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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 |  |
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| **N/A** |
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| **Notes** |
| **✓**Application makes ref to incorrect prior consent 98/01777 should be 98/01775 |