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| **Check Sheet (HD)**  |
| **Address:**  The Castle HouseSevenoaks 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 completenesspublicity 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 Printed35 |  |
| Flood Risk Assessment? | **-** | List of Consultees List of Neighbours File front sheet printed |  |
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| **-** |
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| **Notes** |
| 6/8 – CS spoke to the Applicant and discussed what is required on the application.  |