VALIDATION CHECKLIST

APPLICATION FOR PLANNING PERMISSION

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation check list National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.

	YES	N/A
Completed form	✓	☐
Completed Ownership Certificate	✓	☐
Agricultural Holdings Certificate	✓	☐
Design and Access Statement	✓	☐
The appropriate fee (if n/a, why?)	✓	☐
Location plan	✓	☐
Block or Site plan	✓	☐
Elevations	✓	☐
Floor plans	✓	☐
Sections and finished floor and site levels	☐	✓
Roof plans	☐	✓
LOCAL REQUIREMENTS	**YES**	**N/A**
Affordable Housing Statement	☐	✓
Bin Storage and Collection Statement	☐	✓
Biodiversity Survey and Report	☐	✓
Environmental Impact Assessment (EIA)	☐	✓
Flood Risk Assessment	☐	✓
Heritage Statement	☐	✓
Land contamination assessment	☐	✓
Landscaping details	☐	✓
Lighting Assessment	☐	✓
Loss of Retail Use Statement: Viability Statement	☐	✓
Noise assessment	☐	✓
Open Space Assessment	☐	✓
Parking Layout/Access plan	☐	✓
Planning Statement	☐	✓
Retail Impact Assessment	☐	✓
Structural survey	☐	✓
Transport Assessment/travel plan	☐	✓
Tree survey	☐	✓
Ventilation/extraction statement	☐	✓

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LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES	YES	N/A
For open air cafes	☐	✓
Site layout plan at scale of 1:100/1:200 detailing position of barrier(s), position of front and back edge of footway and position of all tables and chairs, and existing street furniture.	☐	
Elevations/materials of proposed barriers at scale of 1:50/1:100.	☐	
For new external access ramps	☐	✓
Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp	☐	
Drawing of barrier/handrails at scale of 1:20/1:50	☐	
For residential conversions involving use of basements	☐	✓
Sections at 1:50 detailing both internal floor level of conversion and external ground level for minimum distance of 12 metres from external wall	☐	
For residential conversions involving use of roofspace	☐	✓
Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	☐	
For new shopfronts	☐	✓
Section at 1:50 detailing projection of any signage, canopies and roller shutters	☐	✓
Detailed specification of any proposed roller shutters including colour, materials and degree of permeability	☐	✓
For planning applications involving telecommunications development	☐	✓
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	☐	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an airfield evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	☐	
Layout Plan at scale of 1:100/1:200 detailing position of structure.	☐	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	☐	
Section through structure at scale of 1:10/1:20 detailing width of structure.	☐	
Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity.	☐	
Existing and proposed coverage maps.	☐	
Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.	☐	