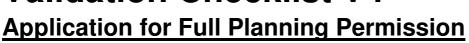
Validation Checklist V4





PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING

PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION

A MINIMUM OF 2 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY We would prefer a maximum print size for any documents or drawings of A2 or A3. Please do not submit drawings that have to be printed to A0.

Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

	• The Correct Fee ¹
	• The Application Form completed, signed (unless submitted electronically) and dated
	 An appropriate Ownership Certificate and Agricultural Holdings Certificate completed, signed (unless submitted electronically) and dated:
	A (included in Application Form: the applicant owns the land) OR
	\boldsymbol{B} (Form Part 2(1)): the applicant does not own the land and has served notice on the owner(s)) \boldsymbol{OR}
	C (Form Part 2(2)): the applicant does not own the land and has served notice on the known owner(s) but is unable to find out the names of other owners OR
	${f D}$ (Form Part 2(2)): the applicant does not own the land but is unable to find out the names and details of the owner(s))
Y	Does your ownership status require you to complete Ownership certificates B, C or D?
	If yes , please provide the appropriate certificate or evidence that notice has been given and/or published
	A Design and Access Statement (except in specified circumstances) ²
	Environmental Impact Assessment (In certain circumstances)

¹ See <u>Fees for Applications</u>

² See Design and Access Statement Guidance Notes

	 Site Location Plan (Scale 1:1250 or 1:2500) with the application site and any land necessary to carry out the development edged in red and any adjoining or other nearby land owned by the applicant outlined in blue 	
	• Other Plans and drawings necessary to describe the subject of the application. These may include:	
	Block Plan (Scale 1:500 or 1:200)	
	Existing and Proposed Elevations (Scale 1:50 or 1:100)	
	Existing and proposed Floor Plans (Scale 1:50 or 1:100)	
	Existing and proposed Roof Plans (Scale 1:50 or 1:100)	
	Existing and Proposed Cross/Section Drawings (Scale 1:20/1:50/1:100)	
LOCAL REQUIREMENTS		
of any of the documents wit	ur Dover Validation Requirements does your proposal require the submission of following? Please tick the appropriate boxes and submit the relevant hyour application. The amount of detail required will depend on the individual by vary from minimal to comprehensive. Please consult the Validation	
Y	Acoustic Report	
Y	Affordable Housing Statement	
Y	Air Quality Assessment	
Y	Biodiversity Survey and Assessment	
Y	Daylight/Sunlight Assessment	
Y	Economic Statement	
Y	Flood Risk Assessment	
Y	Foul Sewage and utilities Assessment	
Y	Heritage Statement/Archaeological Survey	
Y	Land Contamination Assessment	
Y	Lighting Assessment	
Y	Marketing Information	

DOVER DISTRICT COUNCIL

Y	Open Space_Assessment	
Y	Parking and Access Arrangements	
Y	Photographs and photomontages	
Y	Planning Obligations/ Draft Heads Of Terms	
Y	Planning Statement	
Y	Site Waste Management Plan	
Y	Statement Of Community Involvement	
Y	Structural Survey	
Y	Code for Sustainable Homes (CFSH)/BREEAM Pre-Assessment Statements	
Y	Telecommunications Statement	
Y	Retail Impact Assessment	
Y	Transport Statement/Assessment/Travel Plan	
Y	Tree Survey/ and or hedgerow/Arboricultural Assessment	
Y	Ventilation/Extraction Details	
If you answer yes to any of the above but do not supply the information your application will be invalid.		
Signed:		
Date:		

We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email customerservices@dover.gov.uk.