# Checklist for accredited planning agents

Use this checklist to ensure that you have provided all the information required to validate your householder planning 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.

**Site address:**

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| --- | --- |
| **National requirements**[National-Planning-Application-Requirements-2019-Website-Version.pdf (southglos.gov.uk)](https://beta.southglos.gov.uk/static/7f9aac5caf1718b1ce41dddf5e6aae0e/National-Planning-Application-Requirements-2019-Website-Version.pdf) | **Y/N** |
| * Completed application form
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| * Application fee (where applicable)
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| * Ownership and agricultural holdings certificate
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| * Site location plan at 1:1250 or 1:2500
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| * Block plan at 1:500 or 1:200
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| * Other plan/drawings necessary to describe the development (could include layout plans, elevations, sections, and street scenes
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| * Design and access statement (only if your property is a listed building, or you are building an extension above 100sqm in a conservation area)
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| * Flood risk assessment – required for all properties in flood zones 2 and 3 as defined by the Environment Agency
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| **Local requirements**[Planning Application Requirements Local List Updated March 2022 (southglos.gov.uk)](https://beta.southglos.gov.uk/static/bba465aecfd6011841cc19f33fdfd33a/Planning-Application-Requirements-Local-List-updated-March-2022.pdf) (required where applicable. A summary of where the information might be needed is set out below. Contact us if you need advice at registrationteam@southglos.gov.uk ) |  |
| * Heritage Statement – required for all works affecting a listed building, in or adjacent to a conservation area, any development affecting a site of archaeological interest or any scheduled ancient monument.
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| * Tree survey - all sites where protected tree(s), or any tree(s) on the site or on adjacent land that may be affected by the proposal sites with tree preservation orders, and sites within a conservation area
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