

Planning Services
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VALIDATION CRITERIA

Application for planning permission and listed building consent for alterations, extension or demolition of a listed building

National Requirements

Requirements for all applications (3 copies unless submitted electronically)

The completed signed and dated **application form** YES

Completed signed and dated **Ownership Certificate** (A, B, C, D)
(see Guidance Notes) YES

Article 12 (Agricultural Holdings Certificate) YES

Appropriate Fee (see Guidance Notes) If no fee enclose please
explain why? YES

Site Location Plan – scale 1:2500 or 1:1250 this must have the
application site and access to the highway (where applicable)
outlined in red and any other land you own in blue. YES

Site/Block plan – scale 1:200 or 1:500 – this needs to show the
proposed layout. YES

Elevations (required for any elevation changed by proposal)

Existing front elevation (scale 1:50 or 1:100) YES N/A

Existing rear elevation (scale 1:50 or 1:100) YES N/A

Existing side elevation (scale 1:50 or 1:100) YES N/A

Existing opposite side elevation (scale 1:50 or 1:100) YES N/A

Proposed front elevation (scale 1:100) YES N/A

Proposed rear elevation (scale 1:100) YES N/A

Proposed side elevation (scale 1:100) YES N/A

Proposed opposite side elevation (scale 1:100) YES N/A

Floor Plans (required for each floor affected by proposal)

Existing floor plans (scale 1:50) YES NO

Proposed floor plans (scale 1:50) YES NO

Plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details YES N/A

Design and access statement YES

Applications for new access

Plan showing position of access/visibility splays (scale 1:200 or 1:500) YES

Applications for freestanding garages/outbuildings and oil tanks

Site plan (scale 1:500) showing position of proposal on site YES

Proposed elevations (scale 1:50) YES

Applications for walls/fences/gates

Site plan (scale 1:200 or 1:500) showing position wall etc YES

Elevation of wall fence in relation to dwelling (scale 1:00) YES

Applications for satellite dishes/domestic turbines

Elevation (scale 1:100) showing position of equipment YES