



**LOCAL VALIDATION CHECKLIST FOR HOUSEHOLDER AND LISTED BUILDING
CONSENT APPLICATIONS**

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).

Current version:	July 2024
Amendment:	

NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	When required?	What is required?
Completed application form	All applications	<p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission.</p> <p>Failure to use the correct forms will delay the application and make it invalid.</p> <p>An ownership certificate A, B, C or D must be completed stating the ownership of the property. Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required; If Ownership Certificate C is completed, Notices 1 and 2 are required; If Ownership Certificate D is completed, Notice 2 is required;</p> <p>You must complete and submit only one certificate with your application. Please note that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Agricultural Holdings Certificate – even if your application is for non-agricultural use – to confirm whether or not any of the land to which the applications relates is, or is part of, an agricultural holding. Guidance on how to fill out these forms can be found at the Planning Portal web site.</p>

<p>Location Plan</p>	<p>All applications</p>	<p>A plan which:</p> <ul style="list-style-type: none"> • Identifies the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear). • Is drawn to an identified metric scale (scale bar included on drawing). • Shows the direction of North. • Site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site; • Shows all the land necessary to carry out the development within the red outline – for example, land required to access the site from a public highway to where it meets the road, visibility splays, landscaping, car parking and open areas around buildings. • Is based on an up-to-date map. This should be at an identified scale of 1:1250 or 1:2500 • Should wherever possible show at least two named roads surrounding buildings.
<p>Block Plan</p>	<p>All applications – except for window replacements, shopfronts, advertisement.</p>	<p>A block plan of the existing site (1:100, 200 or 500 scale – scale bar included on drawing) which must 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 written dimensions including those to the boundaries • All the 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 (existing and proposed) 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 (existing and proposed) • Boundary treatment including walls or fencing where these are proposed.

<p>Design and Access Statement (DAS)</p>	<p>All 'major' applications or Listed Building Consent applications or where within a Conservation Area & comprises :</p> <p>A) Erection of one or more houses or:</p> <p>B) Erection of building(s) with 100m² or more floorspace</p>	<p>A Design and Access Statement, proportionate to the scale of the development. The document should be visual, using diagrams, sketches, plans and photographs to explain the evolution of the proposals where appropriate. All design and access statements must:</p> <ul style="list-style-type: none"> • Explain the design principles and consents that have been applied • Demonstrate the steps taken to appraise the context of the development and how its design takes that context into account • Explain the access approach proposed, and how policies relating to access have been taken into account • State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and explain how any specific issues which might affect access have been addressed. This should include the outcome of any formal Design Reviews undertaken. <p>In addition:</p> <ul style="list-style-type: none"> • Where a site is located within a Conservation Area, reference to this must be included within the Statements as must any Statutory Listing or designation. • For Listed Buildings, an explanation of how the historical and architectural importance of the Listed Building – in particular its physical features and setting – has been considered when designing the proposed development should also be provided.
<p>Planning Fee</p>	<p>All applications with a fee</p>	

Local Validation Requirements (Local List)

Plans / Elevations / Section Drawings – General Guidance for All Drawings and Plans

In addition to the Location Plan and Block Plan as referred to above, all drawings (excluding supplementary renders or sketches) must include:

- A title and drawing number (with the relevant revision number as necessary)
- The paper size
- A recognised scale (1:0, 1:100, 1:200, 1:500, 1:1250 or 1:2500), and including scale bar and identifying the relevant scale at that print size (e.g. 1:50 at A3 or 1:100 at A3) – the wording ‘do not scale’ should not be used (unless in the form ‘do not scale, except for planning purposes’).
- The proposed development shown in relation to the site boundaries and other existing buildings on the site;
- Neighbouring properties and neighbouring windows must always be shown on plans, elevations and sections (both existing and proposed);
- Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings
- For major applications, existing and proposed plans must be shown on separate drawings (unless amendments are proposed);
- For householder and minor applications both the proposed and existing plans can be shown on the same plans;
- When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g. A4 or A3)

For additional plans and documents the level of detail provided should be proportionate to the scale / complexity of the development.

Drawing Type	When required?	What is required?
1a. Elevations (Existing and Proposed)	Required for all applications that involve building works (including changes of use).	<p>Plans must:</p> <ul style="list-style-type: none"> • Be at an appropriate scale usually 1:50 or 1:100 for householder and minor applications. A SCALE BAR MUST BE INCLUDED ON ALL DRAWINGS • Be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this); • Show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building); • Show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings • Identifies the highway boundary (Highway boundary can be obtained from highways.Status@essexhighways.org for more information go to https://www.essexhighways.org/highway-schemes-and-developments/adoptions-and-land/highway-status-enquiries)
1b. Floor Plans (Existing and Proposed, including roof plans)	Applications that involve building works (including changes of use)	<p>Plans must:</p> <ul style="list-style-type: none"> • Be at an appropriate scale, usually 1:50 or 1:100 for householder and minor applications • Show details of existing building(s) • Show the proposed building including each floor and roof • Be included for all floors, including floors where there are no changes proposed • Show the site boundary and the outline of any existing neighbouring buildings; • Show any existing buildings or walls which are to be demolished and show cycle parking arrangements (including annotation stating the number of cycle stands) • Show internal storage and proposed refuse storage facilities.

