



UTTLESFORD DISTRICT COUNCIL

**LOCAL VALIDATION CHECKLIST FOR FULL APPLICATIONS which include applications for LISTED BUILDING CONSENT**

**Uttlesford District Council Local Validation Checklist has been prepared in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended)**

<b>NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015</b>	<b>CORRESPONDING POLICIES &amp; GUIDANCE</b>	<b>THRESHOLD</b>
Application form  Design & Access Statement (DAS)		All applications  <ul style="list-style-type: none"> <li>• If major development or Listed Building</li> <li>•</li> <li>• If over 100m2 non-residential, or</li> <li>• If one or more new dwellings in a Conservation Area.</li> </ul>
Fee  Ownership Certificate – The completed ownership certificate (A,B, C or D) as appropriate <ul style="list-style-type: none"> <li>• If Ownership Certificate B is completed, Notice 1 is required</li> <li>• If Ownership Certificate C is completed, Notices 1 and 2 are required</li> <li>• If Ownership Certificate D is completed, Notice 2 is required</li> </ul> Agricultural Holdings Certificate  Plans – National Requirements. <ul style="list-style-type: none"> <li>• Plan identifying the land to which the application relates</li> <li>• Other plans and drawings and information needed to describe the development</li> </ul>		All applications  All applications          All applications

<ul style="list-style-type: none"> <li>All drawings to be to an identified scale and with a direction of north</li> </ul>		
LOCAL REQUIREMENTS	CORRESPONDING POLICIES & GUIDANCE	THRESHOLD
<p>Plans – Local Requirements</p> <ul style="list-style-type: none"> <li>Site/Location plan</li> <li>Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries</li> <li>Site survey plan (at a scale of 1:200 showing existing and proposed features e.g. roads, access arrangements, parking areas, public rights of way, landscaping, walls, fences, trees, buildings and other structures)</li> <li>Existing and proposed floor plans (at a scale of 1:100 or 1:50)</li> <li>Existing and proposed elevations (at a scale of 1:100 or 1:50)</li> <li>Existing and proposed site sections and finished floor levels (at a scale of 1:100 or 1:50)</li> <li>Existing and proposed access arrangements</li> <li>Roof plans (at a scale of (1:100 or 1:50)</li> <li>Plans and photographs of any parts of the building to be part or fully demolished</li> <li>All plans and drawings indicate; key dimensions (in metric) e.g. width, height, and length; and to a recognised metric scale</li> <li>Identifies the highway boundary (Highway boundary can be obtained from <a href="mailto:Highway.Status@essexhighways.org">Highway.Status@essexhighways.org</a> for more information go to <a href="https://www.essexhighways.org/highway-schemes-and-developments/adoptions-and-land/highway-status-enquiries">https://www.essexhighways.org/highway-schemes-and-developments/adoptions-and-land/highway-status-enquiries</a> )</li> </ul>	<p>The site/location plan</p> <ul style="list-style-type: none"> <li>at a scale 1:1250 or 1:2500 which is up to date.</li> <li>It should identify 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>The application site should be edged clearly with a red line on the location plan.</li> <li>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> <li>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</li> </ul>	<p>All applications</p>

<p><b>A scale bar must be included on all drawings.</b></p>		
<p>Supporting Planning Statement <i>including Statement of Heritage Significance</i></p>	<p>National Planning Policy Framework 2018 (NPPF 2018) paragraphs 189 and 192</p> <p>Associated Historic Environment Planning Practice Guide.</p> <p>The advice in 'Making Better applications for Listed Building Consent' published by Historic Towns Forum may also assist and is available here: <a href="http://www.historictownsforum.org/node/1259">http://www.historictownsforum.org/node/1259</a></p>	<p>If MAJOR development</p> <p>If proposal affects heritage assets</p> <p>If the proposal is within a Conservation Area</p> <p>If there is an Article 4 Direction on the property</p>
<p>Room by Room Schedule</p>	<p>National Planning Policy Framework 2018 (NPPF 2018) paragraphs 195 - 202</p>	<p>Internal works to a Listed Building</p>

