

# VALIDATION CHECKLIST

Please be aware that your planning application will be published online. Only submit personal information that you are happy to be made available on the internet, however, we would advise that we do NOT publish signatures.



## PLEASE ENSURE YOUR APPLICATION PACK INCLUDES THE FOLLOWING:

- Application Form:** An **original** completed national application form signed and dated together with a further 1 copy. Please ensure that the form used reflects the proposal and that the description of the proposal is accurate.
- Ownership Certificate** (Not applicable for Advertisement Consent)  
A completed ownership certificate A, B, C or D signed and dated. Please complete the section "on behalf of" if signing on behalf of the owner.
- Location Plan:** 2 copies of a scaled site location plan (either 1:1250 or 1:2500). The application site should be outlined in red. The plan should show at least two separate named roads and neighbouring properties. Any adjoining land in the "applicant's" ownership or control must be outlined in blue. All plans must be up to date.
- Plans & Elevations:** 2 copies of each drawing. The drawings should show the **existing and proposed** work at a scale of 1:50 or 1:100. New work should be shown accurately and clearly marked on the layout plans. **ALL** elevations must be illustrated, ie, front, sides and rear. A scale bar must be clearly shown on all plans.

Please send these on CD/DVD for major applications.

- Design & Access Statement:** 2 copies of the statement. Note: This is required for householder applications if the dwelling or its curtilage is within a conservation area.
- Fee:** The correct planning fee (see accompanying notes). All cheques should be made payable to North Hertfordshire District Council.
- Agricultural Holdings Certificate:** Please complete either section A or B of the Agricultural Holdings Certificate.
- Non-householder applications may require the submission of a unilateral undertaking or heads of terms for a Section 106 agreement and associated documents.

**IF ANY OR ALL OF THE ITEMS LISTED ABOVE ARE MISSING, YOUR APPLICATION WILL BE INVALID**

Please turn over

**It is essential that your application is accompanied by the following:**

- A covering letter to assist in presenting your case
- A 1:500 block plan (including scale bar) showing the location of the development, the position of the boundaries of the site and adjoining properties. If appropriate, window position.
- Impact of the proposal upon the existing street scene, especially in relation to immediate neighbours.
- Location of trees, their size, type and spread and those that are to be removed or lopped.
- Materials to be used – brickwork, tiles, windows.
- Existing and proposed vehicular access and car parking spaces.
- Details of the treatment of the boundaries of the property (eg, type of fence, or wall).
- Roof plan (existing and proposed including scale bar)
- Agricultural Holdings Certificate – Part A or B completed as appropriate.
- Applications should include supporting documentation as indicated on matrix
- Unilateral Undertaking or Heads of Terms for a Section 106 Agreement and associated documents (if applicable)

**The scale bar must be clearly shown on all plans  
The words “do not scale from these drawings” must not be used.**

Name (Print) .....

Signature .....

Date .....

**IF YOU ARE IN ANY DOUBT ABOUT THE ABOVE ITEMS INFORMATION IS AVAILABLE ON:**

[www.north-herts.gov.uk](http://www.north-herts.gov.uk)

**BY EMAIL:** [planning.control@north-herts.gov.uk](mailto:planning.control@north-herts.gov.uk)

**TELEPHONE: 01462 474000**