

PLEASE ENSURE YOU COMPLETE BOTH CHECKLISTS

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

PLEASE SUBMIT THIS CHECKLIST WITH YOUR APPLICATION

A definition and explanation of each of the following requirements is available online (via the planning pages at www.babergh.gov.uk). See Planning Applications: Local Validation Requirements document.

NATIONAL VALIDATION REQUIREMENTS You must provide 4 copies of all relevant documents including plans, reports and assessments.	Please tick if provided
	<input checked="" type="checkbox"/>
Completed form (4 copies to be supplied unless the application is submitted electronically)	
A location plan (at a scale of 1:1250 or 1:2500) site edged in red line and any adjoining land owned by applicant shown with a blue line and include a North point)	
A copy of other plans and drawings or information necessary to describe the subject of the application including: a. Block plan of the site (at a scale of 1:500 or 1:200) Showing any site boundaries	
b. Existing and proposed elevations (at a scale of 1:50 or 1:100)	
c. Existing and proposed floor plans (at a scale of 1:50 or 1:100)	
d. Existing and proposed site sections and finished floor and site levels(at a scale of 1:50 or 1:100)	
e. Existing and proposed roof plans (at a scale of 1:50 or 1:100)	
The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 (on application form)	
Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 (on application form)	
Design and access statement, if required	
The appropriate fee	
In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article (on application form). The <u>Form for Service on an Owner of Agricultural Land or for Newspaper Publication</u> should be used for notification of landowners (or press advert where the owner is unknown). This form is available at www.babergh.gov.uk/babergh/PlanningForms	

IF YOU HAVE NOT INCLUDED ANY OF THE ABOVE PLEASE GIVE YOUR REASONS FOR NOT DOING SO ON SUBMISSION OF YOUR APPLICATION

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LOCAL VALIDATION REQUIREMENTS You must provide 4 copies of all relevant documents including plans, reports and assessments.	Please tick if provided
	<input checked="" type="checkbox"/>
Air quality assessment	
Biodiversity survey and report	
Daylight/Sunlight assessment	
Flood risk assessment	
Land contamination assessment	
Noise impact assessment	
Parking provision	
Planning statement	
Site waste management plan	
Tree survey/arboricultural assessment	

It is not possible to identify the local requirements for every type of development proposal. In order to determine the relevant local requirements please visit the planning pages at www.babergh.gov.uk where the Local Validation document (Annex B: Glossary) provides further guidance.

If applicants do not consider they should provide specific information identified in the local list then they should clearly set out their reasons for not doing so.

Failure to provide all of the information needed to satisfy the national and relevant local requirements will invalidate the application and it may be returned to you.