

VALIDATION CHECKLIST

(Please complete and submit with your application)

Householder Application for Planning Permission for Works or Extension to a Dwelling and/or relevant demolition of an unlisted building in a conservation area and/or Listed Building Consent.

NATIONAL REQUIREMENTS *(Original + One copy required unless submitted electronically)	Provided (circle as appropriate)
Completed form	Y
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Y
Block plan of the site (1:100 or 1:200 scale)	Y
Existing and proposed elevations (1:50 or 1:100 scale)	Y
Existing and proposed floor plans (1:50 or 1:100 scale)	Y
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale)	Y
Roof plans (1:50 or 1:100 scale)	Y
Ownership certificates (A, B, C or D as applicable)	Y
Agricultural Holdings Certificate	Y
Design and Access Statement	Y N
Appropriate fee	Y
Notice(s)	Y N
LOCAL REQUIREMENTS – may include some or all of the following *(Original + Three copies required unless submitted electronically)	
Air Quality Assessment	Y N
Biodiversity survey and report	Y N
Daylight/sunlight assessment	Y N
Flood risk assessment	Y N
Heritage Statement	Y N
Noise assessment	Y N
Parking provision	Y N
Photographs/photomontages	Y N
Planning Statement	Y N
Structural survey	Y N
Tree survey/arboricultural implications	Y N

Important Note Regarding the Community Infrastructure Levy (CIL)

All householder planning applications which create gross internal floorspace of 100 square metres or more should be accompanied by an additional CIL form which provides additional information which will allow Huntingdonshire District Council to assess CIL payment liability.

It is important that the liable parties (usually either developers or landowners) are correctly identified as early as possible. Applicants should therefore submit the [CIL Assumption of Liability form](#) with the planning application. Failure to supply such information before work commences on site pursuant to a permission could result in additional penalty costs being incurred.

The forms and additional information about CIL can be obtained from the [CIL pages](#) on the council's website or the [CIL pages](#) on the Planning Portal. The [CIL Charging Schedule](#) is also available for viewing.

***See attached guidance notes**

Guidance Notes for Householder Applications

Document/Plan	Additional Notes
NATIONAL REQUIREMENTS	
Completed form	Ensure all questions are answered; the relevant certificate completed; agricultural declaration signed; form signed.
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Plans should wherever possible show at least two named roads and surrounding buildings/land named or numbered. The red line should include all the land necessary to carry out the development.
<p>Site Plan or block drawn at a scale of 1:200.</p> <p>(Depending upon the nature or scale of development a block plan at a scale of 1:100 may sometimes be more suitable)</p> <p>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon</p>	<p>This should accurately show:</p> <ul style="list-style-type: none"> a) the direction of north b) the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries c) all buildings, roads and footpaths on land adjoining the site including access arrangements d) all public rights of way crossing or adjoining the site e) the position of all trees on the site and those on adjacent land that could influence or be affected by the development f) the extent and type of any hard surfacing and g) the existing and proposed (if any) boundary treatment. <p>New buildings should also be shown in context with adjacent buildings.</p>
Other plans and drawings or information necessary to describe the subject of the application	Where relevant a site survey plan (at the same scale as site or block plan) should show: any site boundaries; the type and height of boundary treatment (eg walls, fences, etc); the position of any building(s) or structure(s) on the other side of such boundaries, trees and written dimensions.
Existing and proposed elevations (1:50 or 1:100 scale) with written dimensions.	These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the relationship between them and detail the positions of openings on each property.
Existing and proposed floor plans (1:50 or 1:100 scale) with written dimensions	These should explain the proposal in detail and where existing buildings or walls are to be demolished these should clearly be shown. The drawings should also show details of the existing building as well as those for the proposed development with written dimensions.

Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and proposed levels including detail of foundations and eaves and show how encroachment is to be avoided. Full information should also be submitted to demonstrate how proposed new buildings
Roof Plans (1:50 or 1:100 scale).	Used to show the shape of the roof and to specify roof materials.
Ownership Certificates (A, B, C or D - as applicable)	Please ensure that Certificate A, B, C or D is signed.
Agricultural Holdings Certificate	In all cases this must be completed
Design and Access Statement	Required for all Listed Building Consent applications and for householder applications where the floorspace created is 100 square metres or more. The Planning Portal has issued information on Design and Access Statements .
Appropriate fee	
Notice(s)	Notice under Article 11 of the Town and Country Planning (Development Management Procedure Order 2010 (and by Regulation 6 of the Planning [Listed Building and Conservation Areas] Regulations 990) must be given and/or published, where Ownership Certificates B, C or D have been completed.

