



UTTLESFORD DISTRICT COUNCIL

LOCAL VALIDATION CHECKLIST FOR HOUSEHOLDER 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)

April 2019

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

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 1:100 or 1:200) showing any site boundaries • Site survey plan (at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, 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) • 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 <p>A scale bar must be included on all drawings.</p>	<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. - 	<p>All applications (where necessary)</p>
<p>Flood Risk Assessment (FRA), commensurate with the scale, nature and location, to include:</p> <ol style="list-style-type: none"> 1. An accurate assessment of the level of flood risk demonstrating the proposed land use is suitable and will not 	<p>NPPF 2018 paragraphs 155 - 165</p> <p>How to produce a Flood Risk Assessment (need link)</p> <p>https://www.gov.uk/guidance/flood-risk-</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

<p>increase flood risk on or off site and is resilient to climate change:</p> <ul style="list-style-type: none"> • Including the latest flood map and modelling evidence. Request the latest flood map by contacting the environment agency. <p>2. 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>	<p>assessment-for-planning-applications</p> <p>UDC Adopted Local Plan 2005 Policy GEN3</p>	<p>within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding</p>
<p>Biodiversity</p>	<p>NPPF 2018 170 and 175</p> <p>UDC Adopted Local Plan 2005 GEN2, GEN7</p> <p>Requirements of the Habitats Regulations (The Conservation of Habitats and Species Regulations 2017) and the need for sufficient information to assess relevant plans or projects in the context of European designated 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 not be more than 2 years old.</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 or iApply.