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| **Check Sheet** | | | | | | | | |
| **Address:**  21 Emersons Avenue Hextable | | | | | | | | |
| **Date received:**  28/09/2021 | | | | **Application reference:**  21/03207/HOUSE | | | **Invalid letter sent:**  **04/10/2021,**  **05/10/2021** | |
| **Validation Checks** | | | | |  | **Actions** | | **Initials** |
| Application Form | | | | |  | Tidy Front Screen / Spell check proposal | | **CS** |
| Related to member of staff? | | | | |  | Plot Site | | **CS** |
| **Yes** |  | **No** |  | |
| Certificate A | | | | |  | Evaluate constraints | | **CS** |
| Declaration | | | | |  | Add Neighbours | | **CS** |
| Fee Paid  £206.00 | | | | |  | Print Constraints / History | |  |
| Fee Calculation: | | | | | | Constraints List (GISMO checked): | | |
| Site Location Plan | | | | |  | Add Consultees | |  |
| Block Plan | | | | |  | Add Site Notice / Advert? GPI | |  |
| Scaled Plans | | | | |  | Idox file checked for completeness, publicity setting and redaction | |  |
| Greenbelt Full Plans? | | | | |  | Valid date ofinserted | |  |
| CIL liable? | | | | | **YES/ NO** | CIL event task date(s) added? | |  |
| CIL questions form | | | | |  | Acknowledgement Letter printed | |  |
| Design & Access Statement? | | | | |  | Consultees printed | |  |
| Heritage Statement? | | | | |  | Site Notice printed  Advert date added | |  |
|  |
| Affordable Housing? | | | | |  | Neighbours x Printed  3 | |  |
| Flood Risk Assessment? | | | | |  | List of Consultees  List of Neighbours  File front sheet printed | |  |
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| **Notes** |
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