

## Validation Checklist – Householder Application for Planning Permission for Works or Extension to a Dwelling

Requirement	When is this required?	Documents to be submitted to following standard or include the following
Access Plan	When a new access is proposed or when works are proposed to an existing access	<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>
Arboricultural Impact Assessment  AND  Tree Protection Plan	<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> </ul>

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		<ul style="list-style-type: none"> <li>• a tree that is mature and highly visible within the surrounding area</li> </ul>
Biodiversity Checklist  OR  Preliminary Ecological Appraisal	All applications	Complete the <a href="#">HDC checklist</a>  If you answer 'NO' to all questions, submit a copy of the checklist  If you answer yes to any of the questions on the Biodiversity Checklist, a Preliminary Ecological Appraisal will be required to be submitted.  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. A PEA comprises of a desk study and a walkover survey, such appraisal to be carried out by a suitably qualified person.
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)	All applications	Must accurately show: <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> <li>• must show land necessary to carry out the development (including contractor parking, construction compounds etc.)</li> </ul>

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		<ul style="list-style-type: none"> <li>all development proposed as part of the application and contained within the description of development (e.g., bin and cycle stores)</li> </ul> <p><b>Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</b></p>
Design and Access Statement	All applications for proposed development in a Conservation Area, where the development consists of works to one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.	<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/constraints 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>
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications	<p>These should accurately show the proposed works in relation to what is already there. 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 there is an existing elevation where there will be no proposed works, then photos of this elevation are acceptable. 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>

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Flood Risk Assessment	Planning applications where the site is located in Flood Zones 2 and/or 3.	<p>HDC has adopted a <a href="#">Strategic Flood Risk Assessment (SFRA)</a> 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 considers flood defences.</p> <p>For householder applications, where the additional footprint created by the development does not exceed 250 square metres (This does not include a self-contained annex), please use the <a href="#">tick box form</a>. The tick box form outlines whether floor levels with the proposed development will be set no lower than existing levels AND whether flood proofing of the proposed development has been incorporated where appropriate.</p> <p>If the additional footprint created by the development does exceed 250 square metres, a Flood Risk Assessment will need to be submitted. Please see the guidance which can be found <a href="#">here</a>.</p>
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications except where no floorspace is evident (for example fences.)	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified. All existing and proposed rooms should be labelled.
Heritage Statement	<p>Only required when the proposal affects:</p> <ul style="list-style-type: none"> <li>• a listed building or it's setting,</li> <li>• a conservation area 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</p>

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	<ul style="list-style-type: none"> <li>a scheduled ancient monument or it's setting.</li> </ul>	<p>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>
Location plan (1:1250 or 1:2500)	All applications	<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> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p>

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Roof Plans as existing and proposed (1:50 or 1:100 scale).	All applications except where there are no changes to the existing building(s) roof	Plan to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
Site Sections as existing and proposed, and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	<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>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> <p>Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.</p>
Supporting Information	In some application, further information may be required. These are specific to applications and not commonly requested but may include:	<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>• Noise information such as decibel ratings and manufacturer's specification – applications that raise issues of disturbance by noise to occupants of nearby existing buildings (such as air source heat pumps) and for developments that are noise sensitive.</li> <li>• Parking provision – applications where existing arrangements are affected by the development and/or where additional parking provision is proposed. These details</li> </ul>

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		<p>should be shown on the site/block plan or on a separate specific parking plan, minimum of 1:500.</p> <ul style="list-style-type: none"> <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> <li>○ Rights to Light</li> </ul> </li> <li>• Structural survey – required for applications involving demolition or conversion / replacement building within a Conservation Area.</li> </ul>