



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## Application for Prior Notification of Proposed Agricultural Development – Proposed Building Validation Checklist

### NATIONAL REQUIREMENTS

#### Application form

**When required**  
All applications

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

#### Fee

**When required**  
All planning applications that incur a fee  
**Where to look for further information**

**What information is required?**  
The correct fee

Full details can be found on the council's website or in the Government Circular 04/2008

#### 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](#) webpage 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 (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 (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

#### 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 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

#### Landscaping Details