

## APPENDIX ONE

### LIST OF DOCUMENTS REQUIRED FOR THE VALIDATION OF ALL APPLICATIONS FOR ADUR AND WORTHING COUNCILS

This list is a reference for all applicants explaining the documents which the Council will expect to accompany an application, in addition to the correct application form and drawings, in order to validate it. The submission of the correct documents will help avoid delays with validation:

#### APPLICATION FORMS

- The applicant's name and telephone contact number must be provided for the case officer to arrange a site visit in addition to full contact details for the agent including all telephone numbers and email address. The applicant's contact details are redacted on the public copy.
- Before submission, please check whether the site falls within the South Downs National Park as the correct forms must be submitted from the Park website. Links are also available on Adur & Worthing Councils' website.

#### DRAWINGS

- An A4 up-to-date Ordnance Survey (OS) extract plan showing the **existing** site (and not the proposed development) including more than one road name to an accurate scale of 1:1250 must be provided for all applications. The boundary of the application site must be outlined in red and any adjoining land within the applicants' control outlined in blue. A scale bar is also required so that the accuracy of the plan can be checked in addition to the user's OS Licence Agreement number.
- A **proposed** block plan to an accurate scale of 1:200 or 1:500 must be submitted clearly showing the position of the proposal/s to scale and annotated in writing if necessary. If an application has parking issues, existing and proposed parking layouts must be shown to scale on the block plan/s.
- All drawings should include a scale bar and a number of annotated metric dimensions so that their accuracy can be measured and checked.
- Only recognised metric scales and dimensions will be accepted.
- The drawings must not state 'Do Not Scale' as they have to be scanned and measured electronically and the case officer will need to be able to physically measure them.
- All elevations must be annotated with their orientation, ie north, south, east, west.
- All applications, including those for new dwelling/s, whether in outline form or full planning permission, must as a minimum include a drawing showing the distance between the new dwelling/s and all boundaries annotated in writing for the avoidance of doubt. An accurate existing site survey is preferable and is required for all major and larger applications.
- Drawings must be submitted in bold and not greyscale which does not scan adequately.
- All drawings should be clearly numbered and if amendments are submitted, they should have revision letters or numbers so that the previous ones can be easily superseded if necessary.
- Drawings for householder applications should be no larger than A3 size.

#### SUPPORTING INFORMATION

- If a householder site is within or partly within an Environment Agency flood zone, it must be accompanied by a Householder Flood Risk Assessment form available on the Councils' website or by post on request.

## FEES

- If submitting an application by hard copy, two copies of all application documents and drawings are required for both Adur District and Worthing Borough applications.
- Cheques must be made payable to Adur District Council if the site is within Adur and Worthing Borough Council if in Worthing. If the site is within the National Park, cheques should be made payable to South Downs National Park Authority.
- All details of fee payment must accompany an application including the date paid and receipt reference number.

## GENERAL

- When submitting any amendments or subsequent documents for validation for Planning Portal applications, please email them direct to [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) or by post and not through the Portal as they arrive as a new application. Please clearly mark the documents for the relevant officer's attention

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