External Schedule of Works	National Planning Policy Framework 2018 (NPPF 2018) paragraphs 195 - 202	External works to a Listed Building
Structural Impact Assessment & written confirmation that the applicants will pay for the structural report to be independently assessed	National Planning Policy Framework 2018 (NPPF 2018) paragraphs 195 - 202	Adding basements to or adjacent to Listed Buildings or lowering floor levels of Listed Buildings
Structural Report & written confirmation that the applicants will pay for the structural report to be independently assessed	National Planning Policy Framework 2018 (NPPF 2018) paragraphs 195 - 202	Demolition of Listed Building
Planning Statement regarding Sport/land for sport/loss of sports land	<p>National Planning Policy Framework 2018 (NPPF 2018) paragraph 97</p> <p>Within the supporting statement</p> <ul style="list-style-type: none"> <li>- Extent of playing field area to be lost (area in hectares)</li> <li>- Reason for the chosen location and alternatives considered</li> <li>- Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities) <ul style="list-style-type: none"> <li>– current and recent users of the playing field and the nature and extent of their use.</li> </ul> </li> <li>- How the development fits with the findings of any relevant assessment of need and/or sports related strategy</li> <li>- How the development will be of benefit to sport (including benefit to existing and potential users).</li> </ul>	<p>Development affecting playing field land.</p> <p>Creation or loss of major sports facilities</p> <p>Major residential development (e.g. 300+ dwellings)</p>

	<ul style="list-style-type: none"> <li>- The specification of any ancillary facilities e.g. floodlights.</li> <li>- The specification of any Artificial Grass Pitch and reason for the chosen surface type</li> <li>- How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).</li> <li>- How for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including: <ul style="list-style-type: none"> <li>a) An assessment of the performance of the existing area</li> <li>b) The programme of works (including pitch construction) for the creation of the proposed replacement area</li> </ul> </li> </ul> <p>A management and monitoring plan for the replacement area.</p>	
Streetscape drawing		Infill developments
Transport Statement	<p>NPPF 2019 Paragraph 111  NPPG – Travel Plans, Transport Assessments and Statements HCLG (March 2014)</p> <p><a href="#">Travel plans, transport assessments and statements in decision-taking updated March 2014</a></p>	All schemes involving 1 – 49 residential units or commercial floor space over 100m2

<p>Transport Assessment</p>	<p>NPPF 2019 paragraphs 102 – 111</p> <p>NPPG –Travel Plans, Transport Assessments and Statements HCLG (March 2014)  <a href="#">Travel plans, transport assessments and statements in decision-taking updated March 2014</a></p> <p>UDC Adopted Local Plan 2005 Policies GEN1, GEN2</p>	<p>All applications over 50 residential units or commercial floorspace over 800m2 or as advised by the local highway authority  AND/OR  Where approval is sought for access - which are likely to generate significant amount of vehicle movement i.e. major developments OR Any development likely to result in a material increase in the character of traffic entering or leaving a trunk road</p>
<p>Parking Layouts &amp; Turning Heads and Turning Circles (Including Cycle Parking and Motor Cycle Parking)</p>	<p>NPPF 2019 paragraph 105</p> <p>UDC Adopted Local Plan 2005 Policies GEN1 and GEN8</p> <p>Uttlesford Local Residential Parking Standard Feb 2013</p> <p>ECC Parking Standards</p> <p>Essex Design Guide</p>	<p>All schemes incorporating new on-site parking layout and requiring cycle/motorcycle Parking Provision</p>
<p>Travel Plan</p>	<p>NPPF 2019 paragraph 111</p>	<ul style="list-style-type: none"> <li>• Schemes that will employ 20 or more staff</li> </ul>

