

Validation Checklist and Guidance – Application for Outline Planning Permission with All Matters Reserved *if any Matters Reserved please see the Reserved Matters Checklist

This is a checklist of local requirements only. In addition, mandatory requirements are listed on the accompanying application form. You will be required to provide all of the information required nationally which can be [found here](#) and the information as required on this checklist. Each application has its own requirements and some may need more supporting information than others.

General Notes

- If the application is found to be invalid we will contact you as soon as possible, and from the date of the invalid you will have 21 days to get the required information back to us (unless otherwise agreed).
- [Information on fees](#)
- The statutory determination period for this type of application is 13 weeks from the date the application is valid for a major* development, 8 weeks in all other cases
- Please clearly show any revisions (e.g. Revision A)
- Please note this application can not be used for a change of use with no development.
- Please submit the policy tick sheet with this checklist when submitting your application. The policy tick sheet can be found here [Guidance, Checklists and Advice Notes - Huntingdonshire.gov.uk](#)

Important Note Regarding the Community Infrastructure Levy (CIL)

The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount.

Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability. This can be done using the form 1: CIL Additional Information from the HDC website or Planning Portal, **this should be submitted to your local planning authority alongside every planning application.**

The forms and additional information about the Community Infrastructure Levy, including the Charging Schedule can be obtained from the [CIL webpages](#) on the Council's website or the CIL pages of the Planning Portal.

*Major developments means development involving :the provision of homes where the number to be provided is 10 or more; or the development to be carried out on a site having an area of 0.5ha or more and the numbers are not known; the provision of a building or buildings where the floorspace to be created by the developments is 1000m²+; or the development is to be carried out on a site with an area of 1ha or more.

Item Required	When is this required?	Guidance on the standard of information required	Submitted? Y/N / N/A
Affordable Housing Statement	Where a proposal for residential development exceeds the relevant thresholds for affordable housing in local planning policies. The Affordable Housing Statement can be included in a Planning Statement under a clearly defined heading	As at May 2019, the District Council seeks through its adopted Local Plan to 2036 (policy LP24) a target of 40% affordable housing on all qualifying schemes i.e. on sites of 11 or more homes or 1,001m ² residential floorspace (gross internal area) or more. Guidance is also set out here . A statement/plan is required to identify the amount, location and tenure of the affordable units.	
Agricultural, Forestry and other occupational dwelling(s) appraisal/ justification. Such appraisal to be carried out by a suitably qualified person.	Applications in the countryside/ applications for dwellings associated with rural workers.	These should include why the countryside location is necessary. For dwellings associated with agriculture or other land based rural business. These should include an appraisal of the existing business, the functional need for a dwelling and where necessary an explanation of economic viability.	
Air Quality Statements Such appraisal to be carried out by a suitably qualified person.	Proposals for 200 or more dwellings OR Site is within an Air Quality Management Area (AQMA)OR	The details of the Councils designated Air Quality Management Areas can be found here Applications should be supported by information as necessary to allow full consideration of the impact of the air quality of the area. This should be supported by a technical report. Further advice is available from the Councils Environmental Protection Team	

	Site is within 50m of AQMA or a Clean Air Zone (CAZ)		
Archaeological Assessment	If the site has potential archaeological significance.	An appropriate desk based assessment, apart from where this is insufficient to properly assess the interest, in which case a field evaluation. Further advice is available from NPPF here .	
Biodiversity and Geodiversity Such appraisal to be carried out by a suitably qualified person	All Applications	Complete HDC checklist and if you have answered yes to any of the questions a Preliminary Ecological Appraisal will be required. Further advice is available from NPPF here .	
Biodiversity and Geodiversity Such appraisal to be carried out by a suitably qualified person.	Up to 49 dwellings and all other development	A statement to demonstrate that there will be no net loss in biodiversity and provide a net gain where possible.	
Biodiversity and Geodiversity Such appraisal to be carried out by a suitably qualified person.	50 or more dwellings/Site area 2ha or more	Audit of losses and gains as per policy LP30 of the Huntingdonshire Local Plan to 2036.	

<p>Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)</p> <p>The block plan detail required is in addition to the National Information Requirements</p>	<p>All applications</p>	<p>Must accurately show:</p> <ul style="list-style-type: none"> • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. <p>Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</p>	
<p>Design and Access Statement</p>	<p>All Major developments. Or If in the site is in a Conservation Area and the application is for 1 or more dwelling houses or the floor space created is 100m2+ Or A Listed Building Consent Application</p> <p>Not required for change of use, replacement planning permission or engineering works.</p>	<p>A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users.</p> <p>For further guidance see here https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement.</p> <p>For further details of our Conservation Areas please click here</p>	
<p>Developer Contributions – Draft Head(s) of Terms</p>	<p>For all residential developments over 10 homes</p>	<p>Please see Developer Contributions for further guidance.</p>	
<p>Economic Statement</p>	<p>Applications involving economic growth and/or</p>	<p>To include a supporting statement on the growth/regeneration benefits arising from the proposed development including: details of any new jobs that might be</p>	

