

Appendix 1 Basic Validation Checklist (to be attached to submission)

		Please tick the boxes ✓ or X	For Office use
1	<p>FORMS Has the appropriate form been completed in its entirety? https://www.planningni.gov.uk/index/advice/fees_forms/forms.htm</p>		
2	<p>AGENT/APPLICANT DETAILS Have the applicant's/agent's name, address, telephone number and email address been completed?</p>		
3	<p>CERTIFICATES OF OWNERSHIP Has the applicable ownership certificate been completed with deletions and signed with relevant notice served?</p>		
4	<p>SITE Is the identity of the land to which the application site refers clear? (full postal address & post code, cross referenced with site location plan)</p>		
5	<p>SITE Has the site been identified on the site location drawing with one continuous red line around the planning unit with access to public road? Additional lands in blue?</p>		
6	<p>DESCRIPTION Does the description accurately reflect all aspects of the development proposed?</p>		
7	<p>FEES Has the correct fee been calculated stating the fee category? If a floorspace fee or mixed element fee, have you provided calculations, stating fee categories used? https://www.planningni.gov.uk/index/advice/fees_forms/planning_-_fees-explanatory-notes-for-applicants-june2019.pdf</p>		
8	<p>FEES Have you submitted the fee by BACS?</p>		
	<p>Have you provided date of BACS payment?</p>		
	<p>Have you provide BACS reference (PL + 1st 8 letters of applicants' surname)?</p>		
9	<p>DESIGN & ACCESS STATEMENT Have you submitted a Design and Access Statement? https://www.planningni.gov.uk/index/advice/practice-notes/dm_practice_note_12_das_complete-3.pdf</p>		
10	<p>SITE LOCATION PLAN</p>		

	A recent OS based site location plan at 1:2500 or 1:1250 with the site clearly shown been provided?		
	Site location maps should have a north point.		
	Site location plans should have the road name and postal reference clearly shown.		
11	BLOCK PLAN Existing and proposed block plan 1:200 or 1:500?		
	Existing and proposed spot levels with a datum point shown?		
	All existing and proposed soft and hard landscape features shown and annotated?		
	All existing and proposed boundary treatments shown and annotated?		
12	FLOOR PLANS Proposed floor plans 1:50 or 1:100 Existing floor plans 1:50 or 1:100		
	Proposed finished floor levels shown?		
13	ELEVATION PLANS Proposed elevations (All facades) 1:50 or 1:100? Existing elevations (All facades) 1:50 or 1:100?		
	All finishes shown?		
	Floor plans and elevations correlate?		
14	CROSS SECTION PLANS Existing and proposed cross sections, including land adjacent.		
15	PRE COMMUNITY CONSULTATION REPORT Have you submitted a Pre Community Consultation Report is your proposal falls within a Major category? https://www.planningni.gov.uk/pre-application_community_consultation_guidance_-_june_2014.pdf		

BACS PAYMENT DETAILS	
BACS Payment Date	
BACS Payment Reference Number	PL _____

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Is this a reduced fee? Yes or No Under what category is the fee exempt? _____

Has sufficient justification been provided? Yes or No

PPTO reduced fee signature _____ Date _____

P&T Signature confirming the proposal is valid _____ Date _____