		Applications proposing new residential accommodation, including conversion, must state room sizes and overall unit sizes on the plans (Gross Internal Area).
1c. Sections (Existing and Proposed)	Proposals for new and altered buildings and/or changes in ground levels, or on sloping sites or involving roof level accommodation	<p>Plans must:</p> <ul style="list-style-type: none"> • Be at 1:50 or 1:100 • Show cross sections through the site and buildings indicating details of existing site levels and finished floor levels • Show the proposals in relation to neighbouring buildings • Section through a building should include all floors, including the basement, loft / roof space, along with any terraces. <p>In case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.</p> <p>For major applications and shopfronts within Conservation Areas, plans at 1:10 or 1: 5 should be provided to show typical window joinery / sections, entrances and balconies.</p>
2. Drawings relating to Amendment Applications	Minor Material (section 73) Amendments Or Non-material Amendments (section 96a)	<p>Must include:</p> <ul style="list-style-type: none"> • A full update or revision of the originally approved plans where changes occur, including proposed plans, elevations and sections, being annotated or marked up to highlight the proposed changes • Copies of the originally approved plans / elevations /section for information • Plans must include all information and clarifications originally included on the approved plans <p>In regard to minor amendments, if the original application was EIA development, please see further guidance for Environmental Statements.</p>

Supporting Statements / Information			
Requirement	Which applications?	What is required?	Justification
Visibility Splays	Any application where a new access is proposed or an alteration to an access.	A drawing showing the visibility splay in accordance with the signed speed of the road.	NPPF
Biodiversity Survey and Report Please put any information relating to Badgers in a separate document because this information has to remain confidential.	All applications	Householder and Listed Building applications should complete and submit UDC Householder and Listed Building Consent Biodiversity Validation Checklist 21-03-17 DRAFT FROM FI.pdf (uttlesford.gov.uk) Applications that require ecology reports shall be supported by an adequate survey and, where ecological reports recommend that further surveys may be necessary, the results of these surveys and details of any mitigation should also be provided prior to validation. The findings of the report shall be available as part of the application submission details displayed on the website. All Ecology reports shall meet the requirements of BS42020 and CIEEM's Advice Note on the age of data – reports over 12 months old will need to be updated	NPPF Planning Practice Guidance 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.
Flood Risk Assessment - commensurate with the scale, nature and location	Development either: • In flood zone 2 or 3 including minor development and	A site specific flood risk guidance can be found - Flood risk and coastal change - GOV.UK (www.gov.uk) The flood risk assessment should:	NPPF Planning Practice Guidance

	<p>change of use</p> <ul style="list-style-type: none"> • More than 1ha in flood zone 1 • Less than 1ha in flood zone 1, including change of use in development type to a more vulnerable class (for example from commercial to residential), where they would be affected by sources of flooding other than rivers (for example surface water drains) <p>In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency</p>	<ul style="list-style-type: none"> • Be undertaken by a suitably qualified specialist. • Identify and assess the risks of all forms of flooding to and from the development; • Demonstrate how these risks will be managed, taking into account climate change; • Identify opportunities to reduce the probability and consequence of flooding; • Include the design of surface water management systems including Sustainable Drainage System (SUDS) • Address the requirements for safe access to and from the development <p>National Standing Advice is available - Preparing a flood risk assessment: standing advice - GOV.UK (www.gov.uk)</p> <p>Completion and submission of Water Framework Directive Risk Assessment - Water Framework Directive risk assessment (publishing.service.gov.uk)</p>	<p>Uttlesford Local Plan</p>
<p>Heritage Statement</p>	<p>Development which has the potential to impact designated and no-designated heritage assets and their settings.</p> <p>Designated assets include listed buildings, conservation areas, Scheduled Ancient Monuments and Historic Parks and Gardens.</p> <p>If the proposal is within a</p>	<p>The Heritage Statement should include:</p> <ul style="list-style-type: none"> • A description of the significance / statement of significance of the asset and a description of the contribution of their setting to that significance • A schedule of, and justification for proposed works • An assessment / heritage impact statement of the impact of the proposals on the asset's significance • In the case of archaeological assets, the provision of a desk-based assessment and, where necessary, the results of a field evaluation • A structural survey / plan if demolition is proposed or there is a threat to the structural integrity of a listed building; and • An explanation of how harm will be minimised and the significance will be preserved and enhanced. 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>UDC Local Plan</p>

