Havant BOROUGH COUNCIL

Accredited Agent Havant BOROUGH COUNCIL

Householder Planning Applications

Accredited Agent Checklist

Please use this checklist to ensure that you have supplied all the information required to validate your application. If you are submitting your application via the Planning Portal, you must notify planning.development@havant.gov.uk quoting 'Accredited Agent' and the PP number in the subject line.

A checklist must be submitted with every householder application. If an application is received without a completed checklist the application will not be dealt with under the agent accreditation scheme. If you consider that the information described is not needed, please tell us why with a short written explanation.

All plans must be drawn to scale and submitted with a scale bar.

Agent Name: Andrew R Dunks Ltd.	**Date of Submission: 23/12/16**
Site Address: 28 Jubilee Road, Waterlooville	
Notification Requirement for Portal Applications	**Submitted: Y/N**
• Email to planning.development@havant.gov.uk quoting '**Accredited Agent'** and **Planning Portal number** in the subject line	Y
National Requirements	**Submitted: Y/N**
• Completed application	Y
• Application fee (where applicable) MUST accompany submission * Delete as appropriate Payment by: Portal online / Cheque /Telephone / Payment kiosk Paid by: Agent / Applicant	Y
• Site location plan at scale 1:1250 Plans using Ordnance Survey data require a valid license number or provide plan purchase details (within last 12 month period)	Y
• Block plan (scale 1:500 or 1:200) To show the footprint of the proposal and detailing any changes to the existing boundary treatment. A block plan need not be provided where the information is only a duplication of that clearly visible and identifiable on the location plan	Y
• Existing and proposed elevations (scale 1:100 or 1:50) As necessary to clearly show the proposed works in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings	Y
• Existing and proposed floor plans (scale 1:100 or 1:50) As necessary to clearly show the proposed works in relation to what is already there. Where applicable, these should highlight any existing walls or buildings that are to demolished	Y

• Site sections and finished floor levels (scale 1:100 or 1:50) Required where the proposal involves a change in ground level or sloping sites. The drawings may take the form of contours, spot levels, or cross/long sections	Y
• Roof plans (drawn to an identifiable scale – can be shown on block plan) Required where the roof design is not simple single dual or mono pitches; to clearly show the proposed works in relation to what is already there.	Y
• Design and Access Statement Required for Listed Building Consent or where development is 100 sqm or more within a Conservation Area	N
Local Requirements	**Submitted: Y/N**
• **Flood Risk Assessment** Required for all properties in Flood Zones 2 and 3 as defined by the Environment Agency	N – Not In Flood Zones 2 or 3
• **Heritage Statement** – Required for all works affecting a listed building	N – Not Listed
• **Arboricultural Impact Appraisal** An Arboricultural Impact Appraisal (AIA) is necessary for any development (including construction of access drive, patios, and the laying of drains/services) where trees are located on site, or there are off site trees in close proximity to the proposed project. • **Arboricultural Method Statement** An Arboricultural Method Statement (AMS) must be provided where there is potential for impact on a tree, or works are required to a tree within or adjacent to the application site, that is the subject of a Tree Preservation Order or within a Conservation Area.	N – No Trees N – No Trees

Please use the submission [Y/N] column to briefly explain why a requirement has NOT been submitted. Further explanation should be provided below where necessary: