

**Validation Checklist**  
**(Please complete and submit with application)**

**Application for Planning Permission and Advertisement Consent**

<b>NATIONAL REQUIREMENTS*</b> (Original + One copy required unless submitted electronically)	<b>Provided</b> (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
Site Plan drawn at a scale of 1:500 or 1:200.	Y
Other plans and drawings or information necessary to describe the subject of the application	
Block plan of the site (1:100 or 1:200 scale)	Y N
Existing and proposed elevations (1:50 or 1:100 scale)	Y N
Existing and proposed floor plans (1:50 or 1:100 scale)	Y N
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale)	Y N
Roof Plans (1:50 or 1:100 scale)	Y N
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100)	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
<b>LOCAL REQUIREMENTS* - may include some or all of the following</b> (Original + One copy required unless submitted electronically)	
Affordable housing statement	Y N
Agricultural, Forestry and other occupational dwellings appraisal/justification	Y N
Air Quality Assessment	Y N
Biodiversity survey and report	Y N
Crime Reduction Statement	Y N
Daylight/sunlight assessment	Y N
Economic statement	Y N
Environmental Statement	Y N
Flood risk assessment	Y N
Foul sewerage and utilities assessment	Y N
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	Y N
Land contamination assessment	Y N
Landscaping details	Y N
Lighting assessment	Y N
Noise assessment	Y N
Open space assessment	Y N
Parking provision	Y N
Photographs/photomontages	Y N

Planning Obligation Draft Head(s) of Terms	Y N
Planning Statement	Y N
Statement of community involvement	Y N
Structural Survey	Y N
Sustainability statement	Y N
Town Centre and/or Local Centre Uses – sequential test/impact assessment	Y N
Transport assessment	Y N
Travel plan	Y N
Tree survey/Arboricultural implications	Y N
Ventilation/extraction statement	Y N

### **Important Note – regarding the Community Infrastructure Levy**

All planning applications which create new floorspace 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 the Community Infrastructure Levy can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal. The Community Infrastructure Levy Charging Schedule is also available for viewing from the Council's CIL webpages.

**\* See guidance notes**

**July 2013**

Document/Plan	Additional Notes
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**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 plan drawn at a scale of 1:500 or 1:200.</p> <p>(For large scale developments a plan at 1:500 is more suitable. For small schemes a plan at 1:200 is more suitable.)</p> <p><b>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon</b></p>	<p>This should accurately show:- a) the direction of north; b) the proposed development in relation to the site boundaries and other existing buildings on the site with 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. 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	Site survey plan (at the same scale as site or block plan) should show:- any site boundaries; the type and height of boundary treatment (e.g. 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.	<p>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 of height, width and depth and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors.</p> <p>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.</p>
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 show details of the existing building as well as those for the proposed development together 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 with written dimensions 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 relate to existing site levels and neighbouring development.
Roof Plans (1:50 or 1:100 scale).	Used to show the shape of the roof and to specify roof materials.
Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) with written dimensions.	Must show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable).
Ownership Certificates (A, B, C or D - as applicable)	Please ensure that Certificate A, B, C or D signed.
Agricultural Holdings Certificate	In all cases this must be completed
Design and Access Statement.	<p>Design and Access Statements are NOT required for applications: made pursuant to s.73 of the Planning Act 1990; for replacement planning permissions; for engineering operations; or for a material change in use of land or buildings.</p> <p>For all other types of development, they are required for applications for:</p> <ul style="list-style-type: none"> <li>• major development+; and</li> <li>• where any part of the development is in a conservation area, the application is for the provision of one or more dwellinghouses or the provision of a building or buildings where the floor space created is 100 square metres or more</li> </ul> <p>The Town and Country Planning (Development Management Procedure) Order 2010 sets out what Design and Access Statements must cover. A guidance note is also available on the Council's website at <a href="http://www.huntingdonshire.gov.uk">www.huntingdonshire.gov.uk</a></p>
Appropriate fee	Please identify fee category or, if free go, why.
Notice(s)	Notice under Article 11 of the Town and Country Planning (Development Management Procedure) Order 2010 must be given and/or published, where Ownership Certificates B, C or D have been completed.

+“Major development” means development involving: the provision of homes where the number to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5ha or more and the numbers are not known; the provision of a building or buildings where the floor space to be created by the development is 1000sqm or more; or the development is to be carried out on a site having an area of 1ha or more.

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

For the purposes of local requirements “Major development” has the same meaning as defined in the Town and Country Planning (Development Management Procedure) Order 2010 or any successor legislation. That is:- the provision of homes where the number to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5ha or more and the numbers are not known; the provision of a building or buildings where the floor space to be created by the development is 1000sqm or more; or the development is to be carried out on a site having an area of 1ha or more.

Affordable housing statement	This should be provided where a proposal for residential development exceeds the relevant thresholds for affordable housing in local planning policies. As at July 2013, the District Council seeks through its adopted Core Strategy 2009 (policy CS4) a target of 40% affordable housing on all qualifying schemes i.e. on sites of 3 or more homes in all smaller settlements and 15 or more homes in Key Service Centres and towns. Guidance is also set out in the Council's Developer Contributions SPD (December 2011).
Agricultural, Forestry and other occupational dwellings appraisal/justification	Proposals for the erection of dwellings in the countryside should be accompanied by a justification of why the countryside location is necessary. Proposals for dwellings associated with farming should be accompanied by an appraisal of the present farming enterprise, the functional need for a dwelling and where necessary an explanation of economic viability. Such appraisal to be carried out by a suitably qualified person.
Air quality Statement	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 <a href="http://www.huntingdonshire.gov.uk">www.huntingdonshire.gov.uk</a> or a potential AQMA or where the development itself could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with or render unworkable elements of an air quality action plan, applications should be supported by such information as is necessary to allow full consideration of the impact of the proposal on the air quality of the area. Further advice is available 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 (e.g

	<p>management plan) and compensatory measures and proposed enhancements.</p> <p>A survey should be provided for all "major" developments and for other developments affecting designated sites and on sites where protected species are known or suspected to be present.</p>
Crime Reduction Statement	<p>Required for all "major" applications and those involving affordable housing; hostels; cycleways and footpaths; security fencing; ATMs and security shutters. The statement should set out what measures have been taken to address reduction in crime and the fear of crime. Further advice is available from Cambridgeshire Constabulary's Architectural Liaison Officers.</p>
Daylight/sunlight assessment	<p>Required where there is a potential adverse impact upon the current levels of sunlight/daylight of adjoining properties (Building Research Establishment guidelines "Site layout planning for daylight and sunlight. A guide to good practice" can be used.</p>
Economic statement	<p>Applications involving economic growth and/or regeneration should be accompanied by a supporting statement on the growth/regeneration benefits arising from the proposed development including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use; and any community benefits.</p>
Environmental Statement	<p>As required by The Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</p>
<p>Flood risk assessment.</p> <p>For non-domestic extensions not in excess of 250sqm a tick box form can be used and is available at <a href="http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Planning%20Documents/PDF%20Documents/Forms/Householder%20and%20Other%20Minor%20Extension%20Flood%20Risk%20Form.pdf">http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Planning%20Documents/PDF%20Documents/Forms/Householder%20and%20Other%20Minor%20Extension%20Flood%20Risk%20Form.pdf</a></p>	<p>Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and 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 <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>). 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. The document can be viewed on the Council's website <a href="http://www.huntingdonshire.gov.uk">www.huntingdonshire.gov.uk</a>.</p> <p>In determining whether or not the development proposal would be at risk of flooding, and therefore</p>

	<p>require a 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>
<p>Foul sewerage and utilities assessment</p>	<p>Details of the existing system should be shown on the application drawings especially relevant to new buildings. Where non-mains sewerage systems are proposed a full assessment of the suitability of any proposal should be made. See guidance in Circular 03/99 – Non–Mains Sewerage Systems on the Government’s website at <a href="http://www.gov.uk">www.gov.uk</a></p> <p>In a utilities statement the applicant should demonstrate:- the availability of utility services; that proposals incorporate any utility company requirements e.g. substations; that service routes have been planned to avoid as far as possible the potential for damage to where relevant the fabric of a listed building, trees and archaeological remains; and any replacement or protection of infrastructure.</p>
<p>Heritage Statement (including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Ancient Monuments)</p>	<p>In all instances where the significance of any heritage asset is affected by the proposed development, a statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required. The level of detail should be proportionate to the assets’ importance and no more than is 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. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, developers are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.</p> <p>Applications involving major development proposals in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p>

	<p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. Early discussion with the Council's Conservation Officer is recommended.</p> <p>A statement is needed for applications involving significant works to or affecting Listed Buildings and structures and their settings, historic parks and gardens and the disturbance of ground or the fabric of historic buildings within areas of historic and/or archaeological potential or in other areas the subject of "major" development proposals.</p> <p>Applications involving major development in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets.</p>
Land contamination assessment	<p>Where contamination is known or suspected or the proposed use would be particularly vulnerable, such information should be provided as is necessary to determine whether the site is, or can be made suitable for the proposed use/development. Further advice is available from the Council's Environmental Protection Team.</p>
Landscaping details	<p>If proposed, these should include proposals for implementation, long term maintenance and management and protection measures to trees and hedges proposed for retention. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees, hedgerows and other vegetation should where practicable be retained in new developments and protected during the construction phase.</p>
Lighting assessment	<p>Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development and applications for illuminated advertisement consent should be accompanied by details of external lighting and the proposed hours when lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment design.</p>



