

VALIDATION CHECKLIST AND GUIDANCE NOTES
(Please complete and submit with application)

Application for Approval of Details Reserved by Condition (as opposed to reserved matters submissions)
Useful supporting information

Document/Plan	Additional Notes	Provided
NATIONAL REQUIREMENTS – There are none except that they should be made in writing. The following may be submitted:	One copy	
Completed Form		Y N
Site identification plan	A plan which identifies the land to which the application relates drawn to an appropriate scale and showing the direction of north.	Y N
A copy of other plans and drawings necessary to describe the subject of the application.		Y N
Appropriate fee		Y
LOCAL REQUIREMENTS	One copy	
Photographs/photomontages	Can be useful to illustrate use of materials, fenestration etc.	Y N
Planning Statement	Short explanation identifying the context of the submission	Y N

Important Note – regarding the Community Infrastructure Levy

From the date of the adoption of the Community Infrastructure Levy Charging Schedule (expected in late April 2012) 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.

January 2009 Amended for CIL Jan 2012