



# 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 the relevant Notice 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](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.

#### 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

#### 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

### 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

### 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

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

### 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.

### Structural Survey

When required:

Where the proposal involves

- Substantial demolition or structural alteration to a Listed Building
- Demolition in a Conservation Area
- Restoration/conversion of an existing building

What information is required?

A report prepared by an independent qualified specialist giving details about the condition of the building and whether it is capable of accommodating the proposed works.

### Plans of Detail Elements

Scale: No less than 1:20

When required:

- Where proposal involves changes to external or internal elements

What information is required?

- Details of new doors, windows, shopfronts, panelling, fireplaces, plaster moulding and other decorative detail

### Listed Building – Detailed Schedule of Works

When required:

When undertaking significant repairs or alterations to listed buildings

What information is required?

To be carried out by a suitably qualified professional. Information provided should be proportionate to the extent of work proposed