checkbox"/>	<input type="checkbox"/>
Major Applications - Carbon Reduction Statement to set out how landform, layout, building orientation, massing and landscaping to minimise energy consumption have been taken account of in the final design.	<input type="checkbox"/>	<input type="checkbox"/>
Retail Assessment for all major retail proposals	<input type="checkbox"/>	<input type="checkbox"/>
Waste Audit Statement – all major development. Waste management plan could be incorporated into waste audit statement for major agricultural developments	<input type="checkbox"/>	<input type="checkbox"/>
Farm Waste Management Plan – for all accommodation of livestock buildings and storage of slurry over 465sqm	<input type="checkbox"/>	<input type="checkbox"/>
Flood Risk Assessment (FRA) required for all applications in Environment agency Flood Zones 2 and/or 3	<input type="checkbox"/>	<input type="checkbox"/>
Form FDA1 required for all new or connections to existing non-mains drainage	<input type="checkbox"/>	<input type="checkbox"/>

Justification for works to a listed building & schedule of works	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Statement - a written statement that includes an analysis of the significance of the archaeology, history and character of the building/structure), (where proposed development is likely to affect heritage assets or their settings)	<input type="checkbox"/>	<input type="checkbox"/>
Structural survey of the property – when application involves conversion only	<input type="checkbox"/>	<input type="checkbox"/>
Ecology survey and report – trigger list and guidance available on planning web page	<input type="checkbox"/>	<input type="checkbox"/>
Tree survey and report for all trees within application site or likely to be affected by proposed development	<input type="checkbox"/>	<input type="checkbox"/>
Landscape and Visual Impact Assessment – seek advice of local planning authority, potentially required for all renewable energy projects	<input type="checkbox"/>	<input type="checkbox"/>
Parking and Access details required if application proposes changes to parking or access (must be shown on block plan or other drawings)	<input type="checkbox"/>	<input type="checkbox"/>
Pollution Impact Assessment and mitigation scheme (refer to Policy DM/7 of LP3)	<input type="checkbox"/>	<input type="checkbox"/>
Transport Assessment/Travel Plan/Traffic Pollution Assessment/Low Emission Assessment – required for all development proposals that would give rise to significant levels of vehicle movement	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation that proposal fits statutory definition of a caravan for all applications relating to a 'caravan' (see below)	<input type="checkbox"/>	<input type="checkbox"/>
ICNIRP Statement for all telecoms apparatus	<input type="checkbox"/>	<input type="checkbox"/>
Environment Impact Assessment for EIA development only	<input type="checkbox"/>	<input type="checkbox"/>

If your application proposes the siting of a mobile home; static caravan; log cabin; mobile log cabin; holiday lodge; holiday chalet to properly assess your application we need to consider whether the unit is a 'caravan' or a 'building'.

- Does the unit fall within the following dimensions: Length (exclusive of any drawbar): 20m; Width: 6.8m; Overall height (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05m.
- Does the unit come in no more than 2 parts to the site?;
- Once on site, can the unit be moved as one single unit?

If the answer to all of these questions is 'YES' then your application will be described as being for a 'caravan'. If you answer 'NO' to any question, then your application will be described as being for a 'building'.

Please note any application for one or more wind turbines with a hub height of 11m or more, the applicant must consult with the Ministry of Defence **before** submitting the application and the application must then be accompanied by a letter from Defence Estates Safeguarding which is no more than two years old and which confirms for each of the turbines the;

- maximum hub heights above ground level (to the nearest metre);
- length of the turbine blades (in metres); and
- precise turbine positions (by Ordnance Survey 100km grid square and 10 figure grid reference (5 figure Easting and 5 figure Northing) e.g. TM 01234 56789)

all of which must correspond exactly with that stated in the planning application.

Additional requirements for Advertisement

Drawings:

The drawing of the proposed advertisement should show its dimensions and position on the land or building in question.

For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection.

A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used.

Description of signs, size and illumination

The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc, and whether the illumination will be static, flashing, or have moving parts.

Owners consent:

It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution.

Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highways authority must be provided.

Official Use

Checked by:

Dated: