EAST CAMBRIDGESHIRE DISTRICT COUNCIL

Full Planning Application and for Relevant Demolition of an Unlisted Building in a Conservation Area 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

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 100m2

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

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

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

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
- 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

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

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

Affordable Housing Statement

When required:

- Applications for 11 or more dwellings (or fewer dwellings if combined gross floorspace totals 1000sqm or more)
- For affordable housing exception sites
- Applications submitted by Community Land Trusts

What information is required?

On housing schemes in the south of the district a minimum of 40% of the total number of dwellings to be provided will be sought. On housing schemes in the north of the district, a minimum of 30% of the total number of dwellings to be provided will be sought (except in Soham and Littleport where set at 20%)

Where to look for further information

Further information can be found in the Validation Guidance document

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 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

Air Quality Assessment

When required:

- When proposal have the potential to cause significant levels of air pollution or odour or any potential air quality matters for future occupants

What information is required?

The assessment should provide sufficient information to enable the Council to assess the likely impact on local air quality.

Where to look for further information

Further information can be sought for Environmental Health (www.eastcambs.gov.uk/pollution/air-quality)

Biodiversity (Including Ecological Site Assessment, Ecological Survey and Protected Species Survey)

When required:

- Major applications (10+ dwellings, >1000m2 floorspace or 0.5Ha land)
- Development proposal affecting internationally, nationally or locally designated sites
- Development proposals involving the demolition or conversion of disused buildings

Where to look for further information

Biodiversity Checklist produced by Cambridgeshire County Council Checklist and guidance notes

The Council's website includes information in relation to certain species https://www.eastcambs.gov.uk/planning/ecology-and-biodiversity and further information can by found by checking Natural England's standing advice https://www.gov.uk/government/organisations/natural-england.

Avoiding Conditions

To avoid a condition being imposed requiring biodiversity scheme/improvements to be submitted and approved it is recommended that biodiversity enhancement details are included with your application

Contaminated Land Investigation

When required:

- When previous uses on or adjoining the site could have given rise to contamination such as former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms)
- When an initial desktop and walkover study suggests that contamination may be present

Where to look for further information

Full details can be found in the Validation Guidance document

Avoiding Conditions

Submit land contamination report for a proposed use that would be particularly vulnerable to the presence of contamination(for example residential) or where land is known or suspected contaminated.

Drainage - Foul Sewerage Details

When required:

- Any development that would result in the construction of a new sewage disposal system
- Major development (10+ dwellings, >1000m2 floorspace or 0.5Ha land) whether this is connection to the public system or constructing a new one

What information is required?

Description of the type, quantities and means of disposal of any trade waste or effluent. If connecting to existing drainage system this should be shown on the application drawings. Scale plans of any new foul drainage arrangements will need to be provided, indicating method of disposal required and its location.

Where to look for further information

Full details can be found in the Validation Guidance document and the East Cambs Water Cycle Study (www.eastcambs.gov.uk/local-development-framework/water-cycle-study-pslp-document-library

Avoiding Conditions

Submit details of foul sewerage with all proposals.

Drainage – Surface Water Drainage Details

When required:

- Operational developments falling within Flood Zone 2 or 3, a Critical Drainage Area or a Rapid Inundation Zone (as indicated on the Environment Agency Flood Risk Maps or the ECDC Strategic Flood Risk Assessment)
- If a known drainage problem exists and ECDC would like assurance from developer that flood risk has been addressed
- Major development (10+ dwellings, >1000m2 floorspace or 0.5Ha land)

What information is required?

Government expects sustainable drainage systems (SUDs) to be provided in new developments. If a SUDs system is not proposed, the drainage assessment will need to demonstrate why this is the case and set out what pollution control measures would be applied

Where to look for further information

The pro-forma that Cambridgeshire County council has developed should be used Drainage Pro Forma (https://www.eastcambs.gov.uk/sites/default/files/Drainage_Proforma.pdf)

Avoiding Conditions

Submit details of surface water drainage with all proposals.

Environmental Impact Assessment

When required:

It is not possible to invalidate an application due to the lack of an Environmental Statement

Where to look for further information

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out what constitutes EIA development and provides details on how to seek a formal 'Screening Opinion' from the Local Planning Authority.

Please visit the Communities and Local Government website www.gov.uk/guidance/assessing-environmental-impact-guidance

Green Belt

When required:

Any proposal within the Green Belt

Where to look for further information

If your proposal is 'inappropriate' you must include a statement of 'very special circumstance'

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)

Noise Impact Assessment

When required:

Proposals that generate high levels of noise(ie sports, industrial, commercial using noisy machinery (eg joinery workshops), refrigeration plant and equipment

New housing adjacent to major noise sources

What information is required?

