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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 |  |
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| Affordable Housing? |  | Neighbours x Printed3 |  |
| Flood Risk Assessment? |  | List of Consultees List of Neighbours File front sheet printed |  |
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| **Notes** |
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