

## Validation Checklist - Full Planning Application for Change of Use Without External Building Works

Your application **MUST** include the following:

DOCUMENT	Req'd? Yes/No
<b>1 Copy</b> of the completed planning application form, signed and dated	
<b>1 Copy</b> of the Article 7 Certificate (Agricultural Holdings) and Certificate (A,B,C,D) signed and dated	
<b>1 Copy</b> of the CIL Additional Information Requirements form	
<b>1 Copy</b> of a site location plan with the application sited outlined in <b>RED</b> and any adjoining land owned or controlled outlined in <b>BLUE</b> to a scale of 1:1250 or 1:2500.	
The correct planning fee	

In addition to the information which **MUST** be submitted with your application, the following information will also be required where applicable. These are explained in more detail in the **Local Requirements guidance notes**.

DOCUMENT	Req'd? Yes/No
Where applicable, details of any assistance or advice sought from a planning officer prior to submitting your application - please indicate dates of any correspondence or discussion, reference number and name of office	
<b>1 Copy</b> of an existing and proposed block plan with the application sited outlined in <b>RED</b> and any adjoining land owned or controlled outlined in <b>BLUE</b> to a scale of 1:500.	
<b>1 Copy</b> of <b>existing floor plans</b> to a scale of 1:50 or 1:100.	
<b>1 Copy</b> of <b>proposed floor plans</b> to a scale of 1:50 or 1:100.	