



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)

NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015	CORRESPONDING POLICIES & GUIDANCE	THRESHOLD
Application form		All applications
Design & Access Statement (DAS)		Listed Building Consent
<p>Fee</p> <p>Ownership Certificate – The completed ownership certificate (A,B, C or D) as appropriate</p> <ul style="list-style-type: none"> • 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>Agricultural Holdings Certificate</p> <p>Plans – National Requirements.</p> <ul style="list-style-type: none"> • Plan identifying the land to which the application relates • Other plans and drawings and information needed to describe the development • All drawings to be to an identified scale and with a direction of north 		<p>All applications</p> <p>All applications</p> <p>All applications</p> <p>All applications</p>

LOCAL REQUIREMENTS	CORRESPONDING POLICIES & GUIDANCE	THRESHOLD
<p>Plans – Local Requirements</p> <ul style="list-style-type: none"> • Site/Location plan • Block plan of the site (at a scale of 1:200 or 1:500) showing any site boundaries • 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) • Existing and proposed floor plans (at a scale of 1:100 or 1:50) • Existing and proposed elevations (at a scale of 1:100 or 1:50) • Existing and proposed site sections and finished floor levels (at a scale of 1:100 or 1:50) • Existing and proposed access arrangements • Roof plans (at a scale of (1:100 or 1:50) • Plans and photographs of any parts of the building to be part or fully demolished • All plans and drawings indicate; key dimensions (in metric) e.g. width, height, and length; and to a recognised metric scale • Identifies the highway boundary (Highway boundary can be obtained from Highway.Status@essexhighways.org for more information go to https://www.essexhighways.org/highway-schemes-and-developments/adoptions-and-land/highway-status-enquiries) 	<p>The site/location plan</p> <ul style="list-style-type: none"> – at a scale 1:1250 or 1:2500 which is up to date. - 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. - The application site should be edged clearly with a red line on the location plan. - 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). - A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. - Please note that requirements will depend on what is being proposed i.e. a roof plan is unlikely to be required if the application is for replacement windows (unless the window forms part of the roof) 	<p>All applications (where necessary)</p>

<p>A scale bar must be included on all drawings.</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: http://www.historictownsforum.org/node/1259</p>	<p>If MAJOR development</p> <p>If proposal affects heritage assets including Listed Buildings, Locally Listed Building and Ancient Monuments</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
<p>Flood Risk Assessment (FRA), commensurate with the scale, nature and location, to include:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> Including the latest flood map and modelling evidence. Request the latest flood map by contacting the environment agency. A completed Flood Risk Assessment Checklist, which provides guidance and advice to applicants and enables Council officers to ensure that all of the required information is included. 	<p>NPPF 2018 paragraphs 155 - 165</p> <p>How to produce a Flood Risk Assessment https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>UDC Adopted Local Plan 2005 Policy GEN3</p>	<ul style="list-style-type: none"> All development proposals within flood zones 2 and 3 All sites greater than 1 hectare within flood zone 1 Development proposals within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding
Biodiversity	NPPF 2019 170 and 175	

Version

<p>- Please put any information relating to Badgers in a separate document because this information has to remain confidential.</p>	<p>UDC Adopted Local Plan 2005 GEN2, GEN7</p> <p>CIEEM Advice Note 'On the Lifespan of Ecological Reports and Surveys' (April 2019) Advice-Note.pdf</p> <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>Householder and Listed Building applications should complete and submit householder and listed building consent biodiversity validation checklist</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>Parking Plan</p>	<p>Government Guidance on Information Requirements and Validation – paragraphs 94 & 95</p> <p>UDC Adopted Local Plan 2005 Policies GEN1</p> <p>Uttlesford Local Residential Parking Standard Feb 2013</p> <p>ECC Parking Standards</p>	<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>

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