



**FULL INCLUDING LISTED BUILDING CONSENT NATIONAL AND LOCAL
VALIDATON CHECKLIST**

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).	Plans must: <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)	Plans must: <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
Affordable Housing Statement	Residential development of: <ul style="list-style-type: none"> • 15 or more dwellings and is not a reserved matter 	<p>Statements should include information on affordable and market housing including:</p> <ul style="list-style-type: none"> • Number of residential units; • Number of affordable units; • Mix of units with numbers of habitable rooms and /or bedrooms and the floorspace of habitable areas; • Tenure of units; • A plan showing the location of the affordable units with details of habitable rooms / bedrooms and floorspace of habitable areas; • Details of any Registered Social Landlords acting as partners in the development. • Amenity space in square metres • Size of any communal area – where applicable • Whether the property is either wheelchair adaptable or wheelchair accessible <p>If the level of affordable housing proposed on site is less than the policy requirement, this will need to be justified and will require a Viability Assessment / Appraisal (see below) to accompany the Statement.</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>

<p>Air Quality Impact Assessment</p>	<p>Development that may increase levels of air pollution, particularly where it would:</p> <ul style="list-style-type: none"> • Lead to a significant increase in congestion or HGV movements • Include significant car parking • Emit dust • Introduce sensitive receptors e.g. dwellings, schools and hospitals, into an area of existing poor air quality. 	<p>It should include:</p> <ul style="list-style-type: none"> • A description of baseline conditions and how these could change • Assessment methods to be adopted and any requirements around verification of modelling air quality • The basis for assessing impact and determining the significance of an impact • A measure of impacts upon areas with existing poor air quality / sensitive locations • A measure of impacts upon the amenity and health of occupiers and neighbours • Proposed remedial or mitigation measures, including during construction phases <p>The assessment should be carried out by a suitably qualified air quality consultant.</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p><u>Interim Climate Change Planning Policy</u></p>
<p>Archaeological Assessment</p>	<p>Where the site includes, or has the potential to include, a heritage asset of archaeological interest.</p>	<p>Desk based assessment and Field Evaluation where the assessment points to its necessity.</p>	<p>NPPF</p>
<p>Biodiversity Survey and Report</p> <p>Please put any information relating to Badgers in a separate document because this information has to remain confidential.</p>	<p>All applications</p>	<p>For MAJOR developments you must complete and submit Essex County Council's <u>biodiversitychecklist15essex2018.pdf</u> (<u>placeservices.co.uk</u>)</p> <p>Minor developments you must complete and submit <u>UDC Minor Development Biodiversity Checklist1.pdf</u> (<u>uttlesford.gov.uk</u>)</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 <u>Uttlesford District Council - Essex Coast Recreational disturbance Avoidance and Mitigation</u></p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Requirements of the Habitats Regulations (The Conservation of Habitats and Species Regulations 2017 (as amended)) and</p>

		<p>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.</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 will need to be updated</p> <p>Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) CIEEM Advice Note 'On the Lifespan of Ecological Reports and Surveys' (April 2019) Advice-Note.pdf (cieem.net)</p>	<p>the need for sufficient information to assess relevant plans or projects in the context of Habitats sites.</p>
Community Engagement	<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>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>NPPF</p> <p>Uttlesford District Council Statement of Community Involvement</p>

Daylight / Sunlight Assessment	<p>Major development:</p> <ul style="list-style-type: none"> • Where there is a potential adverse impact upon the current levels of sunlight and daylight enjoyed by neighbouring properties, including associated gardens or amenity space. • Where the site is subject to potential adverse impact from adjoining buildings or features, or • Where one part of the development is affected by another part of the same developments. 	<p>It should identify and examine the impacts upon existing properties and sites with extant planning permissions and demonstrate that the proposed development would provide adequate levels of amenity in regard to daylight, sunlight and overshadowing.</p> <p>The assessment should conform to the methodology identifies in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight; A guide to good practice' (2011). All submissions must include an overshadowing study, showing shadow diagrams at different times of the day and throughout the year.</p> <p>The report should be prepared by a suitably qualified professional.</p>	<p>NPPF</p> <p>Planning Practice Guidance</p>
Economic Statement	<p>Any application that creates new employment uses or results in the loss of existing employment uses.</p>	<p>This Statement should include:</p> <ul style="list-style-type: none"> • Existing and proposed job numbers on site • Existing and proposed floorspace for each proposed use (where known) • Any community benefit • The loss of employment land • Any evidence that jobs would be replaced in other employment locations • Where employment uses on site would not be replaced in other employment locations, evidence to show: <ul style="list-style-type: none"> - How long the land has been subject to marketing (related to any policy requirements regarding the form and period of marketing) - Why the site is no longer suitable for employment use, including - The accessibility, condition and suitability of the premises for employment, including its environmental impact of the area and the cost of remediation. 	<p>NPPF</p> <p>Planning Practice Guidance</p>

