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| **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 ofinserted26/11 |  |
| 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 Printed3 |  |
| Flood Risk Assessment? | **N/A** | List of Consultees List of Neighbours File front sheet printed |  |
|  |
| **N/A** |
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| **Notes** |
| **✓** |