**Appendix 1 – Validation Checklist**

# **Prior to submitting a planning application please complete the checklist below and submit with your application. Failure to include this checklist or any items listed on it will result in the application being made invalid:**

[ ]  A full and accurate written description of the proposed development.

[ ]  The postal address of the land in question (or a description of its location if there is no postal address).

[ ]  The full name, address and email address of the applicant and/or the agent if an agent has been appointed.

[ ]  All relevant sections of the correct application form are completed.

[ ]  Land Ownership Certificate is included where required.

[ ]  All forms are signed and dated

[ ]  A Location Plan which is sufficient to clearly identify the land subject to the application and neighbouring land within 20 metres including a north point and two street/road names.

[ ]  A Block Plan that shows both the existing and the proposed buildings.

[ ]  A solid red line identifying the site must be the same on both the Location Plan and Block Plan.

[ ]  Such other plans and drawings as are necessary to describe the development.

[ ]  Plans must be to a metric and a recognised scale and show scale used.

[ ]  The correct fee has been submitted with the application.

[ ]  A full set of existing and proposed plans and elevation.

[ ]  Drainage or flooding information if applicable.