

Check List for the Full Application Submission

THE SITE	References
Location	
A4 size street or OS map extract (50,000 scale) showing location (if not provided previously at Outline stage)	
Ground/Building Condition	
Copies of any reports on any investigation of ground and/or building conditions (identify if extensive site works and complex foundations will be needed or confirmation that they will not be required)	
Ownership and Occupation of Site	
Current ownership of freehold/leases/occupations with security of tenure	
Site plan showing existing ownership's (if more than one)	
If recently acquired by developer, evidence of purchase price or value	
Existing Buildings	
If retained:-	
Description of type, floor area and condition of each	
Description of recent history and use	
If Listed Building(s), extract(s) from list	
Current and permitted uses	
Project Description Detailed physical description of the project including:	
Nature of buildings	
Site plan (showing access and car parking) floor plans and elevations	
Artist's impression (A2 format preferred)	
Design principles, including soft and hard landscaping, layouts where possible	
Gross area of new or renovated buildings on completion. For other uses outline size and type	
Net lettable areas of new or renovated buildings on completion. For commercial and industrial schemes, schedule of accommodation or production facilities to be provided	
Copies of applicants planning permissions	
Copy of environmental statement	
Evidence of sustainability of the building and how it meets with the BREEAM rating system	
Copy of development programme	
Developer	
Evidence of developers track record (e.g. details of recently completed schemes, brochures, descriptions of earlier projects)	
Contractors	
Names and addresses of contractors, if known, and the basis of selection	
Professional Team (<i>indicate the basis of selection</i>)	
Names and contact addresses of professional team employed to represent the Developer in discussion with the Agency	
<i>State who is to manage the project</i>	
Project Cashflow	
Detailed Development Appraisal inc Cashflow	