

The appropriate application check sheet must be completed on EVERY application. Please check that you have supplied all the information required. Failure to do so will result in your application being invalidated. For further guidance please refer to our supplementary planning advice on Validation of Planning Applications. [www.stroud.gov.uk/docs/planning/how\\_to\\_planning.asp](http://www.stroud.gov.uk/docs/planning/how_to_planning.asp)

Statements and reports may be combined, provided this is indicated on the front cover.

| <b>Site Address</b>   |                   |
|---|-------------------|
| <b>Documents always required</b>  | <b>Included ✓</b> |
| Completed form ( 5 copies )   |                   |
| A copy of other plans and drawings necessary to describe the subject of the application ( 5 copies – 7 additional copies if demolition involved) including: <ul style="list-style-type: none"> <li>• Block plan of the site</li> <li>• Site location plan</li> <li>• Existing and proposed elevations</li> <li>• Existing and proposed floor plans</li> <li>• Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details</li> <li>• Existing and proposed site sections and finished floor and site levels</li> <li>• Roof plans</li> </ul> |                   |
| The completed Ownership Certificate   |                   |
| Agricultural Holdings Certificate   |                   |
| Design and Access Statement   |                   |
| <b>Required where applicable</b>  | <b>✓ or N/A</b>   |
| Heritage Statement (historical, archaeological features)  |                   |
| Photographs and photomontages   |                   |
| Structural survey of the building   |                   |