

## HOUSEHOLDER APPLICATIONS VALIDATION CHECKLIST

Please note that if the application is submitted electronically via the Planning Portal your application will be processed quicker. Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us before you submit your application.

<b>Your application MUST include the following:</b>	
<b>2 copies</b> of the completed planning application form, signed and dated (unless submitted electronically)	Yes/No
<b>A signed Certificate of Ownership and Agricultural Holdings Certificate (or declaration made if submitted electronically)</b> <ul style="list-style-type: none"> <li>The Certificates of Ownership are at the end of the application form. If you own the application site complete Certificate A. If not, you will need to complete Certificate B and notify the owner that you are making a planning application (or C or D if you do not know who the owner is – please seek advice if this applies)</li> </ul>	Yes/No
Has any pre-application advice been sought? Provide correspondence of letters or emails you have received. Does your proposal comply with Supplementary Planning Document 6?	Yes/No
Has the correct fee been paid?	Yes/No
<b>The following plans <u>will</u> be required: ( all dimensions must be metric)</b>	
<b>2 copies of an Ordnance Survey based location plan.</b> It should <ul style="list-style-type: none"> <li>be at a scale of 1:1250 or 1:2500</li> <li>show at least two (if practicable) named roads</li> <li>show surrounding buildings (named and numbered) and</li> <li>show the direction of North.</li> </ul> The application site should clearly be edged with a red line (including all the necessary land and land required for access to/from the adopted highway) and any other land you own should be edged with a blue line.	Yes/No
<b>2 copies of the existing and proposed site layout or block plan</b> (where changes are proposed) at a scale of 1:100 or 1:200. This should include: <ul style="list-style-type: none"> <li>Direction of north</li> <li>All buildings and structures, property/ownership boundaries, gardens, walls, hedges and fences, open spaces, roads, footpaths, access and car parking spaces (dimensioned) existing and proposed:</li> <li>Position of all trees on Land adjoining the site:</li> <li>Hard and soft landscaping details:</li> <li>Adjacent houses and buildings including the location of any windows</li> <li>Bin storage</li> </ul>	Yes/No
<b>2 copies of the existing and proposed relevant elevations</b> at a scale of not less than 1:100 - Shown in a street scene context if raising the ridge height	Yes/No
<b>2 copies of the existing and proposed relevant floor and roof plans</b> at a scale of not less than 1:100	Yes/No
<b>The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.</b>	
<b>Details of any new or altered access</b> to any, Public Highway, access ways or a Public Right of Way inc. footpaths. Depending upon complexity this may require a topographical survey	Yes/No
Details of any works that need to be taken in the proposed development to prevent any risk from <b>land contamination</b> . i.e. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils).	Yes/No
<b>Listed Building Character Assessment/Conservation Area Appraisal/Non-designated Heritage Asset</b> – statement of significance statement (see local list – all developments)	Yes/No
<b>Ecological Assessment/survey</b> where protected species may be affected by the development	Yes/No
<b>Green Belt Statement</b> – Extensions to properties within the Green Belt assessing impact on the openness, volume of existing/original dwelling, any extensions and the proposed resultant development	Yes/No

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Control team on [development.control@bury.gov.uk](mailto:development.control@bury.gov.uk) or phone them on 0161 253 5432.