	regeneration. The Economic Statement can be included in a planning statement under a clearly defined heading.	created or supported; the relative floorspace totals for each proposed use; and any community benefits.	
Environmental Statement	As required by The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 .	The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the applicant(s) to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place before an application is submitted.	
Flood Risk Assessment	Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 to be accompanied by a Flood Risk Assessment (FRA). For maps and guidance see the Environment Agency website	For householder development and non-domestic extensions not in excess of 250sqm a tick box form can be used and is available here HDC has adopted a Strategic Flood Risk Assessment (SFRA) to provide a detailed and robust assessment of the extent and nature of the risk of flooding in Huntingdonshire. The assessment showed that in some parts of the District there is a significant difference between the extent of the Flood Zones and the extent of the indicative flood plain maps produced by the Environment Agency (EA). The SFRA outputs should be used in conjunction with the EA Flood Zone Maps, the main difference being that the SFRA data takes into account flood defences. In determining whether or not the development proposal would be at risk of flooding, and therefore requires an FRA, the SFRA should be used in conjunction with the EA flood zone maps. For further advice see the (NPPF). here .	

Ground Contamination and/or Groundwater Pollution Investigation	Where contamination is known or suspected, or the proposed use would be particularly vulnerable.	Information should be provided as necessary to determine whether the site is/or can be made suitable for the proposed use/development. Further advice is available from the Council's Environmental Protection Team .	
Groundwater (Protection Of)	If within a Source Protection Zone (SPZ) OR Within 50m of a private potable groundwater source	Information should be provided as necessary to determine whether the site is/or can be made suitable for the proposed use/development. Further advice is available from the Council's Environmental Protection Team .	
Heritage Statement	Where the significance of any heritage asset is affected by the proposal, a statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required.	<p>This should include a statement that describes the significance of any heritage assets affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p> <p>Applications involving development in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Monuments.</p>	

Health Impact Assessment	Health impact Assessment (50 or more dwellings/ 2ha or more)	Rapid HIA as per policy	
Health Impact Assessment	Health impact Assessment (200 or more dwellings)	Full HIA	
Noise Impact Assessment	Applications that raise issues of disturbance by noise to occupants of nearby existing buildings and for developments that are considered to be noise sensitive and which are close to existing sources of noise.	A Noise Impact Assessment prepared by a suitably qualified acoustician. This should provide information on noise levels and any proposed mitigation measures.	
Open Space Assessment	Applications for development within open spaces and/or major residential development An Open Space Assessment can be included in a planning statement or design and access statement under a clearly defined heading.	This should include information to enable us to assess whether: the open space, buildings or land are surplus to requirements; or the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. All applications for major residential development are required to show the contributions towards outdoor playing space and informal open space to be provided as part of the development – Green Space requirements are set out in the Council’s Developer Contributions SPD (December 2011) or any successor document.	
Planning/Supporting Statement	All Applications	A Planning Statement gives an opportunity to explain the proposal and it should identify the context and need for a proposed development and how the proposed development accords with relevant national and local planning policies. It should also include details of any pre-application consultations with the Local Planning Authority, wider community/statutory consultees and neighbours undertaken prior to submission. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required. For major applications a separate statement of community involvement may be appropriate.	

Retail Sequential Approach / Impact Assessment	<p>A proposal for main town centre uses of more than 600m2 net internal floor space that are outside of defined town centres.</p> <p>A proposal for retail uses of more than 600m2 net internal floor space that are outside of defined primary shopping areas.</p>	<p>Main town centre uses are defined within Local Plan policy LP7. The town centres and primary shopping areas are defined in the Local Plan Proposals Map.</p> <p>Further advice is available under the NPPF (2019)</p>	
Statement of Community Involvement	For Major applications where the developer has discussed their ideas with local residents	HDC encourages the developer to discuss their ideas with local residents, interest groups and statutory consultees such as Town or Parish Councils, Highways Authority, Environment Agency, at an early stage. Where this has been carried out, a statement to that effect should be submitted setting out how the applicant has complied with these requirements and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	
Structural Survey	Usually required for applications involving demolition or conversion/replacement building	The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.	
Transport Assessment & Travel Plan	<p>A proposal that includes:</p> <p>1000m2 or more for retail OR 2500m2 for employment OR 50 rooms + for hotels OR 100+bedrooms for residential homes OR</p>	<p>For larger schemes as identified in the thresholds, a Transport Assessment should cover accessibility to the site by all modes of transport, sustainability (public transport/locality of parking provision) and mitigation of transport impacts. The coverage and detail of the Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. In relation to any development of 80 dwellings or more a Residential Travel Plan is required.</p> <p>Further advice on Transport Statements, Transports Assessments and Travel Plans</p> <p>For further advice on planning and the Strategic Road Network</p>	

	<p>50 residential dwellings OR all leisure and 2500m2 or more for Health care and education. Other circumstances may be where more than 100 vehicles visit the site in an hour OR more than 20 HGV vehicles visit the site in one day OR if HGV's are accessing the site between the hours of midnight and 06:00.</p>		
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