	NPPG –Travel Plans, Transport Assessments and Statements HCLG (March 2014)	<ul style="list-style-type: none"> <li>• Schemes comprising over 50 residential units</li> </ul>
Lighting Impact Assessment/Lighting Strategy	NPPF 2018 paragraph 180	Requirement for all MAJOR developments or where specialist lighting (such as stadiums or floodlighting) is required
<p>Flood Risk Assessment (FRA), commensurate with the scale, nature and location, to include:</p> <p>1. An accurate assessment of the level of flood risk demonstrating the proposed land use is suitable and will not increase flood risk on or off site and is resilient to climate change:</p> <ul style="list-style-type: none"> <li>• Including the latest flood map and modelling evidence. Request the latest flood map by contacting the environment agency.</li> </ul>	<p>NPPF 2018 paragraphs 155 – 165 and 170</p> <p>How to produce a Flood Risk Assessment  <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>UDC Adopted Local Plan 2005 Policy GEN3</p>	<ul style="list-style-type: none"> <li>• All development proposals within flood zones 2 and 3</li> <li>• All sites greater than 1 hectare within flood zone 1</li> <li>• Development proposals within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding</li> </ul>
<p>Statement on Sustainable Drainage Systems (SuDS)</p> <p>A completed SuDS Water Quantity and Quality – LLFA Technical Assessment Proforma, which provides guidance and advice to applicants and enables Council officers to ensure that all of the required information is included  <a href="https://www.essexdesignguide.co.uk/suds/what-we-expect/pro-forma/">https://www.essexdesignguide.co.uk/suds/what-we-expect/pro-forma/</a></p>	<p>NPPF 2018 paragraphs 155 – 165 and 170</p> <p>Non-statutory technical standards for sustainable drainage systems  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf</a></p> <p>Essex SuDS or Essex Design Guide</p>	<p>Requirement for all MAJOR developments.  All others are encouraged (as part of FRA or separate statement)</p>



Foul sewage and utilities statement		All MAJOR developments
Air Quality Impact Assessment	NPPF 2018 paragraph 180 UDC Adopted Local Plan 2005 GEN4 and ENV13	For any development within or likely to impact on Saffron Walden AQMA that generate significant additional traffic movements or introduce significant new receptors OR developments elsewhere of 200 or more residential units or commercial development generating significant additional traffic movements
Archaeological Assessment	NPPF 2018 paragraph 189 Desk-based assessment and Field evaluation if desk based assessment points to its necessity.	Where the site includes, or has the potential to include, a heritage asset of archaeological interest.
Biodiversity  - <b>Please put any information relating to Badgers in a separate document because this information has to remain confidential.</b>	NPPF 2019 170 and 175 UDC Adopted Local Plan 2005 GEN2, GEN7  CIEEM Advice Note 'On the Lifespan of Ecological Reports and Surveys' (April 2019) <a href="#">Advice-Note.pdf</a>  Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS)	For MAJOR developments you must use Essex County Council's <a href="#">Essex Biodiversity Validation Checklist</a> .  Minor developments <a href="#">complete the MINOR development Biodiversity checklist</a>  Householder and Listed Building applications should

	<p>Requirements of the Habitats Regulations (The Conservation of Habitats and Species Regulations 2017 (as amended)) and the need for sufficient information to assess relevant plans or projects in the context of Habitats sites.</p>	<p>complete and submit <a href="#">householder and listed building consent biodiversity validation checklist</a></p> <p>All applications within the Zone of Influence for protected coastal sites included in the Essex Coast RAMS where there will be a net increase in residential units <a href="#">Uttlesford District Council - Essex Coast Recreational disturbance Avoidance and Mitigation Strategy</a></p> <p>All Ecology reports shall meet the requirements of BS42020 and CIEEM's Advice Note on the age of data – reports over 12 months old may need to be updated</p>
<p>Functional and viability assessment and written confirmation that the agent will fund for this to be independently assessed.</p>	<p>NPPF 2018 paragraph 57</p> <p>UDC Adopted Local Plan 2005 H12, ENV5, S7</p> <p>PPS7 Annex A – Whilst withdrawn as Government guidance it offers sound advice on contents on any assessment.</p>	<p>When the proposal includes an isolated dwelling in the countryside for agricultural; equestrian or other rural based enterprises business.</p>

