



VALIDATION CHECKLIST – HOUSEHOLDER APPLICATION

NATIONAL REQUIREMENTS

- 3 Completed application forms, signed and dated (1 copy if submitted electronically)
- 1 Article 7 Certificate (Agricultural Holdings), signed and dated
- 1 Completed Ownership Certificate (A, B, C or D), signed and dated
 - Certificate A if works are solely within site boundary and the applicant is the owner of the site
 - Certificate B if the applicant does not own the site, notice B(1) must be served on the relevant landowner(s)
 - Certificate C if the applicant does not own the site but knows some of the relevant landowner(s)
 - Certificate D if the applicant does not own the site and does not know any of the landowner(s)
- 3 x Site Location Plans (Ordnance survey based) to a scale of 1:2500 or 1:1250 showing the position of north (1 copy if submitted electronically) to include a drawing number with the application site outlined in red and any other land owned by the applicant in blue
- 3 x Design and Access Statement in accordance with Department of Communities and Local Government Circular 01/2006 (1 copy if submitted electronically), if required
- 3 x Plans or information necessary to describe the subject of the application (1 copy if submitted electronically)
 - Existing and proposed block plans to a scale of not more than 1:500 to include drawing numbers
 - Existing and proposed elevations to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
 - Existing and proposed floor plans to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
 - Existing site levels and proposed site and finished floor levels to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
 - Roof plans to a suitable scale e.g. 1:50 or 1:100 to include drawing numbers
- The appropriate fee