	<p>Conservation Area</p> <p>If there is an Article 4 Direction on the property.</p>	<ul style="list-style-type: none"> • Room by Room Schedule • External Schedule of works <p>The level of detail should be proportionate to the importance of the heritage asset.</p>	
Lighting Assessment	<p>Where external lighting or flooding is provided or made necessary by development in:</p> <ul style="list-style-type: none"> • A publicly accessible place • The vicinity of residential property, listed building or conservation areas • The vicinity of sites of importance for wildlife and nature conservation or the open countryside and Sites adjacent to a public highway 	<p>The Assessment should include:</p> <ul style="list-style-type: none"> • A layout plan showing details of the number, type, location, size, column heights, intensity and beam orientation and a schedule of the proposed equipment. • For areas where outdoor floodlighting is proposed a lux contour plan must be provided • Details of any directional hoods and other mitigation equipment • The proposed hours of operation of the lighting • The potential impact on wildlife and • Any potential impact on the visibility and appreciation of the night sky • The impact on residential properties or other sensitive receptors with reference to the Institute of Lighting Professionals' Guidance Notes for the Reduction of Obtrusive Light 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
Parking Plan	<p>When the proposals involve the conversion of a garage to living space; increase in number of bedrooms or building over a parking space – a drawing showing proposed parking arrangement.</p>		<p>Government Guidance on Information Requirements and Validation</p> <p>Uttlesford Local Plan</p> <p>Uttlesford Local Residential Parking Standard Feb 2013</p>

			ECC Parking Standards
Public Right of Way Plan	All applications where there is a Public Right of Way within the applicant's land, directly or indirectly affected by the proposals, or a Public Right of Way at the site's boundary.	The Public Right of Way should be displayed and clearly marked on any submitted drawings to ensure that the PROW network remains protected.	NPPF
Schedule of materials	All applications with external materials	Clear and concise schedule of proposed materials.	To prevent the need for a further application for discharge of a condition.
Structural Impact Assessment	Adding basements to or adjacent to Listed Buildings or lowering floor levels of Listed Buildings	To include written confirmation that the applicants will pay the Council's reasonable cost to have the Structural Impact Assessment independently assessed.	NPPF
Structural Survey	Any application involving substantial demolition. It may also be required where there is some doubt as to the existing structural stability of a building which is proposed to be converted.	<p>The Survey shall:</p> <ul style="list-style-type: none"> • Describe, explain and illustrate the current condition of the property • The structural problems • The options for and cost of repair of the building • A methodology for undertaking the proposed demolition works, demonstrating that works can be carried out safely and remaining on site or neighbouring structures are safeguarded. <p>For conversions, the survey should demonstrate that the structure of the building is adequate to meet the needs of the new use. If the survey identifies that rebuilding work is necessary, the extent of the building work should be clearly indicated.</p> <p>If substantial structural alterations to a heritage asset are</p>	

		<p>proposed, it must demonstrate that they can be carried out without unacceptable risk to:</p> <ul style="list-style-type: none"> • The integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that appear uncontroversial but have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements. <p>The report must be undertaken by a competent and qualified person.</p>	
Tree Survey & Report	For development affecting trees, including on site or on adjoining / neighbouring land or for works to trees	<p>For development affecting trees within, or adjoining a site:</p> <ul style="list-style-type: none"> • The species, position of tree(s) and canopy spread should be accurately shown on a site plan. • The plan must indicate any trees which are to be felled (and replanting proposals, or the reasons for not proposing replanting), retained or affected by the proposed development. • The location of any trees within adjacent properties that may be affected by the application should also be shown. A Statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. This information should be prepared by a qualified arboriculturist. Further guidance is also provided in BS5837:2012 – Trees in Relation to Design, Demolition and Construction. <p>For applications relating to works to trees:</p> <ul style="list-style-type: none"> • A plan of the site is required. The plan can be hand drawn for smaller sites/applications but should clearly show the position of the tree(s), annotated as T1, T2 etc, in relation to buildings and a named road. • For larger sites with numerous trees, it may be necessary to provide a plan showing only those trees subject to proposed 	Planning Practice Guidance

		<p>works in order to provide clarity.</p> <ul style="list-style-type: none"> • Photographs showing the tree(s) subject of the application would be beneficial in assessing the proposal as would a colour coded plan. <p>Details of the proposed works to the tree(s) are required: Pruning works must be expressed in metres, except for crown thinning, that can be expressed as a percentage. If consent is granted it is vital that anyone implementing the consent can readily determine the extent of the works which have been approved without the need to seek further clarification.</p> <p>Applications for works to a tree covered by a Tree Preservation Order must include reasons for the works. The greater the amenity value of the tree(s) and the greater the impact of the proposed works, the stronger the reasons must be to justify the works.</p>	
Memorandum of Understanding	With all applications submitted by or on behalf of Uttlesford District Council		

Note: All drawings must be suitable for scanning and display electronically, and must comply with the appropriate Copyright Legislation and permissions. Please note that applications can be submitted electronically via the Planning Portal - [Applications - Applications - Planning Portal](#)