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| **Check Sheet** |
| **Address: Foxwold** |
| **Date received:**12/02 | **Application reference:**24/00337/LBCALT 24/00336/HOUSE | **Invalid letter sent:** |
| **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 £258 |  | Print Constraints / History |  |
|  | PROW AW LB  |
| Site Location Plan  |  | Add Consultees – |  |
| Block Plan  |  | Add Site Notice / Advert?  | **LB GPI** |
| Scaled Plans  |  | Idox file checked for completeness, publicity setting and redaction |  |
| Greenbelt Full Plans? |  | Valid date ofinserted29/2 |  |
| CIL liable? Annexe? |  | CIL event task date(s) added? |  |
| CIL questions form |  | Acknowledgement Letter printed |  |
| Design & Access Statement? |  | Consultees printed |  |
| Heritage Statement? |  | Site Notice printed Advert date added |  |
|  |
| Affordable Housing? |  | Neighbours x Printed23 |  |
| Flood Risk Assessment? |  | List of Consultees List of Neighbours File front sheet printed |  |
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| **Notes** |
| **** |