

Checklist 1: Full Applications

Validation Requirements	Applications for new building, extension or; engineering works; or change of use with external building / extension/ engineering works	Change of use with no external building / extension / engineering works	Required	Submitted
-------------------------	--	---	----------	-----------

National Requirements

Completed planning application form	See Note 1	See Note 1	Yes	Yes / No
Location plan	See Note 2	See Note 2	Yes	Yes / No
Site Plan	See Note 3	See Note 3	Yes	Yes / No
Completed Ownership Certificate (A, B, C, D)	See Note 4	See Note 4	Yes	Yes / No
Completed Agricultural Holdings Certificate	See Note 5	See Note 5	Yes	Yes / No
Appropriate fee	See Note 6	See Note 6	Yes / No	Yes / No
Design and Access Statement (where required)	See Note 7	See Note 7	Yes	Yes / No

Tyne and Wear Requirements

Application Plans	See Note 8	See Note 8	Yes / No	Yes / No
Affordable Housing Statement	See Note 9	See Note 9	Yes / No	Yes / No
Air Quality Assessment	See Note 10	See Note 10	Yes / No	Yes / No
Archaeological Assessments	See Note 11	No	Yes / No	Yes / No
Coal Mining Risk and Mineral Safeguarding Assessment	See Note 12	See Note 12	Yes / No	Yes / No
Ecological Survey Assessment and Mitigation Report & Protected Species Survey	See Note 13	See Note 13	Yes / No	Yes / No
Habitat Regulations Assessment	See Note 14	See Note 14	Yes / No	Yes / No
Flood Risk and Drainage Assessment	See Note 15	See Note 15	Yes / No	Yes / No
Heritage Statement	See Note 16	See Note 16	Yes / No	Yes / No
Land Contamination Assessment	See Note 17	No	Yes / No	Yes / No

Landscaping Details	See Note 18	No	Yes / No	Yes / No
Landscape & Visual Impact Assessment	See Note 18	See Note 18	Yes / No	Yes / No
Marketing Information	See Note 19	See Note 19	Yes / No	Yes / No
Noise Assessment	See Note 20	See Note 20	Yes / No	Yes / No
Open Space Assessment (including playing fields and recreational buildings)	See Note 21	No	Yes / No	Yes / No
Planning Obligations – Draft Head of Terms	See Note 22	See Note 22	Yes / No	Yes / No
Planning Statement	See Note 23	See Note 23	Yes / No	Yes / No
Statement of Community Involvement	See Note 24	See Note 24	Yes / No	Yes / No
Structural Survey	See Note 25	See Note 25	Yes / No	Yes / No
Sustainability Statement	See Note 26	See Note 26	Yes / No	Yes / No
Telecommunications Development	See Note 27	See Note 27	Yes / No	Yes / No
Town Centre Use Assessment	See Note 28	See Note 28	Yes / No	Yes / No
Transport Assessments / Statements and Travel Plans	See Note 29	See Note 29	Yes / No	Yes / No
Tree Survey and/or Statement of Arboricultural Implications of Development	See Note 30	See Note 30	Yes / No	Yes / No
Ventilation / Extraction Details	See Note 31	See Note 31	Yes / No	Yes / No
Daylight/sunlight/Microclimate studies	See Note 32	See Note 32	Yes/No	Yes/ No
Community Infrastructure Levy Additional Information Form	See Note 33	See Note 33	Yes/No	Yes/No

Please note: The above documents may be requested during pre-application discussions, or where no discussions have taken place following validation of the application.

On validation - If the requested detail is judged to be critical in determining whether permission should be granted or not, and the applicant / agent is unable to submit the information within a specified timescale the authority may be left with no option but to refuse the application due to lack of information.

Data Protection: For any supporting documents, we prefer these with signatures already redacted or provided in a typed form i.e. without any signatures.