Information provided should be proportionate to the extent of work proposed.

Flood Risk Assessment

When required:

- For every application Flood Zones 2 or 3
- For any application elsewhere with a site area >1Ha
- All new buildings, significant extensions & changes of use within the floodplain or adjacent to a main river
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-main sewer systems such as watercourses and soakaway

What information is required?

Proportionate Flood Risk assessment including Sequential Test if relevant

Where to look for further information

Check the Environment Agency for flood risk areas https://flood-map-for-planning.service.gov.uk/ standing advice for minor extensions (www.gov.uk/guidance/flood-risk-assessment-standing-advice) and sequential tests (www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants) and the Cambridgeshire Flood and Water SPD https://www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents. Full details in the Validation Guidance document.

Landscape Impact Assessment

When required:

- Major schemes which are likely to have a significant visual impact within the landscape
- All applications where an Environment Impact Assessment is required

Where to look for further information

A full list of details to include are on our Validation Guidance document

Avoiding Conditions

If details are submitted at application stage then the imposition of conditions can be avoided

Lighting Assessment/Details of Lighting Scheme

When required:

Any proposal where floodlighting is involved

What information is required?

Details of external lighting including car parks and security lights

Open Space Assessment

When required:

Any development that results in the loss of open space or the provision of open space

What information is required?

Plans should show any areas of existing or proposed open space within, or adjoining, the application site. The assessment should clearly show why the open space is surplus to requirements.

Parking/Servicing Details

When required:
Any major applications of 10+ dwellings or 1000m2 of commercial floor space

What information is required?
A statement about how much parking is to be provided and the way in which it will be accommodated.

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 >100m2 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-infrastrucutre-levy and the SPD on Developer Contributions (www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents)

Planning Obligation(s)/ Draft Heads of Terms

When required:
Applications will not be made invalid if the above are omitted, however you are strongly advised to submit with the following applications as this will speed up the process:

- Any applications of 10+ dwellings
- When advised of the need through pre-application advice

What information is required?
The content will vary according to the development.

Refuse Collection

When required:
Applications will not be made invalid if the above are omitted, however you are strongly advised to submit with the following applications as this will speed up the process:

- Creation of new dwellings
- New retail business
- Industrial or leisure or other similar developments

What information is required?
Details of the provision for the storage and means of disposal of refuse from the site including provision for recyclates as well as arrangements for access for refuse disposal vehicles. Please bear in mind Building Regulations and the RECAP Waste Management Design Guide when considering the siting of bin storage points.

Renewable Energy and Water Consumption Assessment

When required:

- Buildings (new build or conversions) with a gross external floorspace of 1000m2 or more
- Residential development 10+ residential units
- Residential sites of 0.5ha or more
- Any development on a site of 1ha or more

What information is required?
For commercial scale developments please see Renewable Energy (Commercial Scale) SPD and for smaller developments please refer to the Design Guide SPD, both of which are available on our website (www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents)

Retail and Town Centre Uses: Need, Sequential Approach and Impact Assessment

When required:
For proposals relating to main town centre uses, on sites outside of town centre, (only for development of 280m2 net floorspace or larger) including

- New development
- Redevelopment of existing facilities
- Extensions to existing facilities
- Change of use involving development
- Applications to vary or remove existing planning conditions, which would have the effect of creating additional floorspace eg. Mezzanine floor, or changing the range of goods sold

Where to look for further assistance
Full details can be found in the Validation Guidance document

Statement of Community Involvement

When required:
Any development in excess of 50 dwellings of 1000m2 of commercial floorspace.

What information is required?
Supporting statement setting out how the applicant has complied with the requirements of pre-application consultation set out in the local planning authority's adopted statement of community involvement, and demonstrating the views of the local community have been sought and taken into account in the formulation of development proposals.

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 expert, giving details about the condition of the building and whether it is capable of accommodating the proposed works.

Transport Assessment and Travel Plan

When required:
Any development that generate significant amounts of movement

Where to look for further assistance
Transport Strategy for East Cambridgeshire produced by Cambridgeshire County council (www.cambridgeshire.gov.uk/business/planning-and-development/developing-new-communities) it is recommended that you also consult an officer at the Local Highways Authority.

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.

Utilities Statement

When required:
Applications will not be made invalid if the above is omitted, however you are strongly advised to submit with the following applications:

- Any applications of 10+ dwellings
- > 1000m2 of commercial floorspace

Where to look for further assistance
Full details of the requirements are available in our Validation document

Ventilation/Extraction Details

When required:
Applications will not be made invalid if the above is omitted, however you are strongly advised to submit with the following applications:

- Any applications of 10+ dwellings
- > 1000m2 of commercial floorspace

Where to look for further assistance
Full details of the requirements are available in our Validation document