		- Any proposals for improving employment skills.	
Energy / Sustainability Assessment	Commercial development involving 1000m ² or more Or Residential sites of 0.5ha or 10 dwellings upwards	<p>For all new building development (residential and non-residential development)</p> <ul style="list-style-type: none"> • Evidence demonstrating how the proposed development will, both pre and post construction address energy and water consumption, reduce transport impacts and use of sustainably sourced materials • Evidence demonstrating how the proposed building(s) will reduce the CO₂ emissions of the entire scheme <p>For all applications proposing the conversion of existing buildings to residential use:</p> <ul style="list-style-type: none"> • A statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed <p>For all applications proposing the large-scale extension of existing buildings and applications for the conversion of non-residential buildings:</p> <ul style="list-style-type: none"> • A statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed and the BREEAM level that would be achieved. <p>Waste & Recycling</p> <p>All applications should set out how waste collection and recycling facilities will be provided. Large scale major developments (50 plus homes, or 5,000m² upwards of new commercial floorspace) should demonstrate that the relevant waste collecting authority has been consulted on the final form of facilities proposed.</p>	NPPF Planning Practice Guidance

Flood Risk Assessment	<p>Development either:</p> <ul style="list-style-type: none"> • In flood zone 2 or 3 including minor development and change of use • 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) • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency 	<p>A site specific flood risk guidance can be found - Flood risk and coastal change - GOV.UK (www.gov.uk)</p> <p>The flood risk assessment should:</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>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
Health Impact Assessment	Development of more than 200 residential units.	Set out impact on health services and promotion of healthy living	UDC Local Plan
Heritage Statement	Development which has the potential to impact designated and non-designated heritage assets and their settings.	<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 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>UDC Local Plan</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 Conservation Area</p> <p>If there is an Article 4 Direction on the property.</p>	<ul style="list-style-type: none"> • 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>The level of detail should be proportionate to the importance of the heritage asset.</p>	
<p>Land Contamination Assessment</p>	<p>Where:</p> <ul style="list-style-type: none"> • Contamination is known or suspected or • The proposed use is sensitive or • If the site is within 250metres of a former landfill site or other potentially contaminated land. 	<p>In all cases, a preliminary risk assessment (PRA), in the form of a Phase 1 Desk Top Study including:</p> <ul style="list-style-type: none"> • A description of the site and the scope of the site inspection • A full review of historical land use and the potential for contamination, contaminant type and characteristics • Details of consultation with the relevant regulatory authorities • An outline Conceptual Site Model (CSM) identifying potential risks • If appropriate, a proposed site investigation strategy based on the relevant information discovered by the desk study <p>Phase 2 – Intrusive survey on highly contaminated sites, an environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> • Site inspection scope • Review of historical land use • Review of environmental setting • Qualitative environmental risk assessment 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>

		<ul style="list-style-type: none"> • Review of existing relevant reports • All investigative works and sampling on site, together with the results of analysis, risk assessment to any receptors and a proposed remediation strategy with timetable that will render harmless the identified contamination given the proposed end-use of the site and surrounding environment including any controlled waters <p>The report must be undertaken by a competent and qualified person.</p>	
Landscape and Visual Impact Assessment	<p>Major development</p> <p>Or</p> <p>Other development likely to have significant impact on the surrounding area and on the character of the site.</p>	<p>The Assessment should include:</p> <ul style="list-style-type: none"> • Details of hard and soft landscaping proposals • Details of existing landscape features to be retained and those to be removed • Layout and specification of proposed species, their size and planting densities • Proposals for long term maintenance and landscape proposals • The relationship of the site as proposed and its surrounding area and any impact on its character • The protection to be afforded to utility services, to trees and other vegetation during construction of the development. <p>Where a tree survey is undertaken as part of the assessment, it should be carried out by a qualified arboriculturist and follow British Standards Guidance (BS5837).</p>	<p>NPPF</p> <p>Uttlesford Local Plan</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 	<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 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>

