|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Check Sheet** | | | | | | | | |
| **Address:Watermede** | | | | | | | | |
| **Date received:**  17.11.21 | | | | **Application reference:**  21/03789/HOUSE | | | **Invalid letter sent:**  **18/11** | |
| **Validation Checks** | | | | |  | **Actions** | | **Initials** |
| Application Form | | | | |  | Tidy Front Screen / Spell check proposal | |  |
| Related to member of staff? | | | | |  | Plot Site | |  |
| **Yes** |  | **No** |  | |
| Certificate A B C D | | | | |  | Evaluate constraints | |  |
| Declaration | | | | |  | Add Neighbours | |  |
| Fee Paid  £ 206 | | | | |  | Print Constraints / History | |  |
|  | | | | | | Constraints List (GISMO checked): AONB PROW | | |
| Site Location Plan | | | | |  | Add Consultees – | |  |
| Block Plan | | | | |  | Add Site Notice / Advert? | |  |
| Scaled Plans existing | | | | | * **x** | Idox file checked for completeness, publicity setting and redaction | |  |
| Greenbelt Full Plans? | | | | |  | Valid date ofinserted  26/11 | |  |
| CIL liable? | | | | | **YES/NO** | CIL event task date(s) added? | |  |
| CIL questions form | | | | | **-** | Acknowledgement Letter printed | |  |
| Design & Access Statement? | | | | | **N/A** | Consultees printed | |  |
| Heritage Statement? | | | | | **N/A** | Site Notice printed  Advert date added | |  |
|  |
| Affordable Housing? | | | | | **N/A** | Neighbours x Printed  3 | |  |
| Flood Risk Assessment? | | | | | **N/A** | List of Consultees  List of Neighbours  File front sheet printed | |  |
|  |
| **N/A** |
|  |

|  |
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| **Notes** |
| **✓** |