|  |
| --- |
| **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 1:2500Site outlined in redCorrect 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 |