Validation Checklist and Guidance – 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.

This is a checklist of local requirements only for National requirements please see here. You will be required to provide all the information on the application form and some of the information on this checklist, where relevant to the proposal. Each application has its own requirements, and some may need more supporting information than others. Please submit this form with your application marking the end column as n/a if it is not relevant to your proposal.

General Notes

- Written dimensions are required on drawings
- If the application is found to be incomplete, we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- Information on fees
- The statutory determination period for this type of application is 8 weeks from the date the application is valid
- Please see here for examples of acceptable drawings
- Please submit the policy tick sheet with this checklist when submitting your application. The policy tick sheet can be found here Guidance, Checklists and Advice Notes - Huntingdonshire.gov.uk
- Please note if your application includes works to a Listed Building you will need to also submit the checklist for Listed Building Applications.

Important Note Regarding the Community Infrastructure Levy (CIL)
The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount.

Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability. This can be done using the form 1: CIL Additional Information from the HDC website or Planning Portal, **this should be submitted to your local planning authority alongside every planning application**.

The forms and additional information about the Community Infrastructure Levy, including the Charging Schedule can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal.

Item Required	When is this required?	Guidance on the standard of information required	Submitted? Y/N or N/A
Access Plan	When new access is proposed	Detailed plans showing the access to and within the site for vehicles, cycles and pedestrians and how these fit into the existing access network. Visibility splays and any widening of the existing roads and pavements should also be shown.	N/A
Biodiversity and Geodiversity **Such appraisal to be carried out by a suitably qualified person.**	All Applications	Complete HDC Biodiversity checklist and if you have answered yes to any of the questions a Preliminary Ecological Appraisal will be required. Further advice is available from NPPF here.	N/A
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) The block plan detail required is in addition to the National Information Requirements	All applications	Must accurately show: • 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. **Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.**	Y
Design and Access Statement	If in the site is in a Conservation Area	A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable	N/A

	and the application is for 1 or more dwelling houses or the floor space created is 100m2+	response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. For further guidance see here https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement. For further details of our Conservation Areas please click here	
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications. Where there is an existing elevation where there will be no proposed works then photos of this elevation are acceptable.	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. 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.	Y
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	Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.	Y
Flood Risk Assessment for householders is only required in Flood Zones 2 and 3. (A tick box form can be used and is available here) Please also include mitigation measures.	Planning applications for all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).	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 takes into account 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.	N/A

		For further advice see the (NPPF). here.	
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications	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.	Y
Heritage Statement	Where the significance of any heritage asset is affected by the proposal, a statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required.	This should include a statement that describes the significance of any heritage assets affected, including any contribution made by their setting. The 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 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. 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. 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.	N/A
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)	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.	Y

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 Where the development is within 300mm of the site boundary	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.	Y
Trees, Woodland, Hedges and Hedgerows assessment	Where there will be any existing/ proposed trees on/adjacent the site	A Statement covering parts a and b of Huntingdonshire Local Plan to 2036 LP31	N/A
Trees, Woodland, Hedges and Hedgerows Protection Plan	Where there will be any trees on site	An Arboricultural Assessment and Tree Protection Plan produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012	N/A
Trees, Woodland, Hedges and Hedgerows Assessment and Protection Plan	Where there will be any adverse impact on trees	An Arboricultural Assessment and Tree Protection Plan produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012	N/A

Further information we may require in some applications. These are specific to applications and not commonly requested but may include

- Manufacturer's specification
- Noise impact assessment
- Parking provision
- Daylight/sunlight assessment
- Structural survey
- Planning statement