



**DETAILS FOLLOWING OUTLINE NATIONAL AND LOCAL VALIDATION
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).

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| 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? |
|---|-----------------------|--------------------------|
| Application must be made in writing and give sufficient information to enable the Local Planning Authority to identify the outline planning permission. | All applications | |
| Fee | All applications | |
| Must include such particulars, and be accompanied by such plans and drawings, as are necessary to deal with the matters reserved in the outline planning permission | All applications | |

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? |
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| 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/adoption-and-land/highway-status-enquiries) |

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| <p>1b. Floor Plans (Existing and Proposed, including roof plans)</p> | <p>Applications that involve building works (including changes of use)</p> | <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. <p>Applications proposing new residential accommodation, including conversion, must state room sizes and overall unit sizes on the plans (Gross Internal Area).</p> |
| <p>1c. Sections (Existing and Proposed)</p> | <p>Proposals for new and altered buildings and/or changes in ground levels, or on sloping sites or involving roof level accommodation</p> | <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> |

| Supporting Statements / Information | | | |
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| 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: • 15 or more dwellings and is not a reserved matter | Statements should include information on affordable and market housing including: • 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 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. | NPPF Planning Practice Guidance Uttlesford Local Plan |
| Community Engagement | MAJOR developments of 10 dwellings or more, including sheltered housing | Submission of a report outlining what public consultation has been undertaken and how the results have been taken into account in the application. | NPPF Uttlesford District |

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| | <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> | | Council Statement of Community Involvement |
| 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> |
| 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 | <p>NPPF</p> <p>Uttlesford Local Plan</p> |

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| | | <ul style="list-style-type: none"> • 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> | |
| 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 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. | | <p>NPPF</p> <p>Uttlesford Local Plan</p> <p>ECC Parking Standards Essex Design Guide</p> |

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| <p>Parking Plan</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> | | <p>Government Guidance on Information Requirements and Validation</p> <p>Uttlesford Local Plan</p> <p>Uttlesford Local Residential Parking Standard Feb 2013</p> <p>ECC Parking Standards</p> |
| <p>Planning Statement</p> | <p>All major development</p> | <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 • 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> | <p>Enables the applicant to demonstrate that the development complies with national and local policy and guidance.</p> |

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| 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. |
| 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 |
| 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). |

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| Memorandum of Understanding | All applications submitted on or behalf of Uttlesford District Council | | |
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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.