

# Householder applications – validation document

Please ensure you submit this form and all necessary information listed with your application – use the tick boxes and sign below to confirm a complete application.

**Please note – for accredited agents everything must be submitted electronically**

**I confirm that the attached application complies with validation requirements as adopted by Cornwall Council.**

Name \_\_\_\_\_ Company \_\_\_\_\_

Date \_\_\_\_\_

## National requirements and to be submitted with all applications

Tick if enclosed

<b>Application Form</b>	<ul style="list-style-type: none"> <li>Completed form, including signed and dated declaration</li> </ul>	
<b>Certificates</b>	<ul style="list-style-type: none"> <li>The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2015</li> </ul>	
	<ul style="list-style-type: none"> <li>Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article</li> </ul>	
	<ul style="list-style-type: none"> <li>Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2015</li> </ul>	
<b>Plans</b>	<ul style="list-style-type: none"> <li>A plan at a scale of 1:2500 or 1:1250 which identifies the land to which the application relates to include a direction showing North. The plan shall also include the site which must be within the residential curtilage. Where relevant access to the highway to be outlined in red and any other land in the applicant's ownership to be outlined in blue.</li> </ul>	
	<ul style="list-style-type: none"> <li>A copy of other plans and drawings or information necessary to describe the subject of the application including:               <ol style="list-style-type: none"> <li>Block plan of the site (eg at a scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown</li> <li>Existing and proposed elevations (eg at a scale of 1:50 or 1:100)</li> <li>Existing and proposed floor plans (eg at a scale of 1:50 or 1:100)</li> <li>Existing and proposed site sections and finished floor and site levels where appropriate (eg at a scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan</li> </ol> </li> </ul>	

	<p>e) Roof plans – if necessary (eg at a scale of 1:50 or 1:100) Please ensure your plans are labelled appropriately with drawing numbers and annotations (materials etc) and that they always have titles and clearly stated metric scales (ie 1:50, 1:100), plus a scale bar (minimum 0-10m). They should also identify the address and number of any neighbours that about the site</p> <p><b>Please ensure your plans are labelled appropriately with drawing numbers and annotations (materials etc) and that they always have titles and clearly stated metric scales (ie 1:50, 1:100), plus a scale bar (minimum 0-10m). They should also identify the address and number of any neighbours that about the site</b></p>	
<b>Supporting statement</b>	<ul style="list-style-type: none"> <li>• Design and access statement - required if the site lies within a designated area (i.e. World Heritage Site or Conservation Area)</li> <li>• Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development)</li> </ul>	
<b>Fee</b>	<ul style="list-style-type: none"> <li>• The appropriate fee</li> </ul>	

**We may on occasion ask for the following documents**

	Circumstances when the document should be submitted	Tick if enclosed
<b>Flood risk assessment</b>	As required in accordance with <a href="#">Environment Agency flood risk standard advice</a> (i.e. if the property/development (including boundary walls etc) is within floodzone 2 and 3, or is 20 metres of the top of a bank or a main river, or if the development includes culverting of control of flow of any river or stream)	
<b>Details of surface water disposal</b>	<p>If the application site lies within a Critical Drainage Area, applicants are advised to refer to 'Best Practice' recommendations in Appendix B and Flood Risk Standing Advice (FRSA), rows 2-4, at <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> and supply details of the means of sustainable surface water disposal (ie include details on plans and drawings).</p> <p>Please note: if this information is not included with the application, any planning permission granted may be subject to a planning condition requiring the submission of surface water drainage details. This will subsequently require a formal application to discharge the condition and will incur a fee.</p>	
<b>Parking provision</b>	Applications may be required to provide details of existing and proposed parking provision	
<b>Tree survey</b>	When the development involves the loss of trees, or is proposed adjacent to existing trees	
<b>Ecological survey</b>	When it is known or suspected that bats, barn owls or other protected species are present or using the property	
<b>Heritage statement</b>	When a listed building or conservation area or any other heritage asset is affected.	
<b>Foul drainage form</b>	Where an extension creating additional bedrooms is proposed at a property utilising a non-mains foul drainage system	

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