|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1:2500  Site outlined in red  Correct 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 Form  If 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 Area  CL – Conservation Area and Listed Building/Setting  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** | |  | 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 | | | | | | | |