

# HOUSEHOLDER PLANNING PERMISSION VALIDATION CHECKLIST

This Validation Checklist is for you to self-certify that your submission complies with the Validation requirements, and must be submitted alongside your application. Please indicate below which information you are providing to support your application and attach this checklist to your application.

Failure to provide the information or fee required will lead to your application being made invalid and the planning process will be delayed. The Council will not be able to start determining the application until the appropriate information is received.

**Please provide one set of all documentation relating to the planning application EXCEPT if the application is submitted via the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). If submitting on-line, please see our Authority Standards on our website at [www.eastbourne.gov.uk/residents/planning/make-planning-application](http://www.eastbourne.gov.uk/residents/planning/make-planning-application))**

## NATIONAL REQUIREMENTS

	<i>Office Use Only</i>
<p><b>APPLICATION FORM</b></p> <p>Please tick to confirm that a completed application form has been submitted</p> <p><b>When required:</b></p> <ul style="list-style-type: none"> <li>- All applications, together with a full description of the proposed works</li> </ul> <p><b>Where to look for further assistance:</b></p> <p>Guidance on how to fill out these forms can be found on the Planning Portal website: <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a></p>	
<p><b>Certificate of Ownership / Agricultural Holdings Certificate</b></p> <p>Please tick to confirm that ONE of either Certificate A, B, C or D has been completed, signed and dated within 21 days prior to submission</p>	
<p><b>Declaration</b></p> <p>Please tick to confirm that the application form has been completed, signed and dated within 21 days prior to submission.</p>	

## FEES

Please tick to confirm that the correct fee has been submitted

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Exemptions and reductions may apply in certain cases. Full details can be found on the Planning Portal: [www.planningportal.gov.uk/planning/usefultools](http://www.planningportal.gov.uk/planning/usefultools)

## DRAWINGS

Authority standards can be found on the Eastbourne Borough Council website at: [www.eastbourne.gov.uk/residents/planning/make-planning-application](http://www.eastbourne.gov.uk/residents/planning/make-planning-application)

### Site Location Plan

Please tick to confirm that a Site Location Plan has been submitted

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**When required:**

- All applications

**Scale:**

- 1:2500 or 1:1250

**What information is required:**

- Up to date map with site clearly edged with a **red line**
- The direction of north
- The plan must cover a large enough area to enable the location to be easily found; ideally two named roads shown

### Site Plan / Block Plan

Please tick to confirm that a Site Plan / Block Plan has been submitted

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**When required:**

- All applications

**Scale:**

- 1:500 / 1:200 / 1:100 (must show a metric scale bar)

**What information is required:**

- The proposed development in relation to the site boundaries and other existing buildings on the site
- If a new vehicular access is proposed show the dimensions & visibility splays of the new access.

### Floor Plans & Elevations

Please tick to confirm that floor plans & elevations have been submitted where required

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**When required:**

- Where alterations and/or extensions to an existing building are proposed
- When new outbuildings are proposed, all elevations of the new outbuilding are required.

## Floor Plans & Elevations, cont...

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### Scale:

- 1:100 or 1:50
- Accurately drawn to the chosen scale and consistency between the existing and proposed plans and must show a metric scale bar with paper size to which this relates and at least one dimension

### What information is required:

- The existing and proposed floor plans and elevations of the development. Extent of basements to be shown as dotted line or colour wash.

## Existing & Proposed Roof Plans

Please tick to confirm that Existing & Proposed Roof Plans been submitted where required

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### When required:

- Where any roof is being altered.

### Scale:

- 1:100 or 1:50
- Accurately drawn to the scale and consistency between the existing and proposed plans and must show a metric scale bar with paper size to which this relates and at least one dimension

### What information is required:

- The shape of the roof, including any areas cut-away or proposed to be used for balconies; or to identify location of rooflights.

## Site Sections / Cross Sections

Please tick to confirm that Site Sections / Cross Sections have been submitted where required

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### When required:

- Where the development and/or your plot is on a steep incline/decline
- Where a new vehicular access is proposed
- Where any development is proposed below ground level
- Where development is proposed within roof slopes to show head height

### Scale:

- 1:100, 1:50 or 1:20
- Accurately drawn to the scale and consistency between the existing and proposed plans and must show a metric scale bar with paper size to which this relates and at least one dimension

## Site Sections / Cross Sections, cont...

### What information is required:

- The existing and propose site levels, and finished floor levels, with levels related to a defined datum point
- If proposing a new vehicular access please include a cross section with the dimensions and visibility splays of the new access shown

## LOCAL REQUIREMENTS

### FLOOD RISK ASSESSMENT

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Please tick to confirm that a Flood Risk Assessment has been submitted where required

To check if a property is within a flood risk area please visit the Environment Agency website: [www.environment-agency.gov.uk/wiyby](http://www.environment-agency.gov.uk/wiyby) (Flood Map for Planning)

### When required:

- When the development is within Flood Zone 2 or 3 (with certain limited exceptions) and if your proposal meets the criteria set out in the Environment Agency Flood Risk Standing Advice

### OTHER DOCUMENTS

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Having read the Eastbourne Borough Council Local Validation List (available from [www.eastbourne.gov.uk/residents/planning/make-planning-application](http://www.eastbourne.gov.uk/residents/planning/make-planning-application)), please confirm whether your proposal requires the submission of any of the following documents?

Planning Statement

Heritage Statement where property is situated within an Archaeological Notification Area. To check please visit: [www.eastsussex.gov.uk/environment/archaeology/planning/](http://www.eastsussex.gov.uk/environment/archaeology/planning/)

Tree Assessment (Arboricultural Statement) if a protected tree (TPO) or a tree in a conservation area is affected by the proposal

Manufacturer's Specification e.g. proposed window replacement or materials

Photographs / photomontages showing the whole of the building and its setting and/or the particular section of the building affected by the proposal(s)

## OTHER DOCUMENTS, CONT...

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List any other documents submitted:

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

**Failure to submit any of the requirements will result in the application not being registered.**

Signed:

Date:

**FURTHER INFORMATION AND JUSTIFICATION...**