

**Validation Checklist - Prior Approval Procedure –
Part 20 Class AA – New Dwellings on Detached Buildings in
commercial or mixed use (PADDCM)**

Your application **MUST** include the following:

DOCUMENT	Req'd? Yes/No
A written description of the proposed development, which, in relation to development proposed under Class A, must include details of any dwellinghouse and other works proposed under paragraphs A. (a) to (d). (Application Forms)	
A plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development (Location and Block Plans)	
Floor plans which are drawn to an identified scale and shows the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and existing and proposed elevations of the building.	
A written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development.	
A list of all addresses of the flats within the existing block of flats.	
The developer's contact address and the developer's e-mail address if the development is content to receive communications electronically	
Where sub-paragraph (6) requires the Environment Agency to be consulted, a site-specific flood risk assessment	
The relevant fee required	
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 officer	

In addition to the requirements specified above, further information may be requested by the case officer in order to assist with the processing of the application.

Notes for Part 20 Class AA

The information required under Paragraphs A. (a) to (d) referred to above are;

- (a) Engineering operations reasonably necessary to construct the additional storeys and new dwellinghouses;
- (b) Works for the replacement of existing plant or installation of additional plant on the roof of the extended building reasonable necessary to service the new dwellinghouses;
- (c) Works for the construction of appropriate and safe access and egress to the new and existing dwellinghouses, including means of escape from fire, via additional external doors or external staircases; and
- (d) Works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses.