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| **Check Sheet** |
| **Address:**  21.0355/FUL - 2 Hartley Wood Corner, Manor Drive, Hartley |
| **Date received:**25/10/2021 | **Application reference:**21/0355/FUL | **Invalid letter sent:** |
| **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 £462.00 |  | Print Constraints / History | **CS** |
| Fee Calculation: | Constraints List (GISMO checked):PROW, GB, ANA, Thames Water, South East Water |
| Site Location Plan |  | Add Consultees  | **CS** |
| Block Plan |  | Add Site Notice / Advert? GPI | **CS** |
| Scaled Plans |  | Idox file checked for completeness, publicity setting and redaction | **CS** |
| Greenbelt Full Plans? | **N/A** | Valid date ofinserted25/10/2021 | **CS** |
| CIL liable? Resi Area B |  **YES** | CIL event task date(s) added? | **CS** |
| CIL questions form |  | Acknowledgement Letter printed28/10/2021 | **CS** |
| Design & Access Statement? |  | Consultees printed | **CS** |
| Heritage Statement? | **N/A** | Site Notice printed Advert date added | **CS** |
| **N/A** |
| Affordable Housing? | **N/A** | Neighbours x Printed5 | **CS** |
| Flood Risk Assessment? | **N/A** | List of Consultees List of Neighbours File front sheet printed | **CS** |
| **CS** |
| **N/A** |
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| **Notes** |
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