



CHECKLIST

Checklist: Reading a Planning Application in One Hour

- ☐ Search the council planning portal for the application using the site postcode.
- ☐ Download the site location plan to confirm the boundary.
- ☐ Open the proposed site layout and measure distances to your property.
- ☐ Check the elevations for height and materials of buildings nearest to you.
- ☐ Read the executive summary of the planning or design statement.
- ☐ Scan the transport and ecology reports for findings and mitigation.
- ☐ Note the dates on drawings to spot any amendments.
- ☐ Compare what is shown with what the local plan policies allow.