



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Householder Application for Planning Permission for Works or Extension to a Dwelling Validation Checklist

NATIONAL REQUIREMENTS

Application form

When required
All applications

What information is required?
Please complete all questions on the form

Ownership Certificate

When required
All applications

What information is required
Completed certificate stating the ownership of the application site.

Where to look for further information

Certificates are part of the planning application form and details on how to complete are included in our Validation Guidance Document. Where a third party own all or part of the application site, Notice of the application must be given to them. You can download a copy of Householder Notice on the Council's website.

Fee

When required
All planning applications that incur a fee
Where to look for further information
Full details can be found on the council's website or in the Government Circular 04/2008

What information is required?
The correct fee

Location Plan

Scale: 1:1250 or 1:2500
When required: All applications

What information is required?

- Up to date map edged clearly with a red line, including any land required for visibility splays and access to the site from a public highway. If an existing access is going to be used, the red line needs to only go up to highway land.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.
- North indicator
- If submitted based on OS data, plan needs to contain the relevant licence information as required by copyright law.

Where to look for further information

Further information is available on the [GOV.UK guidance](https://www.gov.uk/guidance) webpage or the Planning Portal

Site/Block Plan

Scale: 1:500 or 1:200
When required: All applications

What information is required?

- Up to date map with the proposed development in relation to site boundaries and other existing buildings
- Buildings, roads, footpaths on land adjoining the site including access arrangements and parking provision if changes are proposed
- Species, Position and spread of all trees within 12 metres of any proposed building works
- Extent and type of any hard surfacing
- Boundary treatments including walls or fencing where this is proposed
- Location, number and form of any vehicle or cycle parking
- Location and shape of any vehicle turning area

Where to look for further information

Further information is available in the Validation Guidance document or the Planning Portal.

Please note for all Drawings and plans:

- A4 and A3 drawings are preferred, however larger drawings are acceptable
- If a drawing contains different elements of the proposal, they should be clearly grouped under headings.
- All drawings MUST include the following:
 - Scale of the drawing (eg 1:100, 1:200 as detailed in this document)
 - Title to identify the development and subject of the drawing
 - Unique drawing number which also indicates any revision (eg. 123 Rev B)
 - All revisions should be described to identify any changes (eg 01/09 Rev A Layout changed)
 - Annotation against the drawing to indicate all key external dimensions
 - A clear Scale bar
 - Date plan prepared or amended

LOCAL REQUIREMENTS

Elevations (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where altering an existing building
- For new buildings

What information is required?

- All sides of the existing building
- Proposed building including materials, style and finish of windows/doors
- New buildings should be shown in context with adjacent buildings.

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Floor Plans (Existing & Proposed)

Scale: 1:100 or 1:50

When required: For all new buildings and for all proposals where extensions are proposed.

What information is required?

Existing and proposed Internal layout of the building
Finished floor levels will be required for new detached buildings

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Roof Plans (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where proposal involves a change in roof arrangements
- For extensions to existing buildings

What information is required?

- Both existing & finished roof layouts
- How the extension roof joins to existing roof structure

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Site Sections & Levels (Existing & Proposed)

Scale: 1:100 or 1:50

When required:

- Where proposal involves a change in ground/land level
- On sloping sites
- For proposed new detached buildings (not extension to existing detached building)

What information is required?

- Both existing & finished levels
- How the proposal sits within the site, in particular relative levels between existing and proposed buildings
- Drawings may take the form of contours, spot levels or cross/long sections as appropriate

Where to look for further information

Further information can be found in the Validation Guidance document or alternatively Communities and Government Validation Guidance

Heritage Statement

When required:

- Proposals affecting any Listed Building, including development within the curtilage
- Proposals affecting Scheduled Monuments
- Proposals affecting sites identified on the Cambridgeshire Historic Environment Record
- Proposals affecting sites known to or thought to contain archaeological remains eg unidentified earthworks that appear on historical mapping
- Proposals affecting the character or appearance of Conservation Areas
- Proposals affecting any building included on the East Cambs register of Buildings of Local Interest

What information is required?

- Information provided should be proportionate to the extent of work proposed.

Where to look for further information

Further information and an online template can be found on our website (www.eastcambs.gov.uk/planning/design-and-access-statements)

Community Infrastructure Levy (CIL)

Additional Questions Form

When required:

Applications will not be made invalid if the above is omitted, however you are strongly advised to submit with the following applications:

- All proposals for the creation of new dwellings, including flats
- All proposals for the extension of buildings falling in Use Class A (& associated Sui Generis) and C3 which creates >100m² internal floorspace

Where to look for further assistance

Full details can be found on the Council's CIL webpages (www.eastcambs.gov.uk/planning/community-infrastructure-levy) and the SPD on Developer Contributions (www.eastcambs.gov.uk/sites/default/files/SPD%20Developer%20Contributions%20-%20Adopted%20Version_0.pdf)

Tree Survey/Arboricultural Assessment

When required:

Any development that could have an impact on significant trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order or are in a Conservation Area.

What information is required?

As a minimum you would be required to submit a Topographical Site Plan and Tree Survey. Please see our Validation Guidance Document for further information.