

## **PLANNING APPLICATION SUBMISSION CHECKLIST**

The following information must be provided in order to validate a planning application:

- Completed application form signed in 3 places
    - Ownership certificate
    - Agricultural declaration
    - Declaration
  
  - Site location plan
    - 1:1250 scale
    - Red line denoting application site area
    - Blue line denoting any other land within ownership
    - North arrow to show orientation
  
  - Block plan EXISTING
    - 1:500 scale
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  - Block Plan PROPOSED
    - 1:500 scale
    - Proposed development clearly shown i.e. variation of colour/hatching
  
  - Elevations plan EXISTING
    - 1:100 or 1:200 scale
    - To show all elevations prior to development
  
  - Elevations plan PROPOSED
    - 1:100 or 1:200 scale
    - To show all elevations post development
  
  - Fee
    - Relevant fee to be paid – dependant on development type
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*Where applicable:*

- Floor Plans EXISTING
  - 1:100 or 1:200 scale
  - To show floor layout prior to development
  
- Floor Plans PROPOSED
  - 1:100 or 1:200 scale
  - To show floor layout post development
  
- Design and Access Statement
  - Written statement relating to how the development achieves good design. Level of detail depends on complexity of application. Matters that should be included are i) amount of development; ii) layout; iii) scale; iv) landscaping; v) appearance, vi) access. This list is not exhaustive.