



South Hams
District Council



West Devon
Borough
Council

Working together

S96a NON MATERIAL MINOR AMENDMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List

Complete and submit this list to indicate which supporting information documents you have provided:

Tick if enclosed

N	Application Form	Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).	
N	Eligibility	Must be able to answer 'yes' to the questions relating to eligibility on the application form as required by the Town and Country Planning (Development Management Procedure) Order 2015.	
N	Notices	As indicated by the eligibility requirements, the appropriate persons must have been notified as required by the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published in accordance with this Article.	
N	Site and Other Plans	<p>2 copies in total to be supplied (if not submitted electronically).</p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that abut the site.</p> <p>Note: If using an ordnance survey base for any plan, this must include the relevant license number.</p>	



N		<p>Site Location Plan which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> • The direction of North • <u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u> • The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site. 	
N		<p>Block plan of the site (scale of 1:100, 1:200 or 1:500) showing any site boundaries and the proposed works. If within 3m of a boundary, distances to these boundaries will need to be shown.</p>	
<p>Crown Copyright: please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.</p>			
N		<p>Existing and proposed elevations (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • the existing and proposed view of each side of the building or structure that will be altered or added to by the proposal • ground levels • finished floor levels • where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build 	
N		<p>Existing and proposed floor plans to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor or where the development involves demolition in a Conservation Area) showing:</p> <ul style="list-style-type: none"> • the existing and proposed layout of the whole of each floor that will be created, altered or added to by the proposal • the name of each of the rooms or areas 	
N		<p>Existing and proposed site sections and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>	



South Hams
District Council



West Devon
Borough
Council

Working together

N		<p>Existing and proposed roof plans (<i>if the proposal will alter the roof</i>) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> • layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.) 	
L		<p>A statement to confirm whether any non-material amendments have previously been submitted relating to this application.</p>	

N	Fee	<p>The appropriate fee - please see the most up to date fees on The Planning Portal</p>	
----------	------------	---	--