

Validation Checklist for Change of Use

National Requirements

Requirement	Notes	Submitted
Completed Planning Application Form		
<p>Ownership Certificate A, B, C or D</p> <p>Certificate A - the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B - the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.</p> <p>Certificate C - the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>Certificate D - the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p>		
<p>Location Plan (Scale 1:1250/1:2500)</p> <p>The Location Plan should include the access to the public highway within the red line boundary, any other land in the applicant's ownership outlined in blue, a North arrow and a road or buildings to identify the site.</p> <p>Access points shown with visibility splays in each direction:</p> <p>30mph = 60m 40mph = 120m 50mph = 160m 60mph = 215m</p>		
Design & Access Statement		
Application Fee		

Local Requirements

Requirement	Notes	Submitted
Block Plan (Scale 1:500/1:200)		
Existing Elevations (Scale 1:50/1:100)		
Proposed Elevations (Scale 1:50/1:100)		
Existing Floor Plans (Scale 1:50/1:100)		
Proposed Floor Plans (Scale 1:50/1:100)		
Sections and Floor Levels (Scale 1:50/1:100)		
<p>Heritage Statement</p> <p>Application site includes, is within or adjacent to a:</p> <ul style="list-style-type: none"> • Listed Building; • Conservation Area; • Scheduled Ancient Monument; • UNESCO World Heritage Site. 		
Barn and Building Conversion Questionnaire		
<p>Coal Mining Authority Assessment</p> <p>Required for groundworks in the high-risk areas (not required if application does not involve extending the building).</p>		
<p>Ecological Assessment</p> <p>Application site includes a pond, hedgerow (including boundaries), trees of 1m girth at chest height or semi-improved or unimproved grassland.</p> <p>Application site is within or adjacent to a designated site.</p> <p>Application involves development affecting a building described in Appendix E.</p>		
<p>Tree and Hedgerow Survey</p> <p>Required for the removal of more than 20 metres of hedgerow or applications affecting trees within a Conservation Area or those with a Tree Preservation Order.</p>		

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<p>Flood Risk Assessment Application site is in Flood Zones 2/3 or is in Flood Zone 1 but over 1 hectare in size.</p>		
<p>Foul Sewage Assessment Required where foul drainage is not to a mains sewer.</p>		
<p>Surface Water Drainage Assessment Required for discharge to watercourse or sewer.</p>		
<p>Marketing Statement Required for the loss of a community facility or ground-floor commercial premises within town centres.</p>		
<p>Nutrient Neutrality Application site is located within the River Derwent and Bassenthwaite Lake SAC Catchment Area.</p>		