|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Check Sheet (HD)** | | | | | | | | |
| **Address:**  The Castle House  Sevenoaks Road | | | | | | | | |
| **Date received:** 22/7 | | | | **Application reference:**  21/02430/HOUSE AND 21/2431/ LBCALT | | | **Invalid letter sent:** 29/7 & 12/8 | |
| **Validation Checks** | | | | |  | **Actions** | | **Initials** |
| Application Form | | | | |  | Tidy Front Screen / Spell check proposal | |  |
| Related to member of staff? | | | | |  | Plot Site | |  |
| **Yes** | **YES** | **No** |  | |
| Certificate **A B C D** | | | | | 1. **20/7** | Evaluate constraints | |  |
| Declaration | | | | | **20/7** | Add Neighbours | |  |
| Fee Paid  £ 206.00 | | | | | **22/7** | Print Constraints / History | |  |
| Fee Calculation: | | | | | | Constraints List (GISMO checked):  Ancient mon, prow, ca, lb, tpo and anob | | |
| Site Location Plan - | | | | |  | Add Consultees | |  |
| Block Plan - invalid | | | | |  | Add Site Notice / Advert? – ca and lb | |  |
| Scaled Plans - | | | | |  | Idox file checked for completeness  publicity setting and redaction | |  |
| Greenbelt Full Plans? | | | | | **-** | Valid date ofinserted | |  |
| CIL liable? | | | | | **-** | CIL event task date(s) added? | |  |
| CIL questions form | | | | | **-** | Acknowledgement Letter printed | |  |
| Design & Access Statement? IN CA area or development over 100sqm | | | | |  | Consultees printed | |  |
| Heritage Statement? - | | | | |  | Site Notice printed  Advert date added | |  |
|  |
| Affordable Housing? | | | | | **N/A** | Neighbours x Printed  35 | |  |
| Flood Risk Assessment? | | | | | **-** | List of Consultees  List of Neighbours  File front sheet printed | |  |
|  |
| **-** |
| **-** |

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| **Notes** |
| 6/8 – CS spoke to the Applicant and discussed what is required on the application. |