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| **Check Sheet** | | | | | | | | |
| **Address: Chandlers Wood, Mapleton Road, Westerham** | | | | | | | | |
| **Date received:**  10.08.21 | | | | **Application reference:**  21.02653.LDCEX | | | **Invalid letter sent:**  **18/08/21** | |
| **Validation Checks** | | | | |  | **Actions** | | **Initials** |
| Application Form | | | | | **✓** | Tidy Front Screen / Spell check proposal | | **JB** |
| Related to member of staff? | | | | |  | Plot Site | | **JB** |
| **Yes** |  | **No** | **✓** | |
| Certificate  **A B C D** | | | | | **N/A** | Evaluate constraints | | **JB** |
| Declaration | | | | | **✓** | Add Neighbours – | | **JB** |
| Fee Paid  £462 | | | | | **X** | Print Constraints / History | | **JB** |
| Paid £234 – fee relates to new dwelling hence £462 – additional £228 req’d | | | | | | Constraints List (GISMO checked):  AONB, MGB, Ancient woodland | | |
| Site Location Plan 1:1250 | | | | | **✓** | Add Consultees – | | **JB** |
| Block Plan | | | | | **N/A** | Add Site Notice / Advert? | | **N/A** |
| Scaled Plans | | | | | **N/A** | Idox file checked for completeness, publicity setting and redaction | |  |
| Greenbelt Full Plans? | | | | | **N/A** | Valid date ofinserted | |  |
| CIL liable? | | | | | **N/A** | CIL event task date(s) added? | | **N/A** |
| CIL questions form | | | | | **N/A** | Acknowledgement Letter printed | |  |
| Design & Access Statement? | | | | | **N/A** | Consultees printed | |  |
| Heritage Statement? | | | | | **N/A** | Site Notice printed  Advert date added | | **N/A** |
| **N/A** |
| Affordable Housing? | | | | | **N/A** | Neighbours x Printed | |  |
| Flood Risk Assessment? | | | | | **N/A** | List of Consultees  List of Neighbours  File front sheet printed | |  |
|  |
| **N/A** |
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| **Notes** |
| **✓**  Application makes ref to incorrect prior consent 98/01777 should be 98/01775 |