

Householder application for planning permission for works or extension to a dwelling

Validation Check List

It is very important for the National Park Authority to have sufficient information to be able to assess fully the impact of your proposal. Please complete the following sections and supply the information as far as they are relevant to the development proposed. If you wish to discuss the requirements please contact the Planning and Community Section of the National Park Authority. It is possible to combine information on plans.

If any of the boxes are not ticked and the information not submitted please explain the reasons. This explanation will be taken into account in deciding whether to request further information before your application can be registered.

Four copies of all the documents and plans are required unless the application and plans are submitted on line via the planning portal (www.planningportal.gov.uk). It is preferable if plans are submitted in A3 or A4 form as this assists with both viewing the details on screen and is easier to scan documents thus making your application more easily registered.

Please return this form completed with your application.

Please include the following:

NATIONAL REQUIREMENTS

- | | |
|---|--------------------------|
| • Application Form | <input type="checkbox"/> |
| • All plans should be identified with a unique reference | <input type="checkbox"/> |
| • Location Plan | <input type="checkbox"/> |
| (a) Based on an up to date map at 1:1250 or 1:2500 | <input type="checkbox"/> |
| (b) The plan identifies sufficient roads and/or buildings on land adjoining the application site to ensure exact location of application site is clear | <input type="checkbox"/> |
| (c) The application site should be edged clearly with a red line (including land required for access to a public highway, visibility splays, landscaping, car parking and areas of earth movement and disposal) | <input type="checkbox"/> |
| (d) A blue line should be drawn around any other land owned by the applicant close to or adjoining the application site | <input type="checkbox"/> |

<ul style="list-style-type: none"> • Site Plan 	
(a) Drawn at a scale of 1:500, 1:200 or 1:100	<input type="checkbox"/>
(b) Identifies the direction of North	<input type="checkbox"/>
(c) Shows the proposed development in relation to the site boundaries and other existing buildings on the site	<input type="checkbox"/>
(d) Has written dimensions for the proposed development to adjoining buildings and/or site boundaries	<input type="checkbox"/>
And the following unless these would NOT influence or be affected by the proposed development	
(e) All the buildings, roads and footpaths on land adjoining the site including access arrangements	<input type="checkbox"/>
(f) All public rights of way (including footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site	<input type="checkbox"/>
(g) The position of all trees on the site and those on adjacent land that could influence or be affected by the development	<input type="checkbox"/>
(h) The extent and type of any hard surfacing	<input type="checkbox"/>
(i) Boundary treatment including walls or fencing where this is proposed	<input type="checkbox"/>
<ul style="list-style-type: none"> • Existing and proposed elevations 	
(a) Drawn at a scale of 1:50 or 1:100 and showing clearly the proposed works in relation to what is already there	<input type="checkbox"/>
(b) Elevations of all sides of the building that are to be altered	<input type="checkbox"/>
(c) If an elevation is not to be altered this is clearly stated on the plans	<input type="checkbox"/>
(d) The plans identifying the proposed building materials and style, materials and finish of windows and doors	<input type="checkbox"/>
(e) Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show:	
<ul style="list-style-type: none"> • The relationship between the buildings • Detail the positions of the openings on each property 	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Existing and proposed floor plans 	
(a) Drawn at a scale of 1:50 or 1:100	<input type="checkbox"/>
(b) Any buildings or walls to be demolished should be clearly shown	<input type="checkbox"/>

(c) Existing building(s) and proposed development should be shown	<input type="checkbox"/>
(d) New buildings shown in context of adjacent buildings	<input type="checkbox"/>
<ul style="list-style-type: none"> • Existing and proposed site sections and finished floor and site levels 	
(a) Drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s)	<input type="checkbox"/>
(b) Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show: <ul style="list-style-type: none"> • both existing and finished levels • to include details of foundations and eaves • show how encroachment onto adjoining land is avoided 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(c) Drawings should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and show proposals in relation to adjoining buildings. This will be required for all applications involving new buildings	<input type="checkbox"/>
(d) In the case of sloping sites, it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ownership Certificates <p>An ownership certificate A, B, C or D must be completed stating the ownership of the property</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Agricultural Holding Certificate <p>This certificate must be completed whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The correct fee <p>Please refer to fees section within ENPA "Requirements for the Submission of Planning and Other Applications" Cheques payable to Exmoor National Park Authority</p>	<input type="checkbox"/>
LOCAL REQUIREMENTS:	
<ul style="list-style-type: none"> • Wildlife Survey and Report 	
(a) Wildlife Checklist signed and included with explanation why a Wildlife Survey is not needed or	<input type="checkbox"/>
(b) Wildlife Checklist signed and included with accompanying Wildlife Report	<input type="checkbox"/>

Signed.....

Date.....

On behalf of.....