# 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:**

|  |  |
| --- | --- |
| **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 |  |
| * Application fee (where applicable) |  |
| * Ownership and agricultural holdings certificate |  |
| * Site location plan at 1:1250 or 1:2500 |  |
| * Block plan at 1:500 or 1:200 |  |
| * Other plan/drawings necessary to describe the development (could include layout plans, elevations, sections, and street scenes |  |
| * Design and access statement (only if your property is a listed building, or you are building an extension above 100sqm in a conservation area) |  |
| * Flood risk assessment – required for all properties in flood zones 2 and 3 as defined by the Environment Agency |  |
| **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](mailto: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. |  |
| * 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 |  |