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| **Minor New Dwelling Checklist** |
| INITIAL CHECKS | Correct form to match development? |  | **✔** |  |
| Fee Paid?  | Amount: £1386.00 | Method of Payment: PP | Date phoned for payment:  |
| Date Received: 11.03.2021 |
|  | Is it a Major? | Check criteria: [**MAJOR CRITERIA**](Major%20Notes.docx) |  |
| **IF NO FEE PAID, MAKE INVALID AND SEND INVALID LETTER** |
| FORM | All sections complete? |  | **✔** |
| 1 certificated signed? |  | **✔** |
|  | Description Changed? |  | **✔** |  |
|  | Site Address on Uniform | Sites address must have a postcode | **✔** |  |
|  | Check Uniform for linked app | Check site history for linked LBC or ADV | x | Linked apps must be kept together |
|  | **Requirements** | **✔** | **Notes** |
| PLANS | Location Plan | 1:1250 or 1:2500Site outlined in redCorrect Site North Arrow | **✔** |  |
| Block Plan | 1:100, 1:200 or 1:500 | N/A | Only need a scale bar if showing bin and cycle stores etc. |
| Existing Floor Plans | 1:50, 1:100 or 1:200 Scale Bar with the 3 pointsNeed to have all 4 elevations extension/windows/aircon/flue | **✔** | If plans measure over 100sqm – need a CIL FormIf doing demolition works, need to have existing plans to compare |
| Existing Elevations |  |
| Proposed Floor Plans | **✔** |
| Proposed Elevations | **✔** |
| Add Plans | Add plans to ‘Plans’ Tab in Uniform |  |  |
|  | **✔** | **Requirements** | **Consultee** | **Notes** |
| MAP CONSULTATIONS | Association Consultation | X |  | As Stated |  |
| Flood Zone | X | Flood Risk Assessment |  | External ground floor works |
| Parish Council | X |  | RPC, MPC, LPC, BPC | Post to BPC and LPC. Email to MPC and RPC |
| Contaminated Land | **✔** | Must have theQuestionnaire  | ICEHC**ALWAYS****NEW 2020 FORM** | Must consult and must have questionnaire |
| Conservation Area | **✔** | Advertise in Publications |  | GMS Constraints on Maps |
| Listed Building | X | Advertise in Publications | IHER | Consult **EHB** if works affecting setting of GD1 or GD2\* |
| SSSI | X |  | NEG |  |
| Noise / Environmental Health | X |  | ICEHN | Within 30m on the map. See notes for other criteria.If Flue or aircon |
| Trees | X |  | ITRE | Check map and app form |
|  | County Highways | **x** | Garages / Parking | CYH | Always if removing / creating garages or parking |
| **If invalid, stop here. If valid, continue below** |
|  | **✔** | **Notes** |
| **Allocations Log Book** | Y | Add to spreadsheet |
| **Validation Tab** | Y | Date Valid: **(DATE WE RECEIVED THE LAST PIECE OF INFO)**Add team, validation date, CIL, development type and decision level. |
| Y | **Tick One – Check** [**Scheme of Delegation**](../Scheme%20of%20delegation%202020.docx) |
| **Del?Y** | **Committee?** |
| **Consultations Tab** | Y | Add consultees from checklist |
| **Publications Tab (If applicable)** | Y | C – Conservation Area (setting of conservation area)CL – Conservation Area and Listed Building/Setting (setting of conservation area and LB)LC – Listed Building (setting of a LB)OX – Submitted by Oxford City Council |
| **Publications Tab (ALWAYS)** | Y | Must complete **Reason For Site Notice** box**DMPE10 – The Town & Country Planning (Development Management Procedure( (England) Order 2015 (as amended)** |
| **Neighbours Tab** | Y | Same period as Dummy consultee |
| **Decisions > Dates Tab** | Y | Start Date - Weekly List Number - End Date |
| **Map Tab** | Y | Add point and polygon. Save map as image |
| **Print Tab** | Y | STN – Site Notice and Acknowledgement |
| **Printing Folder** | Y | Save site notices in printing folder |
| **Case Note** | Y | Check for any case notes that are irrelevant and untick / delete |
| **Plans Tab** | Y | All plans have been added |
| **Scanned?** | Y | Check all documents on IDOX and upload if applicable. Mark any invalid plans as sensitive. Only valid plans/documents should be public. |
| **IDOX** | Y | Upload checklist to IDOX as sensitive |
| **Completed By** | TS |  |

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| **The following applications constitute major development:** * 10 or more new dwellings **or**
* Development (floor space) of over 1000m2 **or**
* Site area of more than 1 hectare (10,000m2).
 |
| **Minor**  |  | **Major** |  |  |