

## 12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

- |  |                                     |   |                          |   |                                     |
|--|-------------------------------------|---|--------------------------|---|-------------------------------------|
| The original and 3 copies* of a completed and dated application form:  | <input checked="" type="checkbox"/> | The original and 3 copies* of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: | <input type="checkbox"/> | The correct fee:  | <input checked="" type="checkbox"/> |
| The original and 3 copies* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: | <input checked="" type="checkbox"/> |   |                          | The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): | <input checked="" type="checkbox"/> |
| The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application:                                      | <input checked="" type="checkbox"/> |   |                          |   |                                     |

\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

## 13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

[Redacted Signature Area] (date cannot be pre-application)

## 14. Applicant Contact Details

Telephone numbers

Country code:	<input type="text"/>	Extension number:	<input type="text"/>
Country code:	<input type="text"/>	Mobile number (optional):	<input type="text"/>
Country code:	<input type="text"/>	Fax number (optional):	<input type="text"/>
Email address (optional): <input type="text"/>			

## 15. Agent Contact Details

Telephone numbers

Country code:	<input type="text"/>	National number:	<input type="text"/>	Extension number:	<input type="text"/>
Country code:	<input type="text"/>	Mobile number (optional):	<input type="text"/>		
Country code:	<input type="text"/>	Fax number (optional):	<input type="text"/>		
Email address (optional): <input type="text"/>					

## 16. Site Visit

- Can the site be seen from a public road, public footpath, bridleway or other public land?  Yes  No
- If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)  Agent  Applicant  Other (if different from the agent/applicant's details)
- If Other has been selected, please provide:

Contact name:	<input type="text"/>	Telephone number:	<input type="text"/>
Email address: <input type="text"/>			

[Redacted Signature Area]