



VALIDATION CHECKLIST CRITERIA

1. HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION FOR WORKS OR EXTENSION TO A DWELLING

NATIONAL REQUIREMENTS

(1 original and 3 copies unless submitted electronically)

Completed application form YES

A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North. The site should be edged in red and any other adjoining land owned or controlled by the applicant edged in blue. Location plans should be to a scale of either 1:1250 or 1:2500 YES

A copy of other plans and drawings or information necessary to describe the subject of the application including:

- Block plan of the site showing any site boundaries to a scale of 1:100 or 1:200 YES
- Existing and proposed elevations to a scale of either 1:50 or 1:100 YES
- Existing and proposed floor plans to a scale of either 1:50 or 1:100 YES
- Existing and proposed site sections and finished floor and site levels to a scale of either 1:50 or 1:100 (if floor levels and site levels are to remain unchanged, a drawing is not required providing this is confirmed in writing) YES
- Roof plans to a scale of either 1:50 or 1:100 YES

Important: drawings annotated "Not to Scale" or "Do Not Scale" or similar wording will result in the application being **invalidated**. All drawings must be drawn true to the stated scale(s).

Completed Ownership Certificate (A, B, C or D as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 YES

The appropriate fee, see fee sheet

YES NO

If NO why? _____

In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

YES

LOCAL REQUIREMENTS

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Flood Risk Matrix: [Flood risk information | Flood risk information | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#) – required for all Flood Risk Areas, including FZ2, FZ3, FZ3a, Tidal, Fluvial, Reservoir, Climate Change and other levels of flood risk. Please see the Council's website for Flooding Information at [index_map.pdf \(west-norfolk.gov.uk\)](#)

YES

Community Infrastructure Levy (CIL) Form 0 – additional information requirement form – only if additional floorspace is being created

- Additional information requirement form is available on the Planning Portal website
https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/2

YES NO

If NO why? _____

Neighbourhood Plan

YES NO

Any information required to be submitted by Policy(s) contained within the relevant Neighbourhood Plan