

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 (currently piloting in West Cornwall only), 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

Application Form	<ul style="list-style-type: none"> Completed form, including signed and dated declaration (4 copies in total to be supplied if not submitted electronically) 	
Certificates	<ul style="list-style-type: none"> The completed ownership certificate (A, B, C or D – as applicable) as required by the Town and Country Planning (Development Management Procedure) Order 2010 	
	<ul style="list-style-type: none"> Where ownership certificates B, C or D have been completed, notice(s) as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article 	
	<ul style="list-style-type: none"> Agricultural holdings certificate as required by the Town and Country Planning (Development Management Procedure) Order 2010 	
Plans	<ul style="list-style-type: none"> A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North, the site including the residential curtilage and access to the nearest adopted highway to be outlined in red and any other land in the applicant's ownership to be outlined in blue (4 copies in total to be supplied if not submitted electronically) 	
	<ul style="list-style-type: none"> A copy of other plans and drawings or information necessary to describe the subject of the application (4 copies in total to be supplied if not submitted electronically) including: <ol style="list-style-type: none"> 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 Existing and proposed elevations (eg at a scale of 1:50 or 1:100) Existing and proposed floor plans (eg at a scale of 1:50 or 1:100) 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 	

	<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 abut the site</p> <p>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 abut the site</p>	
Supporting statement	<ul style="list-style-type: none"> • Design and access statement - required if the site lies within a designated area (i.e. World Heritage Site or Conservation Area) • Photographs showing the relationship with adjoining properties (identifying the use of rooms where the windows will face or overlook the proposed development) 	
Fee	<ul style="list-style-type: none"> • The appropriate fee 	

We may on occasion ask for the following documents

	Circumstances when the document should be submitted	Tick if enclosed
Flood risk assessment	As required in accordance with Environment Agency flood risk standard advice (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 or control of flow of any river or stream)	
Details of surface water disposal	<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 www.environment-agency.gov.uk 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 £25 fee.</p>	
Parking provision	Applications may be required to provide details of existing and proposed parking provision	
Tree survey	When the development involves the loss of trees, or is proposed adjacent to existing trees	
Ecological survey	When it is known or suspected that bats, barn owls or other protected species are present or using the property	
Heritage statement	When a listed building or conservation area or any other heritage asset is affected.	
Foul drainage form	Where an extension creating additional bedrooms is proposed at a property utilising a non-mains foul drainage system	

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