

HOUSEHOLDER DEVELOPMENT PROPOSALS REQUIRING PLANNING PERMISSION ONLY

Introduction

In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to Applicants what information is required to meet National requirements and what information is required to meet Local requirements as set out below.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

3 copies of all documentation relating to the application should be submitted **EXCEPT** if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee	Yes	
Application Form, signed (unless submitted electronically) and dated	Yes	
Ownership Certificate: (see A-D below)	Yes	
A (included in Application Form: the applicant owns the land) OR	Yes	
B the applicant does not own the land but has served certificate of notice on owner) OR	No	
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR	No	
D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)	No	

10 March 2015