

## Validation Checklist – Reserved Matters

**Reserved Matters are defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as:**

- **‘Access’** – the accessibility to and within the site, for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **‘Appearance’** – the aspects of a building or place within the development which determine the visual impression the building or place makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **‘Landscaping’** – the treatment of land (other than buildings) for the purpose of enhancing or protecting the amenities of the site and the area in which it is situated and includes: (a) screening by fences, walls or other means; (b) the planting of trees, hedges, shrubs or grass; (c) the formation of banks, terraces or other earthworks; (d) the laying out or provision of gardens, courts, squares, water features, sculpture or public art; and (e) the provision of other amenity features.
- **‘Layout’** – the way in which buildings, routes and open spaces within the development are provided, situated and orientated in relation to each other and to buildings and spaces outside the development.
- **‘Scale’** – the height, width and length of each building proposed within the development in relation to its surroundings.

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Access Plan	Any reserved matters detailing: <ul style="list-style-type: none"> <li>• Access</li> </ul>	<p>If a new access is proposed, a detailed plan with dimensions should be provided for the proposed situation. If there is an existing access, a detailed plan with dimensions should also be provided for the existing situation.</p> <p>If works are proposed to an existing access, a detailed plan with dimensions should be provided for both the existing situation and proposed situation.</p> <p>A detailed plan with dimensions should include the following:</p> <ul style="list-style-type: none"> <li>• Access to and from the site, as well as within the site for vehicles</li> <li>• How cyclists and pedestrians fit into the existing access network</li> <li>• Visibility splays for both pedestrian and vehicles</li> <li>• Any widening of the existing roads and pavements should be shown</li> <li>• This land should be included in the site edged in red</li> </ul>

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<p>Arboricultural Impact Assessment</p> <p>AND</p> <p>Tree Protection Plan</p>	<p>If yes has been ticked on the application form for either of the 'Trees and Hedges' questions</p> <p>AND/OR</p> <p>where trees and hedges are located adjacent to the site.</p>	<p>If the proposal will influence/affect any mature trees either on or adjacent to the site, then an Arboricultural Impact Assessment (AIA) will be required.</p> <p>If the proposal will only influence/affect younger or smaller trees either on or adjacent to the site, then a tree protection plan may suffice.</p> <p>An Arboricultural Assessment and Tree Protection Plan will need to be produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012</p> <p>Please note, higher protection will be afforded to the following circumstances:</p> <ul style="list-style-type: none"> <li>• a tree within a Conservation Area (All trees with trunks measuring over 7.5cm in diameter at a height of 1.5m from the ground, regardless of age, species or location are automatically protected)</li> <li>• a tree that has a Tree Preservation Order (TPO)</li> <li>• a tree that is mature and highly visible within the surrounding area</li> </ul>
<p>Biodiversity Checklist OR Preliminary Ecological Appraisal</p>	<p>All applications</p>	<p>Complete the <a href="#">HDC checklist</a></p> <p>If you answer 'NO' to all questions, submit a copy of the checklist</p> <p>If you answer yes to any of the questions on the Biodiversity Checklist, a Preliminary Ecological Appraisal will be required to be submitted.</p> <p>Preliminary Ecological Appraisal (PEA) is the term used to describe a rapid assessment of the ecological features present, or potentially present, within a site and its surrounding area of influence in relation to a proposed development.</p> <p>A PEA comprises of a desk study and a walkover survey, such appraisal to be carried out by a suitably qualified person.</p>

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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)	Any reserved matters detailing: <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>Must accurately show:</p> <ul style="list-style-type: none"> <li>• must be on an up-to-date plan</li> <li>• the direction of north</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries</li> <li>• all buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• all public rights of way crossing or adjoining the site</li> <li>• the position of all trees on the site and those on adjacent land that could influence or be affected by the development</li> <li>• the extent and type of any hard surfacing and</li> <li>• the existing and proposed (if any) boundary treatment.</li> </ul> <p><b>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</b></p>
Crime Reduction Statement	Major applications and all other applications involving hostels; cycleways and footpaths; security fencing; ATMs and security shutters.	The statement should set out what measures have been taken to address reduction in crime and the fear of crime. Further advice is available from Cambridgeshire Constabulary's Crime Prevention Design Team.
Design and Access Statement	Any Reserved Matters detailing: <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>A Design &amp; 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>Please use the link for further guidance on <a href="#">design and access statements</a></p>

