

Validation requirements checklist

Please complete this checklist with every application by ticking the relevant boxes or entering N/A where appropriate, giving a short explanation as to why the requirement is not needed. Please check that you have supplied all the information required in accordance with the Local List written statement. Failure to do so may result in your application being invalidated.

Site Address		
National Requirements	Included	
	Applicant	Council
Completed application form		
A copy of other plans and drawings necessary to describe the subject of the application which can include: <ul style="list-style-type: none"> • Block plan of the site (Compulsory) • Site location plan (Compulsory) • Existing and proposed elevations • Existing and proposed floor plans • Existing and proposed site sections and finished floor and site levels • Roof plans All plans MUST have a scale bar		
The completed Ownership Certificate		
Copy of Notice(s) where Ownership Certificates B, C or D have been completed		
Agricultural Holdings Certificate		
The appropriate fee		
Design and Access Statement		
Local Requirements	Included	
	Applicant	Council
Affordable Housing Where the application meets the policy requirements for affordable housing provision:- <ul style="list-style-type: none"> • An Affordable Housing Statement • A draft legal agreement Where the application does NOT meet the policy requirements for affordable housing provision:- <ul style="list-style-type: none"> • An Affordable Housing Statement • A Financial Viability Appraisal (including independent assessment by the District Valuer Service [DVS] or other independent assessor of financial viability specified by the District Council. • A draft legal agreement 		

Agricultural Statement		
Evidence of Marketing Statement (Loss of Employment Only)		
Flood Risk Assessment		
Tree Survey / Arboricultural implications		

USEFUL NOTES

Although the statutory number is 4 copies, please note that we are happy to accept only 2 hard copies of the application, unless it is a particularly large or controversial application where hard copies may need to be more widely distributed.

In all cases, we would appreciate an electronic copy of the application (by disk or by email to planning@southbucks.gov.uk) to enable us to post it onto our website and therefore validate it more swiftly.

Ideally, individual documents should be no larger than 5mb and on A3 or A4 so that the general public can view them easily.

If you have any questions about how to complete your application or need assistance, please email planning@southbucks.gov.uk or call one of the following numbers, where one of our planning administration team will be happy to help:

01895 837371 01895 837284
01895 837206 01895 837293
01895 837283