

Validation Checklist – Proposals for Planning Permission

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Access Plan	When a new access is proposed or when works are proposed to an existing access	<p>If a new access is proposed, a detailed plan with dimensions should be provided for the proposed situation. If there is an existing access, a detailed plan with dimensions should also be provided for the existing situation.</p> <p>If works are proposed to an existing access, a detailed plan with dimensions should be provided for both the existing situation and proposed situation.</p> <p>A detailed plan with dimensions should include the following:</p> <ul style="list-style-type: none"> • Access to and from the site, as well as within the site for vehicles • How cyclists and pedestrians fit into the existing access network • Visibility splays for both pedestrian and vehicles • Any widening of the existing roads and pavements should be shown • This land should be included in the site edged in red
Affordable Housing Statement (can be included in a Planning Statement under a clearly defined heading)	On sites of 10 or more homes or 1,000m ² residential floorspace or more.	<p>As of May 2019, the District Council seeks through its adopted Local Plan (LP24) a statement/plan is required to identify the amount, location and tenure of the proposed affordable units.</p> <p>Should the requirement of 40% affordable housing not be met, then a viability exercise/assessment should accompany the application which sets out the financial case for a reduction or deviation from the requirements of Policy LP24.</p> <p>Guidance is also set out on the Huntingdonshire District Council website.</p>
Agricultural, Forestry and other occupational	Applications for dwellings associated with rural workers.	<p>To include:</p> <ul style="list-style-type: none"> • Justification of why the countryside location is necessary for dwellings associated with agriculture or other land based rural business.

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dwelling(s) appraisal/ justification.		<ul style="list-style-type: none"> An appraisal of the existing business, and why there is a functional need for a dwelling and where necessary an explanation of economic viability. <p>Such an appraisal is to be carried out by a suitably qualified person, and will be subject to review.</p>
Air Quality Statements	<p>Proposals for 200 or more dwellings</p> <p>or</p> <p>Site is within an Air Quality Management Area (AQMA) or within 50m of an AQMA</p>	<p>The details of the Councils designated Air Quality Management Areas can be found on the Huntingdonshire District Council website.</p> <p>Applications should be supported by information as necessary to allow full consideration of the impact of the air quality of the area. This should be supported by a technical report.</p> <p>Such appraisal to be carried out by a suitably qualified person.</p> <p>Further advice is available from the Councils Environmental Protection Team</p>
<p>Arboricultural Impact Assessment</p> <p>OR</p> <p>Tree Protection Plan</p>	<p>If yes has been ticked on the application form for either of the 'Trees and Hedges' questions</p> <p>AND/OR</p> <p>where trees and hedges are located adjacent to the site.</p>	<p>If the proposal will influence/affect any mature trees either on or adjacent to the site, then an Arboricultural Impact Assessment (AIA) will be required.</p> <p>If the proposal will only influence/affect younger or smaller trees either on or adjacent to the site, then a tree protection plan may suffice.</p> <p>An Arboricultural Assessment and Tree Protection Plan will need to be produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012</p> <p>Please note, higher protection will be afforded to the following circumstances:</p> <ul style="list-style-type: none"> a tree within a Conservation Area (All trees with trunks measuring over 7.5cm in diameter at a height of 1.5m from the ground, regardless of age, species or location are automatically protected) a tree that has a Tree Preservation Order (TPO) a tree that is mature and highly visible within the surrounding area

