



**WATFORD  
BOROUGH  
COUNCIL**

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# Applicant Checklist

This checklist is to be submitted alongside applications. It is optional but should be used for major or complex applications. The purpose is to ensure the applicant has met the requirements and creates transparency for the LPA to review the requirements. This aims to speed up the application process.

Please reference the Matrix on the validation list to determine which of the listed requirements are applicable to the application being submitted.

<b>Validation Checklist Requirement</b>	<b>Location in Submission (Name of document)</b>
Application Form	
Location Plan	
Block Plan	
CIL Additional Questions Form and floor space calculations where CIL liable	
Fire Statement	
Elevation Drawings (existing and proposed)	
Floor Plans (existing and proposed)	
Roof Plans (existing and proposed)	
Section Drawings (existing and proposed)	
Streetscene Drawings (existing and proposed)	
Design and Access Statement	
Planning Statement	
Housing Schedule	
Affordable Housing Statement	
Financial Viability Appraisal	
Energy and Sustainability Statements	
Tree Survey and Report	
Public Realm Strategy	
Landscaping Plan	
Transport Assessment / Transport Statement / Travel Plan	
Heritage Statement	
Land Contamination Assessment	
Wind Assessment	



Daylight, Sunlight and Overshadowing Assessment	
Light Impact Assessment	
Noise Impact Assessment	
Ventilation and Extraction Details	
Flood Risk Assessment	
Surface Water Drainage Scheme	
Materials Details and Specifications	
Biodiversity Net Gain (BNG) statutory metric	
Biodiversity Assessment	
Health Impact Assessment / Rapid Health Impact Assessment	
Training, Skills and Employment Strategy	