

Householder Planning Applications

Accredited Agents Checklist

Please use this checklist to ensure that you have supplied all the information required to validate your application. Tell us which information/documents you have included (with a Y or N in the end column) and where you consider that the information described is not needed, please tell us why with a short written explanation.

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.

Site Address:				
National Requirements				Y/N
<ul style="list-style-type: none"> Completed application form including: <ul style="list-style-type: none"> signed and dated ownership certificate signed and dated agricultural holdings certificate 				
<ul style="list-style-type: none"> Application fee (where applicable) 				
Payment Method	Cheque	Planning Portal	Other	
Paid by Client				
Paid by Agent				
<ul style="list-style-type: none"> Site location plan 				
<ul style="list-style-type: none"> Block plan 				
<ul style="list-style-type: none"> Existing and proposed elevations 				
<ul style="list-style-type: none"> Existing and proposed floor plans 				
<ul style="list-style-type: none"> Existing and proposed site sections and finished floor levels 				

<ul style="list-style-type: none"> • Roof plans 	
<ul style="list-style-type: none"> • Design and Access Statement (only if the property is a listed building or in a designated area such as a Conservation Area or World Heritage Site) 	
Local Requirements (required where applicable. Please contact us if you need advice at planning_registration@bathnes.gov.uk)	
<ul style="list-style-type: none"> • Ecological/Biodiversity Survey and report – usually needed if protected species such as Bats or Badgers could be affected and/or the land is identified as of ecological value (SSSI/SNCI) 	
<ul style="list-style-type: none"> • Flood Risk Assessment – required for all properties in Flood Zones 2 and 3 as defined by the Environment Agency 	
<ul style="list-style-type: none"> • Heritage Statement – required for all works affecting a listed building or Site of Archaeological interest or any Scheduled Ancient Monument 	
<ul style="list-style-type: none"> • Tree Survey/Arboricultural Statement – required when there are trees within a proposed planning application site, or on land adjacent to an application site that could influence or be affected by the development. 	
<ul style="list-style-type: none"> • Land Contamination Assessment – required where contamination is known or suspected and ground works are propose 	
<ul style="list-style-type: none"> • Sustainability Checklist 	

* All submitted plans must be to a metric scale and must not include the words “Do Not Scale”.