|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CPU Checklist** | | | | | | |
| INITIAL CHECKS | Correct form to match development? |  | | | **✔** |  |
| Fee Paid? | Amount: 103.00 | Method of Payment:  Online | | | Date phoned for payment: |
| Date Received: 8.03 |
| **IF NO FEE PAID, MAKE INVALID AND SEND INVALID LETTER** | | | | | | |
| FORM | All sections complete? |  | | **✔** | |  |
| 1 certificated signed? |  | | **✔** | |  |
|  | Description Changed? |  | | **✔** | |  |
|  | Site Address of Uniform | Site address must have a postcode | | **✔** | |  |
|  | | **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 | | **✔** | | 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 | | **✔** | | If doing demolition works, need to have existing plans nto compare |
| Existing Elevations | **✔** | |
| Proposed Floor Plans | **✔** | |
| Proposed Elevations | **✔** | |
| Add Plans | Add plans to ‘Plans’ Tab in Uniform | | **✔** | |  |

**If invalid, stop here and send invalid letter. If valid, continue over the page**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **✔** | **Notes** | |
| **Validation Tab** | **✔** | Date Valid: **(DATE WE RECEIVED THE LAST PIECE OF INFO)**  Add team, validation date, CIL, development type and decision level. | |
| **✔** | **Tick One –** [**Check Scheme of Delegation**](../Scheme%20of%20delegation%202020.docx) | |
| **Del? ✔** | **Committee?** |
| **Map Tab** | **✔** | Add point and polygon. Save map as image | |
| **Print Tab** | **✔** | Acknowledgement letter | |
| **Plans Tab** | **✔** | All plans have been added | |
| **Case Notes** | **✔** | Check for any case notes that are irrelevant and untick / delete | |
| **Scanned?** | **✔** | Check all documents on IDOX and upload if applicable. Mark any invalid plans as sensitive. Only valid plans/documents should be public. | |
| **IDOX** | **✔** | Upload checklist to IDOX as sensitive | |
| **Completed By** | **✔** | Allison | |