	<p>conservation areas</p> <ul style="list-style-type: none"> • The vicinity of sites of importance for wildlife and nature conservation or the open countryside and • Sites adjacent to a public highway 	<ul style="list-style-type: none"> • 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 	
Noise and Vibration Impact Assessment	<p>All development involving:</p> <ul style="list-style-type: none"> • Potentially noise generating developments e.g. industrial and commercial uses • Noise sensitive uses proposed in the vicinity of existing noise generating uses. • Mixed use applications comprising both noise generating and noise sensitive uses and • Noise generating uses proposed in the vicinity of areas of wildlife protection and tranquil areas. 	<p>The Assessment should:</p> <ul style="list-style-type: none"> • Assess existing background noise/vibration levels. Such monitoring should be sufficient to account for the worst-case scenarios. • Predict noise/vibration levels using accepted acoustic calculations/modelling • Assess the impact of the proposed use/development with reference to relevant standards/guidance. • Demonstrate how the development will be designed, located and controlled to mitigate impacts, having regard to the Agent of Change principle within the NPPF, with a view to (as a minimum) achieving target values set out in relevant British Standards and Guidance • Have regard to any air quality mitigation scheme/requirements so that both will work in harmony. • Where commercial and residential are proposed to be developed above or below the other, include an assessment of the level of sound insulation provided by the construction that separates the commercial and residential unit(s). <p>The report must be undertaken by a competent and qualified person.</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
Minerals Infrastructure Impact Assessment	<p>All applications within 250m of permitted or existing mineral and/or waste infrastructure, or land allocated for the</p>		<p>Requested by Essex County Council Minerals & Waste</p>

	same. This extends to 400m in the case of Water Recycling Centres.		
Minerals Resource Assessment	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.		Requested by Essex County Council Minerals & Waste
Parking Layouts & Turning Heads and Turning Circles (including Cycle Parking and Motorcycle parking)	All major applications and where minor development create additional parking, turning heads etc.		NPPF Uttlesford Local Plan ECC Parking Standards Essex Design Guide
Parking Plan	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.		Government Guidance on Information Requirements and Validation Uttlesford Local Plan Uttlesford Local Residential Parking Standard Feb 2013

			ECC Parking Standards
Planning Obligations Statement (s106 Agreement)	Where planning obligations are proposed to mitigate the impact of development or to meet infrastructure and other policy requirements.	<p>The Statement should include:</p> <ul style="list-style-type: none"> Proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the application Proof of the owner's title, including all the owners of the site. For registered land, this will comprise up-to-date copies of the Register and Title Plan from the Land Registry. For unregistered land, a certified copy of the root of the title and any conveyances referred to therein. Names and addresses of any charges, mortgages or other holders of security of the land A written agreement to pay the Council's (and where appropriate, Essex County Council's) reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement Contact details if there is a solicitor acting on behalf of the applicant. <p>Applicants are strongly advised to progress the discussion of these matters as part of a pre-application, so that their subsequent planning application is not delayed unnecessarily whilst these requirements are agreed.</p>	<p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
Planning Statement	All major development	<p>This Statement should:</p> <ul style="list-style-type: none"> List all supporting documents Describe the site and surroundings Describe and explain the proposed development Show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance. Describe consultations that have taken place with the local planning authority, the wider community and statutory consultees at the pre-application stage and what account has been taken of the outcome of such consultations; and 	Enables the applicant to demonstrate that the development complies with national and local policy and guidance.

		<ul style="list-style-type: none"> • Include any other information that is materially relevant to the proposed development but is not included in other submission documents or in a Design and Access Statement. • Where special circumstances form part of the justification for a development, these should be clearly set out and accompanied by relevant, verifiable evidence. <p>The length and complexity of the Statement should be tailored to the scale and type of proposed development;</p>	
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
Retail Impact Assessment and the Sequential Test	Proposals which exceed 2,499sqm floorspace		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.
Statement regarding Sport/Land for sport and loss of any Sport/Land	<p>Development affecting playing fields</p> <p>Creation or loss of major sports facilities</p> <p>Major residential development (e.g. 300+ dwellings)</p>	<p>Within the supporting statement</p> <ul style="list-style-type: none"> • Extent of playing field area to be lost (area in hectares) • Reason for the chosen location and alternatives considered. • Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities). • current and recent users of the playing field and the nature and extent of their use. 	Requested by Sports England

