Validation Checklist and Guidance – Proposals for Planning Permission

This is a checklist of local requirements only. View national requirements. 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
- View Information on fees
- The statutory determination period for this type of application is 13 weeks from the date the application is valid for a major* development, or 8 weeks in all other cases
- Please clearly show any revisions (e.g. Revision A)
- Please include 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 that if you the works are to a Listed Building you will need to include the Listed Building Application checklist with your submisison

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.

*Major developments means development involving:

The provision of homes where the number to be provided is 10 or more; or the development 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 floorspace to be created by the developments is 1000m2+; or the development is to be carried out on a site with an area of 1ha or more.

Item Required	When will this be required?	Guidance on the standard of information required	Submitted? Y/N / N/A
Access Plan	When a 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
Affordable Housing Statement	Where a proposal for residential development exceeds the relevant thresholds for affordable housing in local planning policies. The Affordable Housing Statement can be included in a Planning Statement under a clearly defined heading	As at May 2019, the District Council seeks through its adopted Local Plan to 2036 (policy LP24) a target of 40% affordable housing on all qualifying schemes i.e. on sites of 11 or more homes or 1,001m2 residential floorspace (gross internal area) or more. Guidance is also set out here. A statement/plan is required to identify the amount, location and tenure of the affordable units.	N/A
Agricultural, Forestry and other occupational dwelling(s) appraisal/ justification. **Such appraisal to be carried out by a suitably qualified person.**	Applications in the countryside/ applications for dwellings associated with rural workers.	To include why the countryside location is necessary. For dwellings associated with agriculture or other land based rural business. These should include an appraisal of the existing business, the functional need for a dwelling and where necessary an explanation of economic viability.	N/A
Air Quality Statements **Such appraisal to be carried out by a suitably qualified person.**	Proposals for 200 or more dwellings OR Site is within an Air Quality Management Area (AQMA) OR Site is within 50m of AQMA or a Clean Air Zone (CAZ)	The details of the Councils designated Air Quality Management Areas can be found here 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. Further advice is available from the Councils Environmental Protection Team	N/A
Archaeological Assessment	If the site has potential archaeological significance.	An appropriate desk-based assessment, apart from where this is insufficient to properly assess the interest, in which case a field evaluation.	N/A

		Further advice is available from NPPF here	
Biodiversity and Geodiversity **Such appraisal to be carried out by a suitably qualified person.**	All applications	Complete HDC 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
Biodiversity Net Gain Assessment	All applications which include the creation of dwellings or the increase of commercial floorspace	An assessment to demonstrate that there will be a net gain in biodiversity in line with local and national policy using the latest version of the DEFRA Biodiversity Metric. **Such an appraisal to be carried out by a suitably qualified person.**	N/A
Biodiversity and Geodiversity **Such appraisal to be carried out by a suitably qualified person.**	Up to 49 dwellings and all other development	A statement to demonstrate that there will be no net loss in biodiversity and provide a net gain where possible.	N/A
Biodiversity and Geodiversity **Such appraisal to be carried out by a suitably qualified person.**	50 or more dwellings/Site area 2ha or more	Audit of losses and gains as per policy LP30 of the Huntingdonshire Local Plan to 2036.	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	Y

		• 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.**	
Crime Reduction Statement	Applications involving hostels; cycleways and footpaths; security fencing; ATMs and security shutters. All Major applications	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	N/A
Design and Access Statement	All Major developments. Or If in the site is in a Conservation Area and the application is for 1 or more dwelling houses or the floor space created is 100m2+ Or A Listed Building Consent Application Not required for change of use, replacement planning permission or engineering works.	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 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	Y
Developer Contributions – Draft Head(s) of Terms	For all residential developments over 10 homes	Please see Developer Contributions for further guidance.	N/A
Economic Statement	Applications involving economic growth and/or regeneration. The Economic Statement can be included in a planning statement under a clearly defined heading.	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.	N/A
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. View for examples of acceptable drawings	Y