	For further guidance see the Council's adopted Supplementary Planning Guidance "External Artificial Lighting" September 1998 at <a href="http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Planning%20Documents/PDF%20Documents/Local%20Development%20Framework/External%20Artificial%20Lighting%20SGP.pdf">http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Planning%20Documents/PDF%20Documents/Local%20Development%20Framework/External%20Artificial%20Lighting%20SGP.pdf</a>
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.
Open space assessment	<p>Applications for development within open spaces should be accompanied by information to enable the Local Planning Authority to assess whether: the open space, buildings or land are surplus to requirements; or the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.</p> <p>All applications for "major" residential development are required to show the contributions towards outdoor playing space and informal open space to be provided as part of the development – Green Space requirements are set out in the Council's Developer Contributions SPD (December 2011).</p>
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	Required where involving a Conservation Area and/or a Listed Building (can be part of the design and access statement). In other cases not essential but can provide useful background information.
Planning obligations - Draft Head(s) of Terms	The Planning Obligations chapter and Policy OB2 of the Huntingdonshire Local Plan Alteration 2002; the infrastructure and implementation chapter and policy CS10 of the Core Strategy 2009 and the Developer Contributions SPD Dec 2011 gives details of the likely scope of 106 requirements. These documents and details of Community Infrastructure Levy contributions can be found on the Council's website <a href="http://www.huntingdonshire.gov.uk">www.huntingdonshire.gov.uk</a>
Planning Statement	A planning statement gives an opportunity to explain the proposal and it should identify the context and need for a proposed development and

	<p>how the proposed development accords with relevant national, regional 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 neighbours undertaken prior to submission. For “major” applications a separate statement on community involvement will be more appropriate. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required.</p>
Statement of community involvement	<p>When “major” applications in particular are being contemplated the District Council encourages the developer to discuss their ideas with local residents, interest groups and statutory consultees such as Town or Parish Councils, Highways Authority, Environment Agency, at an early stage. Where this has been carried out, a statement to that effect should be submitted setting out how the applicant has complied with these requirements and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p>
Structural Survey	<p>Usually required for applications involving Conservation Area Consent for demolition and/or alterations to a Listed Building and may be required to support applications involving substantial demolition or the conversion of a rural building.</p>
Sustainability statement	<p>All new development of 10 dwellings or more or 1000m<sup>2</sup> or more of non-residential floorspace (<i>i.e. major development</i>) shall be accompanied by a statement demonstrating how the proposed development secures energy from decentralised and renewable or low-carbon sources or demonstrates that this is not feasible or viable.</p> <p>For information and guidance visit:-  <a href="http://www.cambridgeshirehorizons.co.uk/document/publications/useful_guides/sustainable_construction.pdf">http://www.cambridgeshirehorizons.co.uk/document/publications/useful_guides/sustainable_construction.pdf</a></p>
Telecommunications Development	<p>Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the ICNIRP.</p>

<p>Retail and Other Main Town Centre Uses</p>	<p>Main town centre uses are defined in the Glossary to the National Planning Policy Framework (NPPF). Development proposals for retail and other town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan will need to demonstrate that the sequential test outlined in paragraph 24 of the NPPF has been undertaken.</p> <p>An application for a 2,500 square metres or more retail, leisure or office development that is outside of town centres and not in accordance with an up-to-date Local Plan must be accompanied by an impact assessment to include assessment of:</p> <ul style="list-style-type: none"> <li>• the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and</li> <li>• the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</li> </ul>
<p>Transport assessment</p>	<p>A Transport Assessment (TA) is required for any development that produces a net increase of approximately 500 person trips per day will require a TA. In terms of floorspace this relates to 1000sq m or more for retail; 2500sq m for employment; 50 rooms + for hotels; 100+bedrooms for residential homes; 50 residential dwellings; all leisure and 2500sq m or more for Health care and education. Other circumstances may be where more the 100 vehicles visit the site in an hour; more than 20 HGV vehicles visiting the site in one day or if HGV's are accessing a site between the hours of midnight and 06:00. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes a simple Transport Statement will suffice which should simply outline the transport implications whilst for larger schemes the TA should cover accessibility to the site by all modes of transport, sustainability (public transport/locality of parking provision) and mitigation of transport impacts. In relation to any development of 80 dwellings or more a residential travel plan is required.</p> <p>Where an application may have an impact upon a trunk road the requirements set out in D o T Circular</p>

	<p>02/2007 should be adhered to. See <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a>. Where the scale of development does not warrant a full assessment a Transport Statement should be provided. The Highways agency would not require an assessment or statement on scheme of less than 50 dwellings. A scheme between 50 and 80 dwellings requires a transport statement.</p>
Travel plan	Should be submitted alongside proposals where a transport assessment is required.
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>
Ventilation/extraction statement	<p>Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics will be required for applications involving restaurants and cafes (Use Class A3), drinking establishments (Use Class A4) and hot food takeaways (Use Class A5). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>

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The forms and additional information about the Community Infrastructure Levy can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal. The Community Infrastructure Levy Charging Schedule is also available for viewing from the Councils CIL webpages.

**July 2013**