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Archaeological Assessment/Statement	All applications	<p>A statement to outline if the site has potential archaeological significance and if the proposed development would affect it. If a heritage statement is also being submitted, then this information could be included under a clearly marked heading.</p> <p>If there is potential archaeological significance, an appropriate desk-based assessment must be provided. Apart from where this is insufficient information available to properly assess the interest, in which case a field evaluation is required.</p> <p>Further advice is available from the NPPF</p>
Biodiversity Checklist OR Preliminary Ecological Appraisal	All applications	<p>Complete the HDC checklist</p> <p>If you answer 'NO' to all questions, submit a copy of the checklist</p> <p>If you answer yes to any of the questions on the Biodiversity Checklist, a Preliminary Ecological Appraisal will be required to be submitted.</p> <p>Preliminary Ecological Appraisal (PEA) is the term used to describe a rapid assessment of the ecological features present, or potentially present, within a site and its surrounding area of influence in relation to a proposed development. A PEA comprises of a desk study and a walkover survey, such appraisal to be carried out by a suitably qualified person.</p>
Biodiversity Net Gain Assessment	All applications which include the creation of dwellings or the increase of commercial floorspace	<p>An assessment to demonstrate that there will be a net gain in biodiversity in line with local and national policy using the DEFRA Biodiversity Metric 4.0 (or the most recent version of metric).</p> <p>Such an appraisal to be carried out by a suitably qualified person.</p>

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Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)	All applications	<p>Must accurately show:</p> <ul style="list-style-type: none"> • must be on an up-to-date plan • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. <p>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</p>
Crime Reduction Statement	Major applications and all other applications involving 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 Crime Prevention Design Team.
Design and Access Statement	All applications for proposed development in a Conservation Area, where the development consists of one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.	A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting/constraints and demonstrate that it can be adequately accessed by prospective users. Please use the link for further guidance on design and access statements

Requirement	When is this required?	Documents to be submitted to following standard or include the following
	(Except for applications for waste development, a material change of use, engineering or mining operations)	
Developer Contributions – Draft Head(s) of Terms	For all residential developments over 200 dwellings.	Please see Developer Contributions for further guidance.
Economic Statement	All commercial floorspace applications.	To include 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. The Economic Statement can be included in a planning statement under a clearly defined heading.
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications that include matters of appearance and layout.	<p>These should accurately show 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.</p> <p>Where there is an existing elevation where there will be no proposed works, then photos of this elevation are acceptable. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property.</p> <p>View for examples of acceptable drawings</p>

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Environmental Statement	All major applications	<p>The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the applicant(s) to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.</p> <p>For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place before an application is submitted.</p>
Flood Risk Assessment	All Planning applications for development proposals of 1ha or greater in Flood Zone 1 and/or all proposals for new development located in Flood Zones 2 and 3	<p>HDC has 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 the Flood Zones 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 EA Flood Zone Maps, the main difference being that the SFRA data considers flood defences. In determining whether or not the development proposal would be at risk of flooding, and therefore requires an FRA, the SFRA should be used in conjunction with the EA flood zone maps.</p> <p>For further advice see the NPPF.</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.</p>
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications except where no floorspace is evident (for example fences.)	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified. All existing and proposed rooms should be labelled.

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Ground Contamination and/or Groundwater Pollution Investigation	All application on previously developed land (Brownfield) which involves the disturbance of ground.	<p>Information should be provided as 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> <p>If contamination is known or suspected (Brownfield, Industrial and Agricultural), or the proposed use would be particularly vulnerable (Residential) then a ground contamination and/or ground water pollution investigation is required.</p>
Groundwater (Protection Of)	<p>If within a Source Protection Zone (SPZ)</p> <p>OR</p> <p>Within 50m of a private potable groundwater source where known.</p>	<p>Information should be provided as necessary to determine whether the site is/or can be made suitable for the proposed use/development.</p> <p>Further advice is available from the Council's Environmental Protection Team.</p>
Heritage Statement	<p>Only required when the proposal affects:</p> <ul style="list-style-type: none"> • a listed building or it's setting, • a conservation area or it's setting, • a scheduled ancient monument or it's setting. 	<p>This should include a statement that describes the significance of any heritage assets (including listed buildings, curtilage of listed buildings, scheduled ancient monuments and conservation areas) affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the circumstance of each application. 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. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p> <p>Applications involving 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>