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Economic Statement	Any Reserved Matters applications including commercial floorspace.	To include a supporting statement on the growth/regeneration benefits arising from the proposed development including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use; and any community benefits. The Economic Statement can be included in a planning statement under a clearly defined heading.
Elevations as proposed (1:50 or 1:100 scale) with written dimensions	Any Reserved Matters detailing: <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Scale</li> </ul>	<p>All sides of the proposal must be shown with written dimensions, and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property.</p> <p>View for examples of <a href="#">acceptable drawings</a></p>
Floor plans as proposed (1:50 or 1:100 scale) with written dimensions	Any Reserved Matters detailing: <ul style="list-style-type: none"> <li>• Layout</li> <li>• Scale</li> </ul>	These must explain the proposal in detail. The drawings should also show details of the proposed development, with written dimensions. All proposed rooms should be labelled.
Heritage Statement	Only required when the proposal affects: <ul style="list-style-type: none"> <li>• a listed building or it's setting,</li> <li>• a conservation area or it's setting,</li> <li>• a scheduled ancient monument or it's setting.</li> </ul>	<p>This should include a statement that describes the significance of any heritage assets (including listed buildings, curtilage of listed buildings, scheduled ancient monuments and conservation areas) affected, including any contribution made by their setting.</p> <p>The detail necessary in a Heritage Statement will vary according to the 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</p>

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		<p>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>
Landscaping details	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Landscaping</li> </ul>	<p>Plans showing the planting scheme for the site including details of species, spacing, number and height upon planting. The plan should identify existing trees and hedgerows that are to be retained as part of the landscaping and protected during the construction phase. Details should be included for implementation, long term maintenance and management of the soft landscape works.</p> <p>These details can be included in a Design and Access Statement under a clearly defined heading/details.</p>
Location plan (1:1250 or 1:2500)	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>Where a Reserved Matters Application proposes to develop only part of a site approved under an Outline Planning Permission a location plan is required that shows the relevant part of the site for consideration.</p> <ul style="list-style-type: none"> <li>• Must be on up to date plan</li> <li>• Must show a north arrow</li> <li>• Must be to an identified scale e.g. 1:1250 or 1:2500 are typical examples dependant on site size and location. The scale must be annotated on the plan.</li> <li>• Must show the site in context to the surrounding properties on an up-to-date map</li> <li>• Must show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</li> <li>• Must show the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> </ul>

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		A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Noise Impact Assessment	<p>Applications for the creation and/or change of use of commercial floorspace and/or the inclusion of mechanical equipment such as flues, air source heat pumps, plant etc which could potentially create noise.</p> <p>OR</p> <p>Where applications are near to be noise generating activities such as an 'A' classified roads, industrial units etc</p>	<p>Applications that raise issues of disturbance by noise to occupants of nearby existing buildings and for developments that are noise sensitive, and which are close to existing sources of noise.</p> <p>A Noise Impact Assessment prepared by a suitably qualified acoustician. This should provide information on noise levels and any proposed mitigation measures.</p>
Open Space Assessment	Applications for development within areas of open spaces publicly accessible and/or major residential developments.	<p>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.</p> <p>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 <a href="#">Developer Contributions SPD</a> (December 2011) or any successor document. An Open Space Assessment can be included in a planning statement or design and access statement under a clearly defined heading.</p>
Parking Provision	Any Reserved Matters detailing:	These details should be shown on the site/block plan or on a separate specific parking plan, minimum of 1:500. The proposed arrangements should be shown. Justification

