



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Prior Notification of Proposed Larger Home Extension Validation Checklist

NATIONAL REQUIREMENTS

Application form

When required: All applications

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

Measurements of enlarged part of dwellinghouse:

When required: All applications

What information is required?

- Maximum distance beyond the rear wall of the original dwellinghouse
- Maximum height
- Height of eaves

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.

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

List of addresses of any adjoining premises

Developers contact address and email

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

No local requirements