

## APPENDIX B - HOUSEHOLDER APPLICATIONS VALIDATION CHECKLIST 2010

Please note that if the application is submitted electronically, via the [Planning Portal](#) your application will be processed quicker and it will save the Council money in processing the application.

Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us **before** you submit your application.

<b>Your application MUST include the following:</b>	
2 copies of the completed planning application form, signed and dated	Yes/No
A signed Certificate of ownership <ul style="list-style-type: none"> <li>• Certificate A is on the back of the application form</li> <li>• Complete the Agricultural Holdings and tenancy statement (i.e. cross out 2a or b)</li> <li>• Please contact us if other ownership is involved and Certificates B, C or D are needed</li> </ul>	Yes/No
The correct fee: £150 (If no fee is required please explain why together with any supporting documents)	Yes/No
<b>The following plans <u>will</u> be required: ( all dimensions must be metric)</b>	
2 copies of an Ordnance Survey based location plan. It should <ul style="list-style-type: none"> <li>• be at a scale of 1:1250 or 1:2500</li> <li>• show at least two (if practicable) named roads</li> <li>• show surrounding buildings (named and numbered) and</li> <li>• show the direction of North.</li> </ul> The application site should clearly be edged with a red line (including all the necessary land and land required for access to/from the public highway) and any other land you own should be edged with a blue line.	Yes/No
2 copies of the existing and proposed site layout or block plan (where changes are proposed) at a scale of 1:100 or 1:200 or 1:500. This should include: <ul style="list-style-type: none"> <li>• Direction of north</li> <li>• all buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking at your property:</li> <li>• Position of all trees on Land adjoining the site:</li> <li>• Hard and soft landscaping details: and</li> <li>• adjacent houses and buildings including the location of any windows</li> </ul>	Yes/No
2 copies of the existing and proposed relevant elevations at a scale of not less than 1:100	Yes/No
2 copies of the existing and proposed relevant floor plans at a scale of not less than 1:100	Yes/No
<b>The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.</b>	
Bat, Newt or Wildlife Survey where protected species may be affected by the development.	Yes/No
Details of any new or altered access to any, Public Highway, accessways or a Public Right of Way inc. footpaths	Yes/No
Details of any works that need to be taken in the proposed development to prevent any risk from land contamination. i.e. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils) or flood risk	Yes/No

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Management team on [development.control@bury.gov.uk](mailto:development.control@bury.gov.uk) or phone them on 0161 253 5432.