

RUNNYMEDE BOROUGH COUNCIL**VALIDATION CHECKLIST****FOR ALL FULL PLANNING APPLICATIONS AND RESERVED MATTERS****REQUIREMENTS FOR ALL APPLICATIONS (3 copies unless submitted electronically):**

The completed **application form**, signed and dated

Article 7 Certificate (Agricultural Holdings), signed and dated

Completed, signed and dated Ownership Certificate (A, B, C or D)

Location plan (Ordnance Survey based),
at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show
at least two main roads and surrounding buildings and should show the
direction of North. The application site should be edged clearly
with a red line and a blue line must be drawn around any other
land owned by the applicant

Any other drawings required (see application specific checklist)

The **correct fee**

If NO, please explain below

Design and Access Statement (if required)

If you are submitting all the details of new buildings, engineering works, extensions or change of use of a building or land, the following additional plans will be required:

Block plan of the site to a scale of not less than 1:500, but usually 1:200
to show site boundaries and neighbouring buildings

Existing and proposed elevations to a scale of not less than 1:100

Existing and proposed floor plans at a scale of not less than 1:100

Existing and proposed roof plans at a scale of not less than 1:100

Existing and proposed site sections and finished floor levels at a scale of not less than 1:100

Existing site survey plan to a scale of not less than 1:200 showing existing features of the site eg walls, trees, buildings and other structures

Proposed site plan at a scale of not less than 1:200 showing proposed features eg landscaping, trees to be retained, trees to be removed, and any proposed buildings

**FOR APPLICATIONS INVOLVING REPLACEMENT DWELLINGS
IN THE GREEN BELT:**

Floor plans and elevations of the dwelling as at May 1986 to a scale of not less than 1:100

In addition to the information that MUST be submitted with your application, the following information may also be required (see Supplementary Planning Document on the Validation of Planning Applications for further guidance):

Scaled Streetscene Elevation

Transport Assessment

Draft Travel Plan

Environmental Statement

Retail Assessment

Supporting Planning Statement

Regeneration Assessment

Air quality assessment

Sustainability Appraisal

Noise Impact Assessment

Affordable Housing Statement

Sound Insulation Assessment

Energy Statement

Nature Conservtion and Ecological Assessment

Historical and Archaeological Assessment

Listed Building and Conservation Area Appraisal

Flood Risk Assessment

Assessment for the treatment of foul sewage

Utilities Statement

Contaminated Land Report

Ventilation/Extraction

Structural Survey

Tree Survey

Lighting Assessment/Details of Lighting Scheme

Planning Obligation(s)

Refuse and Recycling Storage

Parking for Vehicles and Cycles

Open Space Assessment

Crime Prevention Statement

Wind Turbine (Letter from MOD)

Telecommunications

