|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Advert Checklist 23/02715/ADV** | | | | | | | |
|  | Correct form to match development? | | | | | yes | |
| Fee Paid? | Amount:132 paid 23/11/23 online | | | Method of Payment: | | Date phoned for payment: |
| Date Received: | | |
| Is the application a Major? | Check Major Criteria | | | | |  |
| **IF NO FEE PAID, MAKE INVALID AND SEND INVALID LETTER** | | | | | | | |
|  | All sections complete? |  | | | | y |  |
| 1 certificated signed? |  | | | | y |  |
| Description Changed? |  | | | |  | Pls check about vinyl and atm Illumination |
| Site Address on Uniform | Site address must have a postcode | | | | y |  |
| Check for Linked App | Check for linked LBC/FUL in site history | | | | no |  |
| **Requirements** | | | | | | **✔** | **Notes** |
|  | Location Plan | 1:1250 or 1:2500  Site outlined in red  Correct Site North Arrow | | | | yes |  |
|  | Block Plan | 1:100, 1:200 or 1:500 with scale bar  Must include Advert Location Details - yes | | | | yes |  |
|  | Existing Elevations | 1:50, 1:100 or 1:200  Scale Bar with the 3 points  Must include the extent of projection | | | | yes |  |
|  | Proposed Elevations | yes |  |
|  | Advert Details |  | | | | yes | Need scale bars on some drawings see invalid letter for details |
|  | Add Plans | Add plans to ‘Plans’ Tab in Uniform | | | |  | Tbc – I have requested the plans be split by scanning team. |
|  | | **✔** | **Requirements** | **Consultee** | | | **Notes** |
|  | Association Consultation | n |  | As Stated, | | |  |
|  | Parish Council | n |  | BPC LPC MPC RPC | | |  |
|  | Conservation Area | yes | Advertise in Publications |  | | | GMS Constraints on Maps |
|  | Listed Building | n | Advertise in Publications | IHER | | | Consult **EHB** affecting setting of GD1 or GD2\* |
|  | SSSI Buffer | n |  | NEG | | |  |
|  | Trees |  |  | ITRE | | | Check map and form |
|  | County Highways | n | Garages / Parking | CYH | | | If removing/creating garages or parking |
| **IF INVALID, STOP HERE AND SEND INVALID LETTER**  **If valid, continue over the page** | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **✔** | **Notes** | |
| **Allocations Logbook** |  | Add to spreadsheet | |
| **Validation Tab** |  | Date Valid: **(DATE WE RECEIVED THE LAST PIECE OF INFO)**  Add team, validation date, CIL, development type and decision level. | |
|  | **Tick One – Check Scheme of Delegation in notes** | |
| **Del?** | **Committee?** |
| **Events Tab** |  | Add end date to ‘scan update’ line | |
| **Consultations Tab** |  | Add consultees from checklist | |
| **Publications Tab (If applicable)** |  | C – Conservation Area (& setting)  CL – Conservation Area and Listed Building (& setting)  LB – Listed Building (& setting)  OX – Submitted by Oxford City Council | |
| **Publications Tab (ALWAYS)** |  | Must complete **Reason for Site Notice** box  **DMPE10 – The Town & Country Planning (Development Management Procedure (England) Order 2015 (as amended)** | |
| **Neighbours Tab** |  | Same period as Dummy consultee | |
| **Decisions > Dates Tab** |  | Start Date - Weekly List Number - End Date | |
| **Map Tab** |  | Add point and polygon. Save map as image | |
| **Print Tab** |  | STN – Site Notice and Acknowledgement letter | |
| **Printing Folder** |  | Save site notices in the printing folder | |
| **Case Note** |  | Check for any case notes that are irrelevant and untick / delete | |
| **Plans Tab** |  | All plans have been added | |
| **Scanned?** |  | Check all documents on IDOX and upload if applicable. Mark any invalid plans as sensitive. Only valid plans/documents should be public. | |
| **IDOX** |  | Upload checklist to IDOX as sensitive | |
| **Completed By** |  | NAME | |