	Professional assessment by independent expert/consultant on whether there is an essential need for a rural worker to live near their place of work in the countryside.	
Land Contamination Assessment:	<p>NPPF 2018 paragraphs 178 and 180</p> <p>UDC Local Plan Policy Adopted 2005 ENV14</p> <p>The applicant should provide an appropriate contamination assessment with the application following the Essex guidance contained in Land Affected by Contamination 3<sup>rd</sup> Edition which sets out a sequential approach to the assessment, to determine whether the proposed development can proceed</p>	Where contamination is known or suspected.
Health Impact Assessment	<p>UDC Local Plan Policy Adopted 2005 GEN6</p> <p>Set out impact on health services and promotion of healthy living</p>	Development of more than 200 residential units.
Landscape and visual impact appraisal	<p>NPPF 2018 paragraphs 127, 141 and 150</p> <p>UDC Local Plan Policy</p> <p>A professional landscape and visual impact assessment that demonstrates the impacts on the</p>	Proposal for major development.

	character and appearance of the landscape and includes an appropriate mitigation strategy.	
Noise Impact Assessment	<p>NPPF 2018 paragraph 180</p> <p>UDC Local Plan Policy ENV10 and ENV11</p> <p>A professional noise assessment that demonstrates the impact of the development on the amenity of existing residential properties or in the case of proposed new residential development demonstrates the likely impact on the amenity of the occupiers of the proposed dwellings including mitigations proposals.</p>	<p>For industrial uses falling within class B2 (general industrial uses) or other development likely to be a source of noise which may cause loss of amenity and that are proposed within 10 metres of a boundary with residential property or for proposed residential uses that are adjacent to or within close proximity of noise generating industrial uses or likely to be materially affected by road, rail or aircraft noise.</p>

<p>Community Engagement</p>	<p>NPPF 2018 paragraphs 39 – 40; 128 - 129</p> <p>Uttlesford District Council Statement of Community Involvement</p> <p>Submission of a report outlining what public consultation has been undertaken and how the results have been taken into account in the application.</p>	<p>Major developments of 10 dwellings or more, including sheltered housing</p> <p>Retail development of 1,000sqm or more</p> <p>Large road schemes</p> <p>And other developments of 1,000sqm or more likely to generate significant public interest..</p>
<p>Ventilation/Extraction System</p>	<p>NPPF 2018 paragraph 180</p> <p>UDC Adopted Local Plan Policies GEN2 and GEN4</p> <p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.</p>	<p>For proposed new restaurants; hot food takeaways and public houses and other premises selling/serving hot food.</p>
<p>Waste Management Scheme</p>	<p>UDC Adopted Local Plan 2005 Policy GEN2</p> <p>Contact Environmental Services at Uttlesford District Council for additional information.</p>	<p>Applications where a large amount of waste may be produced which may cause loss of amenity to neighbouring residents for example keeping horses, poultry, livestock.</p>

Minerals Resource Assessment	Requested by Essex County Council Minerals & Waste	All planning applications for development on a site located within a Minerals Safeguarding Area that is 5ha or more for sand and gravel, 3ha or more for chalk and greater than 1 dwelling for brickearth or brick clay.
Minerals Infrastructure Impact Assessment	Requested by Essex County Council Minerals & Waste	Proposed development falling within 250m of permitted or existing mineral and/or waste infrastructure, or land allocated for the same. This extends to 400m in the case of Water Recycling Centres.
Waste Infrastructure Impact Assessment	Requested by Essex County Council Minerals & Waste	Proposed development falling within 250m of permitted or existing mineral and/or waste infrastructure, or land allocated for the same. This extends to 400m in the case of Water Recycling Centres.
Fire Statement Form	Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 ("the 2015 Order") inserted by article 4 of the Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021).	Buildings over 18m or having 7 storeys or more

Note:

Version

All drawings must be suitable for scanning and display electronically. Please note that applications can be submitted electronically via the Planning Portal.

Major development is defined in planning as any development involving any one or more of the following:

- the winning and working of minerals or the use of land for mineral-working deposits
- waste development
- the provision of dwellinghouses where the number of dwellinghouses to be provided is ten or more
- the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the number of dwellinghouses to be provided is ten or more
- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more
- development is carried out on a site having an area of one hectare or more.