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	<ul style="list-style-type: none"> <li>• Access</li> <li>• Layout</li> </ul>	<p>should also be provided for changes in the amount of car parking on the site. These details can be included in a Planning Statement under a clearly defined heading/details.</p>
<p>Planning/Supporting Statement</p>	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>A Planning Statement should include the following:</p> <ul style="list-style-type: none"> <li>• An explanation of the proposal</li> <li>• Identification of the context and need for a proposed development</li> <li>• Summary of technical document findings</li> <li>• Assessment of how the proposed development accords with the relevant national and local planning policies</li> </ul> <p>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.</p> <p>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.</p>
<p>Policy Checklist</p>	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>A completed copy of the <a href="#">policy tick sheet</a> must be submitted with your application.</p>
<p>Roof plans as proposed (1:50 or 1:100 scale).</p>	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Appearance</li> </ul>	<p>Plan to show the shape of the roof, including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.</p>
<p>Site Sections as existing and proposed, and finished floor and site levels (1:50 or 1:100)</p>	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> </ul>	<p>Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.</p>

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scale) with written dimensions	<ul style="list-style-type: none"> <li>• Scale</li> <li>• Landscaping</li> </ul> <p>AND</p> <p>Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land</p> <p>OR</p> <p>Where the development is within 300mm of the site boundary</p> <p>OR</p> <p>Where the development is proposed to be built as split levels</p>	<p>Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.</p> <p>If landscaping and access are the only reserved matters, you will not need to submit finished floor levels.</p>
Supporting Information	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> </ul> <p>In some applications, further information may be required. These are specific to applications and not commonly</p>	<ul style="list-style-type: none"> <li>• Manufacturer's specification – images of the finished product and dimensions of the proposed development (such as fencing, above ground storage tanks, oil heating storage etc)</li> <li>• Daylight/sunlight assessment – applications where the following is impacted: <ul style="list-style-type: none"> <li>○ potential losses to neighbouring properties such as overshadowing, loss of light etc</li> <li>○ potential dazzle from buildings with reflective surfaces</li> <li>○ potential impacts on solar panels</li> </ul> </li> </ul>



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	requested but may include:	<ul style="list-style-type: none"> <li>○ Rights to Light</li> </ul>
Telecommunications Development	All applications that propose any mast and antenna development.	<p>A range of supplementary information including area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the ICNIRP.</p>
Ventilation/Extraction Equipment details	<p>Any Reserved Matters detailing:</p> <ul style="list-style-type: none"> <li>● Appearance</li> <li>● Layout</li> <li>● Scale</li> </ul> <p>AND</p> <p>Where the application undertakes retail, business, industrial or leisure or other similar developments where ventilation or extraction equipment is proposed to be installed.</p>	Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics.
Wastewater Management and Utilities Assessment	<p>All reserved matters detailing:</p> <ul style="list-style-type: none"> <li>● Appearance</li> <li>● Layout</li> <li>● Scale</li> </ul> <p>AND</p>	<p>Details of the existing system should be shown on the application plans especially relevant to new buildings. Where non-mains sewerage systems are proposed a full assessment of the suitability of any proposal should be made.</p> <p>Please note, Wastewater Management and Utilities Assessment may be required for developments that include situations such as:</p> <ul style="list-style-type: none"> <li>● require a new connection to the sewer network</li> </ul>

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	All applications for the creation of dwellings or commercial floor space	<ul style="list-style-type: none"> <li>• involve significant increases to flows entering the sewer network; or</li> <li>• involve development of a site identified by the Huntingdonshire Stage 2 Detailed Water Cycle Study or updated, successor or equivalent documents, to have potentially limited sewer network capacity (Amber or Red assessment)</li> </ul> <p>In a Utilities Statement the applicant should demonstrate:</p> <ul style="list-style-type: none"> <li>• the availability of utility services; that proposals incorporate any utility company requirements e.g., substations; that service routes have been planned to avoid as far as possible the potential for damage to where relevant the fabric of Listed Building, trees and archaeological remains; and any replacement or protection of infrastructure</li> </ul>