Environmental Statement	As required by The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	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. For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place before an application is submitted.	N/A
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	Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 to be accompanied by a Flood Risk Assessment (FRA). For maps and guidance see the Environment Agency website	For householder development and non-domestic extensions not in excess of 250sqm a tick box form can be used and is available here https://www.huntingdonshire.gov.uk/media/1945/household-and-other-minor-extensions-in-floods-zones-2-and-3.pdf 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. For further advice see the (NPPF). here. 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.	N/A

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
Ground Contamination and/or Groundwater Pollution Investigation	Where contamination is known or suspected, or the proposed use would be particularly vulnerable.	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.	N/A
Groundwater (Protection Of)	If within a Source Protection Zone (SPZ) OR Within 50m of a private potable groundwater source	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.	N/A
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,	Y

		landscapes, buildings and structures regardless of designated status and Scheduled Monuments.	
Health Impact Assessment	Health impact Assessment (50 or more dwellings/ 2ha or more)	Rapid HIA as per policy	N/A
Health Impact Assessment	Health impact Assessment (200 or more dwellings)	Full HIA	N/A
Landscaping Details	All development proposals that include areas of public and private open space within the site boundary; the treatment of which is judged likely to affect the character of the site itself and/or its surrounding area. These details can be included in a Design and Access Statement under a clearly defined heading/details.	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.	N/A
Lighting Assessment	Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a	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.	N/A

	listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development		
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.	A Noise Impact Assessment prepared by a suitably qualified acoustician. This should provide information on noise levels and any proposed mitigation measures.	N/A
Open Space Assessment	Applications for development within open spaces and/or major residential development An Open Space Assessment can be included in a planning statement or design and access statement under a clearly defined heading.	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. 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.	N/A
Parking Provision	If existing arrangements are affected by the development and/or where additional provision is proposed.	These details should be shown on the site, block plan or on a separate specific parking plan. Both existing and proposed arrangements should be shown.	N/A
Planning/Supporting Statement	All applications	A Planning Statement gives an opportunity to explain the proposal and 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, wider community/statutory consultees and neighbours undertaken prior to submission. 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	N/A

		applications a separate statement of community involvement may be appropriate.	
Retail Sequential Approach / Impact Assessment	A proposal for main town centre uses of more than 600m2 net internal floor space that are outside of defined town centres. A proposal for retail uses of more than 600m2 net internal floor space that are outside of defined primary shopping areas.	Main town centre uses are defined within Local Plan policy LP7. The town centres and primary shopping areas are defined in the Local Plan Proposals Map. Further advice is available under the NPPF (2019)	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 or1:100 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
Structural Survey	Usually required for applications involving demolition or conversion / replacement building.	The report should be prepared by a suitably qualified person about the condition of a building and whether it is capable of accommodating the proposed works.	N/A
Sustainability Statement	All Major development	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.	N/A
Telecommunications Development	Applications for mast and antenna development by mobile phone network operators	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.	N/A

		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.	
Transport Assessment & Travel Plan	A proposal that includes: 1000m2 or more for retail OR 2500m2 for employment OR 50 rooms + for hotels OR 100+bedrooms for residential homes OR 50 residential dwellings OR all leisure and 2500m2 or more for Health care and education. Other circumstances may be where more than 100 vehicles visit the site in an hour OR more than 20 HGV vehicles visit the site in one day OR if HGV's are accessing the site between the hours of midnight and 06:00.	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. 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. Further advice on Transport Statements, Transports Assessments and Travel Plans are available Advice on planning and the Strategic Road Network	N/A
Transport Statement	A proposal for major development below the thresholds set out above for a Transport Assessment.	A Transport Statement is required which outlines the transport implications of the development. Further advice on Transport Statements is available	N/A
Trees, Woodland, Hedges and Hedgerows assessment	Where investigations show that adverse impacts are possible on trees, woodland, hedges or hedgerows on or adjacent site. Can be included in a Design and Access Statement under a clearly defined heading	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 existing/ proposed trees on/adjacent the site	A Tree Protection Plan	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
Ventilation/Extraction Equipment details	Required for significant retail, business, industrial or leisure or other similar developments where substantial 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.	N/A
Wastewater Management and Utilities Assessment	A Proposal for major scale development that would: a. require a new connection to the sewer network; b. involve significant increases to flows entering the sewer network; or c. 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)	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. For further advice see the NPPF here. 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.	N/A