



TRAFFORD
COUNCIL

Accredited Agents Checklist

Please use this checklist to ensure that you have supplied all the information required to validate your application. Tell us which information/documents you have included (with a Y or N in the end column) and where you consider that the information described is **not** needed, please tell us why with a short written explanation.

Site Address:				
National Requirements (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7727/1505220.pdf)				Y/N
<ul style="list-style-type: none"> Completed application form 				
<ul style="list-style-type: none"> Application Fee (where applicable) 				
Payment Method	Planning Portal	Cheque	Trafford online	
Paid by Client				
Paid by Agent				
<ul style="list-style-type: none"> Ownership and agricultural holdings certificate 				
<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500 				
<ul style="list-style-type: none"> Site Plan at 1:500 or 1:200. 				
<ul style="list-style-type: none"> Other plans/drawings necessary to describe the development (could include layout plans or block plans, elevations, sections and street scenes) 				
<ul style="list-style-type: none"> Design & Access Requirement (only if your property is a listed building, or you are building an extension above 100 square metres in a conservation area) 				
Local Requirements (https://www.trafford.gov.uk/planning/planning-for-householders/docs/Validation-checklist.pdf) (Required where applicable. A summary of where the information might be needed is set out below. Contact us if you need advice at agents.planning@trafford.gov.uk)				
<ul style="list-style-type: none"> Flood Risk Assessment - required for all properties in Flood Zones 2 and 3 as defined by the Environment Agency. (https://flood-map-for-planning.service.gov.uk/) 				
<ul style="list-style-type: none"> Heritage Statement - required for all works affecting a listed building, non-designated heritage assets and all applications in or adjacent to a conservation area, and development affecting a site of archaeological interest or any Scheduled Ancient Monument. (My Council (trafford.gov.uk) Enter Postcode, Select: show map - Planning, Map Categories – Environment and tick boxes required) 				
<ul style="list-style-type: none"> Ecological and Biodiversity Survey - usually needed if protected species such as badgers or bats could be affected and/or the land is identified as of ecological value. Works within roofspace, demolition, woodland and hedgerows. 				
<ul style="list-style-type: none"> Green Belt Impact Assessment - required if development involving demolition or extension of dwellings in green belt. 				
<ul style="list-style-type: none"> Tree survey or Tree protection plan – Required if there are mature trees on or adjacent to the site. 				