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		All statements should take account of the “impact on” and “setting of” the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Monuments.
Rapid Health Impact Assessment (HIA)	Any proposed development between 50 and 199 dwellings OR 2ha or more	The health impact assessment is important to assess the likely positive and negative impacts of a development proposal on the health of different groups in the population, and to make recommendations on how positive health impacts could be enhanced and negative impacts avoided or mitigated.
Full Health Impact Assessment (HIA)	Any proposed developments with 200 or more dwellings	The health impact assessment is important to assess the likely positive and negative impacts of a development proposal on the health of different groups in the population, and makes recommendations on how positive health impacts could be enhanced and negative impacts avoided or mitigated.
Landscaping Details	All development proposals that include open space within the site boundary.	<p>Plans showing the planting scheme for the site including details of species, spacing, number and height upon planting. The plan should identify existing trees and hedgerows that are to be retained as part of the landscaping and protected during the construction phase. Details should be included for implementation, long term maintenance and management of the soft landscape works.</p> <p>These details can be included in a Design and Access Statement under a clearly defined heading/details.</p>
Landscape and Visual Impact Assessment	All major applications in the open countryside or in a Conservation Area.	Landscape and Visual Impact Assessment (LVIA) is the technique used to assess the effects of change on the landscape.
Lighting Assessment	Proposals involving the provision of external lighting.	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.

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Location plan (1:1250 or 1:2500)	All applications	<ul style="list-style-type: none"> • Must be on up to date plan • Must show a north arrow • Must be to an identified scale e.g. 1:1250 or 1:2500 are typical examples dependant on site size and location. The scale must be annotated on the plan. • Must show the site in context to the surrounding properties on an up-to-date map • Must show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Must show the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>
Needs Assessment	Provision of specialist housing (C2 use including children's homes and care accommodation) and/or affordable housing such as Rural Exceptions Housing Sites.	An assessment of local need for the proposed type of development.
Noise Impact Assessment	Applications for the creation and/or change of use of commercial floorspace and/or the inclusion of mechanical equipment such as flues, air source heat pumps, plant etc which could potentially create noise.	<p>Applications that raise issues of disturbance by noise to occupants of nearby existing buildings and for developments that are noise sensitive, and which are close to existing sources of noise.</p> <p>A Noise Impact Assessment prepared by a suitably qualified acoustician. This should provide information on noise levels and any proposed mitigation measures.</p>

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	<p>OR</p> <p>Where applications are near to be noise generating activities such as an 'A' classified roads, industrial units etc</p>	
Open Space Assessment	Applications for development within areas of open spaces publicly accessible and/or major residential developments.	<p>This should include information to enable us 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) or any successor document. An Open Space Assessment can be included in a planning statement or design and access statement under a clearly defined heading.</p>
Parking Provision	All applications.	These details should be shown on the site/block plan or on a separate specific parking plan, minimum of 1:500. Both existing and proposed arrangements should be shown. Justification should also be provided for changes in the amount of car parking on the site. These details can be included in a Planning Statement under a clearly defined heading/details.
Planning/Supporting Statement	All applications	<p>A Planning Statement should include the following:</p> <ul style="list-style-type: none"> • An explanation of the proposal • Identification of the context and need for a proposed development • Summary of technical document findings

Requirement	When is this required?	Documents to be submitted to following standard or include the following
		<ul style="list-style-type: none"> Assessment of how the proposed development accords with the relevant national and local planning policies <p>It should also include details of any pre-application consultations with the Local Planning Authority, wider community/statutory consultees and neighbours undertaken prior to submission.</p> <p>The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required. For major applications a separate statement of community involvement may be appropriate.</p>
Policy Checklist	All applications	A completed copy of the policy tick sheet must be submitted with your application.
Retail Sequential Approach / Impact Assessment	Applications for commercial sites of more than 600m ² net internal floor space within town centres or high streets.	Commercial sites in this case are referred as 'Main town centre uses' which is defined within Local Plan policy LP7. The town centres and primary shopping areas are defined in the Local Plan Proposals Map. Further guidance is available at NPPF
Roof Plans as existing and proposed (1:50 or 1:100 scale).	All applications except where there are no changes to the existing building(s) roof	Plan to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
Site Sections as existing and proposed, and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land OR	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 a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.

