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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 ofinserted  25/10/2021 | | **CS** |
| CIL liable? Resi Area B | | | | | **YES** | CIL event task date(s) added? | | **CS** |
| CIL questions form | | | | |  | Acknowledgement Letter printed  28/10/2021 | | **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 Printed  5 | | **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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