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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 ofinserted  29/2 | |  |
| 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 Printed  23 | |  |
| Flood Risk Assessment? | | | | |  | List of Consultees  List of Neighbours  File front sheet printed | |  |
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| **Notes** |
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