LOCAL REQUIREMENTS – If required, the information can be placed in one document depending upon the amount to be provided.

Air Quality Statement	This is required where the development is proposed inside or adjacent to one of the Council's designated air quality management areas (AQMA) which can be viewed on the council's website . Applicants inside these areas should seek advice from the Council's Environmental Protection Team.
Biodiversity survey and report	Information should be provided on the existing biodiversity at a site; habitats, protected species and designated sites with the level of information provided appropriate to the site's importance within the international, national, and local hierarchy and the contribution the site makes to wider ecological networks. Information should also be provided on possible impacts, mitigation measures (eg management plan) and compensatory measures and proposed enhancements. A survey should be provided for all developments affecting designated sites and on sites where protected species are known or suspected to be present.

Daylight/sunlight assessment	Required where there is a potential adverse impact upon the current levels of sunlight/daylight of adjoining properties. See the Huntingdonshire Design Guide or the Building Research Establishment guidelines “Site layout planning for daylight and sunlight. A guide to good practice” can be used.
For householder applications, a Flood Risk Assessment is only required in Flood Zones 2 and 3. (A tick box form can be used and is available here)	<p>Planning applications for all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). For maps and guidance see the Environment Agency website. In addition, in 2010, this Council adopted a Strategic Flood Risk Assessment (SFRA) to provide a detailed and robust assessment of the extent and nature of the risk of flooding in Huntingdonshire. The assessment showed that in some parts of the district there is a significant difference between the extent of Flood Zone 3 and the extent of the indicative flood plain maps produced by the Environment Agency (EA). The SFRA outputs should be used in conjunction with the Environment Agency Flood Zone Maps, the main difference being that the SFRA data takes into account flood defences. Huntingdonshire SFRA maps can be seen on the council’s website. In determining whether or not the development proposal would be at risk of flooding and therefore require an FRA the SFRA should be used in conjunction with the EA flood zone maps.</p> <p>For further advice see the National Planning Policy Framework (NPPF) and the Technical Guidance to the National Planning Policy Framework.</p> <p>The requirements of the NPPF and the Technical Guidance are not always suitable for “Fen” situations and the Middle Level Commissioners (MLC) and associated Boards have their own requirements for requesting an FRA. Early pre-application discussion with the MLC and associated boards is encouraged.</p>
Heritage statement (including historical, archaeological features and scheduled ancient monuments)	<p>This will only be required when the property lies within or adjacent a Conservation Area; is a Listed Building or adjacent a Listed Building; or in an historic park; or in an area of archaeological potential and the works involved are significant.</p> <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. The level of detail should be proportionate to the assets’ importance and no more than is</p>

	<p>sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Early discussion with the Council's Conservation Officer is recommended.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets.</p>
Noise impact assessment	Applications that raise issues of disturbance by noise to occupants of nearby existing buildings and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustician.
Parking provision	Required if existing arrangements are affected by the development and/or where additional provision is proposed. (These details should be shown on the site or block plan). Both existing and proposed arrangements should be shown.
Photographs/photomontages	Photographs of the part(s) of a building affected by the proposed works are required for applications for Conservation Area Consent or Listed Building Consent. In other cases not essential but can provide useful background information.
Planning Statement	A planning statement is not necessarily required but does give an opportunity to explain the proposal. It should identify the context and need for a proposed development and how the proposed development accords with relevant national and local planning policies. It should also include details of any pre-application consultations with the local planning authority and wider community/statutory consultees and
Structural survey	Usually required for applications involving alterations to a Listed Building and may be required to support applications involving substantial demolition.

Tree survey/arboricultural implications	<p>Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be lost/retained, any works to trees and on the means of protecting trees during construction works. This information should be prepared by a qualified arboriculturalist.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the (2012) BS5837 'Trees in relation to construction - Recommendations'. Using the methodology set out in this British Standard should help to ensure that development is suitably integrated with trees and help avoid potential conflicts.</p>
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