

# Case Officer 5 day Checklist

This is intended to ensure that simple errors or omissions are identified at the beginning of the process, and are to be filled out by the case officer within 5 working days of notification of receipt of a valid application (subject to leave / absence)

|                             |          |                            |  |                                |  |                                            |  |
|-----------------------------|----------|----------------------------|--|--------------------------------|--|--------------------------------------------|--|
| <b>Application Ref:</b>     | 20220216 | <b>DATE Checklist Sent</b> |  | <b>5 Day Check expiry DATE</b> |  | <b>DATE Case Officer check undertaken:</b> |  |
| (Full Planning Application) |          |                            |  |                                |  |                                            |  |

| Item to check                        | Example                                                                                                                               | Correct (Y/N) | Changes Made / Action Taken |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------|
| <b>Description</b>                   | Does it match the application form <sup>i</sup> , what the plans show and what has been used on uniform                               |               |                             |
| <b>Plans / Documents</b>             | Are they satisfactory / complete?                                                                                                     |               |                             |
|                                      | Do they show all of the relevant information?                                                                                         |               |                             |
|                                      | Do they scale properly?                                                                                                               |               |                             |
|                                      | Are they indexed correctly?                                                                                                           |               |                             |
|                                      | Rendition status correct?                                                                                                             |               |                             |
| <b>Ownership</b>                     | Is there any encroachment? Has the correct ownership certificate been used?                                                           |               |                             |
| <b>Consultations and Publicity</b>   | Have all relevant neighbours have been notified? <sup>ii</sup>                                                                        |               |                             |
|                                      | Any additional consultees required? (check against constraints <sup>iii</sup> )                                                       |               |                             |
|                                      | Site notice / press notice correct?                                                                                                   |               |                             |
| <b>Constraints</b>                   | Check constraints – is any other information required? SAMMs, heritage statement, flood risk assessment etc. <sup>iv</sup>            |               |                             |
| <b>Decision Deadline<sup>v</sup></b> | Add to outlook / your own spreadsheet <sup>vi</sup>                                                                                   |               |                             |
| <b>Committee Case ?</b>              | If LPA app <sup>vii</sup> / Member interest or made by an officer / councillor or close relative, add to Committee <u>spreadsheet</u> |               |                             |

<sup>i</sup> Note that agreement is required from applicant for changes to descriptions beyond what is shown on application forms. Lawful Development Certificates require explicit written agreement for any changes to applicant's proposal description.

<sup>ii</sup> The Validation team will carry out any further neighbour notification at this stage. A simple visual check should also be undertaken when on your site visit, if undertaken,

<sup>iii</sup> Constraints including Policy designations as well as TPOs, nearby Listed Buildings, Public Rights of Way. Again, the validation team will undertake further consultations if required.

<sup>iv</sup> Any further information / clarification / correction identified to be necessary following validation should be requested clearly and promptly by the application case officer. This includes where there are errors on plans or where additional reports / statements are required.

Where any critical false information is provided, namely in the case of ownership certificates and red lines (eg: where they claim they own all of the land, and they do not), or such as where for example they claim no trees are affected on the site (and trees are perhaps not shown on submitted plans) and this is categorically not the case – will lead to the invalidation of the application. In which case, the application should be referred back to the Validation team.

<sup>v</sup> Recommend entering end of consultation period and deadline date to spreadsheets / calendar.

<sup>vi</sup> Your applications tracking spreadsheets must be saved in a logical, accessible place on the shared drive

<sup>vii</sup> An application made by, or on behalf of Gravesham Borough Council