		<ul style="list-style-type: none"> • How the development fits with the findings of any relevant assessment of need and/or sports related strategy. • How the development will be of benefit to sport (including benefit to existing and potential users). • The specification of any ancillary facilities e.g. floodlights. • The specification of any Artificial Grass Pitch and reason for the chosen surface type • How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale). • How for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including: <ul style="list-style-type: none"> a) An assessment of the performance of the existing area b) The programme of works (including pitch construction) for the creation of the proposed replacement area <p>A management and monitoring plan for the replacement area.</p> <p>In addition to the national validation requirements set out within the Government's Planning Practice Guidance, Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with a specific checklist – see appendix 1 which needs to be completed and submitted with application in conjunction with Playing fields policy & guidance.</p>	
Streetscape Drawing	All infill development		Uttlesford Local Plan
Structural Impact Assessment	Adding basements to or adjacent to Listed Buildings or lowering floor	To include written confirmation that the applicants will pay the Council's reasonable cost to have the Structural Impact Assessment independently assessed.	NPPF

	levels of Listed Buildings		
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 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>	<p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
Statement on Sustainable Drainage Systems (SuDS)	<p>Requirement for all MAJOR developments.</p> <p>All others are encouraged (as part of FRA or</p>	<p>A completed SuDs Water Quantity and Quality – LLFA</p> <p>Technical Assessment Proforma, which provides guidance and advice to applicants and enables Council officers to ensure that all of the required information is included.</p>	<p>NPPF</p> <p>Non-statutory technical standards for</p>

	separate statement)	https://www.essexdesignguide.co.uk/suds/what-we-expect/pro-forma/	sustainable drainage systems https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf Essex SuDs guide or Essex Design Guide
Transport Assessments*, Transport Statements**, Travel Plans	Development that generates significant amounts of transport movement or significant transport implications. *All major applications require Transport Assessment ** All schemes involving 1-9 residential units or commercial floor space over 100m2	This should include (see NPPG for full details): <ul style="list-style-type: none"> • Baseline and future years traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment • Walking, cycling and public transport assessment • Measure to minimise the impact of the development • Road safety audit • Travel Plan For smaller schemes, expected to generate relatively low numbers of trips, a Transport Statement will be sufficient. A detailed analysis of impact on the wider network would not be required. A Travel Plan will be required for Schemes that will employ 20 or more staff and Schemes comprising over 50 residential units are required unless reserved. This must set out how the reliance on the motor car will be reduced and the measures necessary to achieve that.	NPPF Planning Practice Guidance Uttlesford Vehicle Parking Standards Essex County Council Parking Standards

<p>Tree Survey & Report</p>	<p>For development affecting trees, including on site or on adjoining / neighbouring land or For works to trees</p>	<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 works in order to provide clarity. • 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>Planning Practice Guidance</p>
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		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.	
Utilities, Sewage and Surface Water Drainage Strategy / Assessment	<p>Major developments and Minor development which will increase the site coverage requiring connection to existing or new utility services infrastructure, including gas and electricity supplies, water supply, foul and surface water disposal systems and any development affecting a water course.</p> <p>Drainage assessment will generally be required in all instances where a Flood Risk Assessment is also required.</p>	<p>The assessment should:</p> <ul style="list-style-type: none"> • Identify the location and spare capacity of the existing infrastructure • Identify the proposed point of connection to existing systems, including high speed broadband services • Identify where an increase in capacity is required and what measures these will involve, • Identify where utility diversions will be required. • Demonstrate that the applicant has consulted the relevant services and utility providers • Provide details of surface water management systems; including sustainable urban drainage systems • Demonstrate that service routes have been planned to avoid, as far as possible, damage to trees and archaeological remains, where appropriate. <p>The Drainage Strategy must:</p> <ul style="list-style-type: none"> • Reflect the development proposal, including site, area, type of development, general arrangement and layout. • Include all elements of the drainage strategy within the 'red line' boundary. <p>Where development proposes non mains fouls drainage systems, the following form should be completed and submitted: https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</p>	NPPF
Uttlesford Urban Design Code Checklist	All major applications – only after the Urban Design Code has been adopted.	A completed checklist must be submitted with the application – checklist is at the back of the Design Code	Uttlesford Local Plan & Supplementary Documents

