|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1:2500  Site outlined in red  Correct 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 points  Need to have all 4 elevations  extension/windows/  aircon/flue | | | | **✔** | | | If plans measure over 100sqm – need a  CIL Form  If 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 the  Questionnaire | 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 |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |  |