



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## Prior Notification of Proposed Development by Electronic Communications Code Operator 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

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

**Where to look for further information**

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

#### Evidence of Notification

Where the proposed development consists of the installation of a mast within three kilometers of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A3(2) of Part 24 of Schedule 2 to the Town & Country Planning (General Permitted Development) Order 1995

#### Evidence of Notification

Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the Town & Country Planning (General Permitted Development) Order 1995

#### 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) (Metric)
  - 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
  - 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 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