



APPLICATION VALIDATION CHECKLIST

Householder Planning Application

Please use this checklist to ensure that you have supplied all the information necessary to validate your application.

Application Requirement	Tick box to confirm you have included:		
Completed Application Forms	<input type="checkbox"/>		
Site Location Plan	<input type="checkbox"/>		
Other Plans/Information necessary to fully describe the development	<input type="checkbox"/>		
Ownership/Agricultural Holdings Certificate	<input type="checkbox"/>		
Design and Access Statement (if your property is a listed building or in a conservation area)	<input type="checkbox"/>	or N/A	<input type="checkbox"/>
Application Fee (if required)	<input type="checkbox"/>	or N/A	<input type="checkbox"/>

In addition to the information above, you may also need to provide one or more of the documents listed below.

Additional Documents	Tick box to confirm you have included:		
Protected Species (Biodiversity) Survey and Report Required if there is a likelihood that protected species (particularly bats) will be affected. The need for a survey should be considered if the property is adjacent to a Site of Special Scientific Interest, a Site of Importance for Nature Conservation, a Local Nature Reserve or Ancient Woodland, a loft conversion is proposed, or you are carrying out works affecting the roof of a listed building.	<input type="checkbox"/>	or N/A	<input type="checkbox"/>
Flood Risk Assessment Required if the property is located in a Flood Zone. For advice on flood risk please contact the Environment Agency.	<input type="checkbox"/>	or N/A	<input type="checkbox"/>
Heritage Statement Required if you will be erecting a building or enclosure in the grounds of a Listed Building, or undertaking excavations in an Archaeological Constraint area.	<input type="checkbox"/>	or N/A	<input type="checkbox"/>
Tree Survey and Report Required if the development directly affects existing trees within or adjacent to the site boundaries.	<input type="checkbox"/>	or N/A	<input type="checkbox"/>

Other Documents

Use the space below to list any other documents you are providing in support of your application:

If you are unsure whether or not a document is required or for more information about how to prepare any of the above documents please contact Development Management on 0115 8764447, or by email to development.management@nottinghamcity.gov.uk.