



Braintree District Council  
Development Management  
Causeway House  
Braintree, Essex  
CM7 9HB

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[www.braintree.gov.uk](http://www.braintree.gov.uk)

## Application Checklist

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Please note: we only require **1 copy** of the following documents in your submission.

### National Requirements

- Application Form** - The completed planning application form dated and signed including the certificate of Ownership, Agricultural Holding Certificate and declaration
- Application Fee** – cheques made payable to Braintree District Council. See "Scale of Charges" sheet (DC/27) for correct fee
- Location Plan** - up-to-date map at a scale of 1:1250 or 1:2500 showing the application site edged in red and any other adjoining land you own edged in blue.
- Block Plan** - at scale 1:500 or 1:200 showing the area of the proposed development
- Floor Plans and Elevation Plans** – at scale 1:50 or 1:100 for existing and proposed development
- Design and Access Statement** - where relevant (see [Guidance Note](#))
- Site section / finished floor / site level plans** – at scale 1:50 or 1:100
- Roof Plans** – at scale 1:50 or 1:100

### Local Requirements

Please consult the relevant Validation Checklist on the on the Council's web site [www.braintree.gov.uk](http://www.braintree.gov.uk).

If you have any queries regarding the application forms, fee or information and plans required, please contact the Planning Department for assistance on 01376 552525.