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	<p>Where the development is within 300mm of the site boundary</p> <p>OR</p> <p>Where the development is proposed to be built as split levels</p>	<p>Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.</p>
Statement of Community Involvement	All Major applications.	<p>HDC 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.</p> <p>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	All applications that require demolition or conversion / replacement building.	The report should be prepared by a suitably qualified person about the condition of a building and whether it can accommodate the proposed works.
Supporting Information	<p>In some application, further information may be required. These are specific to applications and not commonly requested but may include:</p>	<ul style="list-style-type: none"> • Manufacturer's specification – images of the finished product and dimensions of the proposed development (such as fencing, above ground storage tanks, oil heating storage etc) • Daylight/sunlight assessment – applications where the following is impacted: <ul style="list-style-type: none"> ○ potential losses to neighbouring properties such as overshadowing, loss of light etc ○ potential dazzle from buildings with reflective surfaces ○ potential impacts on solar panels

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		<ul style="list-style-type: none"> ○ Rights to Light
Sustainability Statement	All applications for the creation of new floor space.	A statement demonstrating how the proposed development seeks to promote energy efficiency by adopting best practice in all aspects of design including but not limited to site layout, building orientation, the layout of rooms and uses within buildings and the use of landscaping for shelter and shade. For further information please see Huntingdonshire Local Plan to 2036 LP12.
Telecommunications Development	All applications that propose any mast and antenna development.	<p>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>
Transport Assessment	<p>A proposal that includes any of the following:</p> <ul style="list-style-type: none"> ● 1000m² or more for retail ● 2500m² for employment ● 50 rooms + for hotels ● 100+bedrooms for residential homes ● 50 residential dwellings ● all leisure and 2500m² or more for Health care and education 	<p>For larger schemes as identified in the thresholds, a Transport Assessment should cover accessibility to the site by all modes of transport, sustainability (public transport/locality of parking provision) and mitigation of transport impacts.</p> <p>Please note, Transport Assessments may be required for developments that include situations such as:</p> <ul style="list-style-type: none"> ● more than 100 vehicles visit the site in an hour ● more than 20 HGV vehicles visit the site in one day ● if HGV's are accessing the site between the hours of midnight and 06:00. <p>The coverage and detail of the Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. In relation to any development of 80 dwellings or more a Residential Travel Plan is required.</p>

Requirement	When is this required?	Documents to be submitted to following standard or include the following
		Further advice on Transport Statements, Transports Assessments and Travel Plan
Transport Statement	A proposal for development below the thresholds set out above for a Transport Assessment on major and minor applications which involve the creation of floorspace or a change of use.	A Transport Statement is required which outlines the transport implications of the development. Further advice on Transport Statements, Transports Assessments and Travel Plan
Travel Plan	Applications that require a Transport Assessment or a Transport Statement.	A plan to promote sustainable modes of transport. Further advice on Transport Statements, Transports Assessments and Travel Plan
Ventilation/Extraction Equipment details	All applications that undertake retail, business, industrial or leisure or other similar developments where ventilation or extraction equipment is proposed to be installed.	Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics.

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Wastewater Management and Utilities Assessment	All applications for the creation of dwellings or commercial floor space	<p>Details of the existing system should be shown on the application plans especially relevant to new buildings. Where non-mains sewerage systems are proposed a full assessment of the suitability of any proposal should be made.</p> <p>Please note, Wastewater Management and Utilities Assessment may be required for developments that include situations such as:</p> <ul style="list-style-type: none"> • require a new connection to the sewer network • involve significant increases to flows entering the sewer network; or • involve development of a site identified by the Huntingdonshire Stage 2 Detailed Water Cycle Study or updated, successor or equivalent documents, to have potentially limited sewer network capacity (Amber or Red assessment) <p>In a Utilities Statement the applicant should demonstrate:</p> <ul style="list-style-type: none"> • 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 Listed Building, trees and archaeological remains; and • any replacement or protection of infrastructure