

Planning applications and certificate of lawfulness applications for proposed developments
Validation Checklist

It is strongly advised that this checklist is completed and submitted with your planning application form. This checklist details the required documents that must accompany any application for planning permission or for a current householder proposed certificate of lawfulness. The criteria section below details when the document would be required and the number references the relevant explanatory information located within the Validation of Planning Applications Document located on the Runnymede website and should be read in conjunction with this checklist.

This check list is a general list of required documents. Each application is based upon the specific constraints of the site and as such further information may be required throughout the application.

<u>Document</u>	<u>Criteria</u>	<u>Submitted</u>
Relevant application form	All types of development (para 2.1)	
The correct fee	All types of development (para 2.2) Please see the current national fee schedule	
Location Plan	All types of development (para 2.5)	
Site/ Block Plan showing up to date site and neighbouring development	All types of development (para 2.6)	
Existing and proposed floor plans scaled at 1:50 or 1:100 and with written dimensions	All types of development (para 3.3)	
Existing and proposed elevations scaled at 1:50 or 1:100 and with written dimensions	All types of development (para 3.4)	
Existing and proposed roof plans scaled at 1:50 or 1:100 and with written dimensions	All types of development (para 3.8)	
Ownership and agricultural holdings certificate (section 11 of planning application form)	All planning applications (para 2.2)	
Part 1 notice	If certificate B or C completed as part of ownership or agricultural certificate within form as above (para 2.4)	
Cross sections scaled at 1:50 or 1:100	Planning applications located within the Green Belt (para 3.9)	
Flood Risk Assessment	Planning applications located within flood zones 2 and 3 (para 4.3) The relevant template can be found on our website.	
Design and access statement	Where development is in a designated conservation area and over 100 square meters (para 2.7)	
Tree Survey/ Arboricultural Statement	Planning applications that could affect nearby trees (para 4.7)	
Heritage statement and Archaeology study	Planning applications affecting a heritage asset or within a Conservation Area (para 4.9) or planning applications located within Areas of High Archaeological Potential (para 4.10)	

All correspondence must be sent to planning@runnymede.gov.uk

Most common reasons that an application cannot be registered

- Missing fee
- Certificates out of date
- No flood risk assessment Please see the [Council's mapping system](#) for site specific flooding requirements
- Incorrectly red-edged site plan
- No block plan
- No north arrow on site plans
- No scale bar on plans or incorrect scale bar
- Missing written dimensions
- Plans not supplied in PDF format

Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.

Example plans showing correct and incorrect red-edging.

