



PLANNING APPLICATION(S) CHECKLIST

NOTE: Check the guidance provided with your application forms to ascertain which items are/are not a requirement for your application

PLEASE ENSURE THAT YOU HAVE:

- 1. Completed **five** copies of the application forms with all relevant questions answered and each form signed and dated (at least one form with **an original, not photocopied signature**).
- 2. Completed **two** copies of the Certificate of Ownership (serving Notice No.1 on the owner of the land where Certificate B is completed) and signed/dated it with an original signature, when applicable.
- 3. Enclosed **five** copies of site plans with the site of the application outlined in red (indicating where development will take place) and any other land owned by the applicant outlined in blue. The plan should be to **a recognised scale** and drawn on **an Ordnance Survey basemap**. Plans of this type are available for purchase from Floor 4 Reception at County Hall, Cwmbran.
- 4. Enclosed **five** copies of plans showing **existing and proposed** floor layouts with elevations drawn to **a recognised metric scale** and where needed a block plan to show the new building(s) in relation to its boundaries with roads and other structures in the vicinity.
- 5. Enclosed **five** copies of additional plans/or details of: materials to be used in the development; the colour scheme/content of an advertisement; or any ancillary detail required such as method of illumination.
- 6. Enclosed **the appropriate fee** to cover the relevant application (unless exemptions apply).
- 7. Enclosed a **Design** and/or **Inclusive Access Statement**, or **Ecological** and/or **Structural Survey** where applicable to the application type.
- 8. Enclosed evidence to a right of exemption/reduced rate for a planning fee (e.g. registered disabled or have community council status).

DATA PROTECTION

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.