

Validation Checklist V9

Application for Full Planning Permission and Advertisement Consent

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 Fee¹**
- **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**
 - B** (Form Part 2(1)): the applicant does not own the land and has served notice on the owner(s)) **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**
 - 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))
- 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**

¹ See [Fees for Applications](#)

² See [Design and Access Statement Guidance Notes](#)

- **Environmental Impact Assessment (In certain circumstances)**
- **Site Location Plan (Scale 1:1250 or 1:2500)** identifying the location of the site by reference to at least two named roads and with the application site outlined in red and any other 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)**
 - Section through the structure on which the sign is to be fixed showing the relationship of the sign and any lighting structures to the building (1:20/1:50/1:100)**
 - Advertisement Drawing(s) (Scale 1:50 or 1:100) to show**
 - **Size (length, width and depth),**
 - **Siting,**
 - **Materials and colours**
 - **Height above ground**
 - **Extent of projection**
 - **Details of methods and colours of illumination (if appropriate) including design of any external lighting elements**

LOCAL REQUIREMENTS

Having read our Dover Validation Requirements does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Validation Requirements.

- | | | |
|----------------------------|----------------------------|------------------------------------|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Acoustic Report |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Affordable Housing Statement |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Air Quality Assessment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Biodiversity Survey and Assessment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Daylight/Sunlight Assessment |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Economic Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Risk Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Foul Sewage and Utilities Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Heritage Statement/Archaeological Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Contamination Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Character Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Marketing Information |
| <input type="checkbox"/> | <input type="checkbox"/> | Open Space Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking and Access Arrangements |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs and Photomontages |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Obligations/Draft Heads Of Terms |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Waste Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement Of Community Involvement |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Code for Sustainable Homes (CFSH)/BREEAM Pre-Assessment Statements |
| <input type="checkbox"/> | <input type="checkbox"/> | Telecommunications Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Retail Impact Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Transport Statement/Assessment/Travel Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Survey/and or hedgerow/Arboricultural Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.