

Validation Check List

Householder

Application Form – (ensure that Ownership Certificate is completed and the Declaration is signed at the end of the form)

Notice Served (where applicable) –(If Certificate B of the application form is signed ensure that Article 11 notice is completed – see website for further details)

Additional Information Form, CIL – (For further Details on CIL please e-mail Cil@bracknell-forest.gov.uk)

Location Plan - Plans should be at a scale of 1:1250 or 1:2500 and the site to which the application relates should be clearly identified with a RED OUTLINE and any adjoining land within the applicants Ownership/control should be identified with a BLUE OUTLINE. It should also include two named roads and access to the Highway.

Site/block plan - When extending or altering a building(s) your proposal should be shown on a block plan to a preferred scale of 1:500 to include the existing/proposed site boundaries and site access points i.e.existing/proposed driveways.

Existing and Proposed elevations and floor plans –

- **Floor Plan** to a recognised metric scale for each floor showing existing and proposed layout. (1:50 or 1:500)
- **Elevation Plan** to a recognised metric scale showing all external elevations of the building(s) existing and proposed, clearly annotating the type and colour of materials to be used for walls, roofs and windows. (1:50 or 1:500)

Roof Plan – for all new development or changes to existing roof Line

The Correct Fee – the appropriate fee should be paid as per our Planning fees sheet.

Design and Access Statement (if appropriate, see BFC web pages for further details)

For further queries concerning the submission of your application, please e-mail:-

development.control@bracknell-forest.gov.uk