



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

## Householder Application for Planning Permission for Works or Extension to a Dwelling and Listed Building Consent 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 Notice 13 on the Council's website

#### 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](http://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) (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

### Design and Access Statement

**When required**

- All major applications
- Listed Building consent
- Development in designated areas (ie conservation areas) if:
  - If 1 or more dwellings
  - Building(s) with a floorspace of over 100m<sup>2</sup>

**Where to look for further information**

Further information can be found in the Validations Guidance document or alternatively on our Design, Access and Heritage webpage

**What information is required?**

Explain the design principles that have been applied  
What steps have been taken to appraise the context of the proposed development and how the design takes that context into account

### 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

### 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 level
- On sloping sites
- For detached buildings

**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 Ancient Monuments
- Proposals affecting sites identified on the Sites and Monuments 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

**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](http://www.eastcambs.gov.uk/planning/design-and-access-statements))

### Community Infrastructure Levy (CIL) Additional Questions Form (Form 0)

**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
- All proposals for the extension of buildings falling in Use Class A (& associated Sui Generis) and C3 which creates >100m<sup>2</sup> 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](http://www.eastcambs.gov.uk/planning/community-infrastructure-levy)) and the SPD on Developer Contributions ([https://www.eastcambs.gov.uk/sites/default/files/SPD%20Developer%20Contributions%20-%20Adopted%20Version\\_0.pdf](https://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 Document for further information.