

Validation Checklist

The following checklist provides details on the information we require to validate your application.

All applications must meet the following criteria

- All documents must be legible, accurate and measurable.
- The plans should be to a recognised metric scale and include a scale bar.
- Imperial drawings and measurements are not acceptable.
- If a drawing says “do not scale” it will be rejected.
- Each form must be signed and dated and fully completed. No signatures are required on electronic submissions.
- All relevant fees must be submitted.
- All plans should be at a scale of 1:50 or 1:100 unless otherwise stated below.

	Application Type						
	Planning Permission	Listed Building Consent	Conservation Area Consent	Advert Consent	Prior Notification	Certificate of Lawfulness	Renewal of Consents *
Application Form - This should include a description of the proposal, address of site, name and address of applicant and agent (if any). Applicant details must be provided and should not be described as ‘c/o agent’.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Land Ownership Certificate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Application Fee - Please note: We do not accept cash or cheques. Please see our Planning Costs and How to Pay section	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location Plan - This should be at a scale of 1:1250 or 1:2500. The application site must be outlined in RED (this must one continuous Red line) and must be capable of identifying the application site in relation to neighbouring land and should include at least two named roads. Any other land owned or in the control of the applicant should be outlined in BLUE. A north point should be shown on the plan as well as the correct OS licence.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Block Plan - This should be at a scale of 1:500 or 1:200 and demonstrates the layout of the site, showing a north point, and if applicable, proposed buildings, hard surface, boundary treatments, car parking, access, open spaces, trees and planting areas. It is also useful if the plan demonstrates the ground and finished floor levels and location of the datum point. Please note: - this plan is only required where the proposed change involves any groundworks within the curtilage of the building.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Existing/Proposed Floor Plans - showing the proposal in detail; the existing buildings or walls to be demolished; details of existing buildings as well as those for proposed development.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Existing and Proposed Elevations - All elevations should be included including finishing details.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Existing and Proposed Sections and finish floor levels - through the proposed building(s) and site showing; any change in ground levels. Any change in levels should include finished floor details in relation to a fixed datum point.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Roof Plans - If any change is proposed to the roof a plan should be included showing the shape of the roofing, including details of the roofing material, vents and their location.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
Details of any other structure or feature (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Coal Mining Risk Assessment – Applies to non-householder proposals within the Coal Mining Development High Risk Area	<input checked="" type="checkbox"/>						
Additional Details which may also be required:							
Sustainable Drainage (SUDS) & Flooding Information refer to guidance (Planning Constraints Tab) Low Carbon Sustainability Information refer to guidance (Adopted Supplementary Guidance Tab) and download checklist Noise Guidance for New Developments (Environmental Health Guidance) & Policy for Development and Noise Contaminated Land refer to guidance Air Quality refer to guidance and Advice for Developers Validation checklist for wind turbine applications. Available on our planning guidance webpage	<input checked="" type="checkbox"/>						
Additional Details Required for proposals affecting Listed Buildings or within a Conservation Areas:							
Window and Door Details at a scale 1:20, including 1:1 astragal details (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Manufacturers specifications of any proposed rooflights/solar panels, flues, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
A structural engineer’s statement if the proposal includes the demolition of all or significant parts of the building.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
A Design Statement unless the application relates to: Alteration/extension to a building, erection of domestic outbuilding, change of use only, variation of condition(s), an engineering or mineral operation, or Planning Permission in Principle (which will require supporting information).	<input checked="" type="checkbox"/>						
An Access statement containing a written statement relating to access to the building for disabled people where the application will alter the means of access.		<input checked="" type="checkbox"/>					
Notes on Certificates of Lawfulness Short Term Let: Please also refer to the Planning Guidance note included on the Fife Council Website in relation to Short Term Let arrangements (click on Planning Guidance in the list of Fife Council publications)							
Required for Certificate of Lawfulness (Existing) - Location plan, floor plans (sufficient to demonstrate the layout of the property), a statement on how the property is managed and the access arrangements and date that the use commenced. As much evidence as you have – 10 years evidence is not always required.	Required for Certificate of Lawfulness (Proposed) - Location plan, existing and proposed floor plans (sufficient to demonstrate the layout of the property).						

*Renewal of Consents only applies where the consent period has not lapsed.