|  |
| --- |
| **Householder Checklist 21/00653/FUL** |
| INITIAL CHECKS | Correct form to match development? |  | YES |  |
| Fee Paid? | Amount:206 | Method of Payment:Online | Date phoned for payment: |
| Date Received:9/3/21 |
|  | Is it a Major? | Check Criteria: [**MAJOR CRITERIA**](http://s19-vm-app-c66:8080/IDOXSoftware/IG_display/Major%20Notes.docx) | NO |
| **IF NO FEE PAID, MAKE INVALID AND SEND INVALID LETTER** |
| FORM | All sections complete? |  | Y |  |
| 1 certificated signed? |  | Y |  |
|  | Description Changed? |  | yes |  |
|  | Site Address on Uniform | Site address must have a postcode | Y |  |
|  | **Check Uniform for Linked App** | Check site history for linked LBC or ADV | NO | Make sure linked apps are kept together and processed at same time |
|  | **Requirements** | **✔** | **Notes** |
| PLANS | Location Plan | 1:1250 or 1:2500Site outlined in redCorrect Site North Arrow | * **✔**
 | Doesn’t measure checked with LM |
| 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 – NEED TO SEE WHAT SHUTTERS LOOK LIKE SHUT NO NEED FOR SCALE BAR JUST PHOTO | N/A RETRO | If plans measure over 100sqm – need a CIL FormIf doing demolition works, must have existing plans to compare. |
| Existing Elevations | N/A RETRO |
| Proposed Floor Plans | Y |
| Proposed Elevations | Y |
| Add Plans | Add plans to ‘Plans’ Tab in Uniform |  |  |
|  | **✔** | **Requirements** | **Consultee** | **Notes** |
| MAP CONSULTATIONS | Association Consultation | **yes** |  | As Stated | BCC |
| Flood Zone | **N** | Flood Risk Assessment |  | External ground floor works |
| Parish Council | **N** |  | RPC, MPC, LPC, BPC | Post to BPC and LPC. Email to MPC and RPC |
| Contaminated Land | **N** |  | ICEHC – **new 2020 FORM** | Ground Woks Only |
| Conservation Area | **N** | Advertise in Publications |  | GMS Constraints on Maps |
| Listed Building | **N** | Advertise in Publications | IHER | Consult **EHB** if works affecting setting of GD1 or GD2\* |
| SSSI | **N** |  | NEG |  |
| Noise | **N** |  | ICEHN | Within 30m on the map. See notes for other criteria  |
| Trees | **n** |  | ITRE | Check map and application form |
|  | County Highways | **n** | Garages / Parking | CYH | Always if removing / creating garages or parking |
|  |  | **Notes** |
| **Allocations Log Book** |  | Add to spreadsheet |
| **Validation Tab** |  | 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**](http://s19-vm-app-c66:8080/IDOXSoftware/Scheme%20of%20delegation%202020.docx) |
| **Del? YES** | **Committee?** |
| **Consultations Tab** |  | Add consultees from checklist |
| **Publications Tab (If applicable)** | N/A | C – Conservation AreaCL – Conservation Area and Listed Building/SettingOX – 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** |  | Same period as Dummy consultee |
| **Decisions > Dates Tab** |  | Start Date - Weekly List Number - End Date |
| **Map Tab** |  | Add point and polygon. Save map as image |
| **Print Tab** |  | STN – Site Notice and Acknowledgement |
| **Printing Folder** |  | Save site notices in printing folder |
| **Case Note** | N | Check for any case notes that are irrelevant and untick / delete |
| **Plans Tab** |  | 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** | Y | SOPHIE |