Ventilation / Extraction Statement	Development where retail, business, industrial, commercial, leisure or similar propose substantial ventilation or extraction equipment to be installed.	<p>Must include:</p> <ul style="list-style-type: none"> • A to scale schematic of the proposed ducting showing the location of all components (fan, filters, silencers etc). • Submitted plans should include details of the external appearance – size, location and external appearance of plant and equipment – and written details outlining the technical specification of the proposed plant including odour abatement techniques and location of waste storage • A Noise and Vibration Impact Assessment • An odour impact assessment, where ventilation or extraction is/will be located in the vicinity of residential dwellings or other sensitive receptors <p>The statement must demonstrate that nuisance or pollution from cooking or other activities will not be caused by the proposed development.</p>	
Viability Assessment / Appraisal	<p>Major residential development</p> <p>Any other major development where the deliverability of the scheme as designed needs to be understood</p> <p>Any application proposing the loss of a public house (including change of use)</p> <p>Any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset</p>	<p>Viability information should, where applicable include a scheme layout plan, Land Registry Title with Statement of Ownership giving the purchase price and also an explanation of the conditions of purchase and build. The Statement must be linked to the required Planning Obligations Statement. The assumptions for the following matters will need to be detailed (especially regarding residential development) and reflect the Standardised inputs as set out in Planning Practice Guidance:</p> <p>The viability appraisal must be accompanied by an undertaking to meet the council’s reasonable costs in having the statement independently reviewed.</p> <p>Note: Any submitted Financial Viability Appraisal will be published on the Planning Register along with all other documents submitted as part of the planning application. If you consider that your financial viability information should not be disclosed, then you must submit an additional statement titled ‘Financial Viability Appraisal – Exceptional Circumstances’ detailing why you consider the FVA should not</p>	<p>NPPF</p> <p>Uttlesford Local Plan</p>

	Any application where the viability of the existing use is relevant	<p>be made publicly available.</p> <p>Exceptions to full disclosure will only be considered in very limited circumstances and only when the disclosure of any part of a viability assessment would cause demonstrable harm to the public interest to an extent that is not outweighed by the benefits of disclosure.</p>	
Waste Infrastructure Impact Assessment	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.	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.	Requested by Essex County Council Minerals & Waste
Waste Management Scheme	Any application where a large amount of waste may be produced which may cause loss of amenity to neighbouring residents for example – keeping horses, poultry, livestock etc.		Uttlesford Local Plan
Wildlife Hazard Risk Assessment and if needed a Wildlife Hazard Management Plan.	For any development within a 13km radius of Cambridge aerodrome that is likely to attract large numbers of hazardous (flocking or large) birds.	<p>Airport Safeguarding Cambridge requested - A link to the AOA Advice note 3 – Wildlife hazards Around Aerodromes can be found here</p> <p>A link to the Civil Aviation Authority CAP 772 can be found here</p>	Requested by Cambridge Aerodrome
Fire Statement Form	Buildings over 18m or having 7 storeys or more		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).
Memorandum of Understanding	All applications submitted on or behalf of Uttlesford District Council		
Biodiversity Net Gain	All applications unless exempt	<p>Completed current Biodiversity Metric calculation tool Statement and Plans(s) drawn to an identified scale showing the direction of North, showing onsite habitat including irreplaceable habitat</p> <p>Where Exempt – Exemption to be shown on Application Form Sufficient evidence to support exemption reason see Biodiversity net gain - Uttlesford District Council</p>	<p>The Environmental Act 2021(Commencement No.8 Transitional Provisions)Regulations 2024 The Biodiversity Gain Requirements (Exemptions) Regulations 2024 The Biodiversity Gain (Town and</p>

			Country Planning)(Modific ations and Amendments)(En gland) Regulations 2024
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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](#).

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

- o the winning and working of minerals or the use of land for mineral-working deposits
 - o waste development
 - o the provision of dwellinghouses where the number of dwellinghouses to be provided is ten or more
 - o 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.

Appendix 1 – Checklist of what should be submitted with an application (in conjunction with [Playing fields policy & guidance](#).) - Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of P.99 of the NPPF and relevant Local Plan policies.

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
	Proposed site plan	7. Location and nature of the proposed development.
8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).		
9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).		
10. Any changes to existing features and levels ¹ .		
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	1, 4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area.	4

