



Local Validation Summary

A summary of the validation requirements for planning and other types of applications in Huntingdonshire.

Introduction

To assess an application, we need appropriate supporting information. Certain national requirements are mandatory (see 1-51) but we have discretion to adopt a local list of validation requirements (see 6-51 below).

Local validation criteria must comply with the following statutory tests:

- must be reasonable having regard to the nature and scale of the proposed development; and,
- may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application.

For an application to be valid, you must provide all the required information (or a reasoned justification for not providing it). The checklist, guidance and the embedded links sets out the information that must be submitted for certain types of application.

General Notes

- Written dimensions are required on drawings
- If the application is found to be incomplete, we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- Most planning applications require a submission of an application fee. Fees and exemptions can be found on the planning portal, within the [schedule of fees](#)
- Please use the link to view examples of [acceptable drawings](#)
- Please clearly show any revisions (e.g. Revision A)
- Please submit a copy of this completed checklist when submitting your application

Pre-Application Advice

[Pre-application advice](#) allows the local authority to provide an initial view on a development proposal before a planning application is submitted. Please access the link to find out more about the pre-application service and its benefits to you.

Submitting applications

Applicants are encouraged to submit applications online - Apply for planning permission via [Planning Portal](#)

For further information, please contact: Development.Control@huntingdonshire.gov.uk

If you require this information in large print, Braille, on audiotape or in any other format, please contact [01480 388388](tel:01480388388)

Statutory time limits

- The statutory determination period for major development is 13 weeks, 10 weeks for technical details consent and 8 weeks for all other types of development (unless an application is subject to an Environmental Impact Assessment, in which case a 16-week limit applies).
- Where a planning application takes longer than the statutory period to decide, and an extended period has not been agreed with the applicant, the government's policy is that the decision should be made within 26 weeks at most to comply with the planning guarantee.

For more information, please take a look at the gov website for [determining a planning application](#).

Important Note Regarding the Community Infrastructure Levy (CIL)

The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount. Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability, this can be found on [CIL Webpage](#) and should be submitted alongside every planning application.

National Requirements

This table sets out the [national requirements](#) to support all types of applications.

No	National requirements	Proposals for Planning Permission	Outline Planning Permission	Reserved Matters	House holder	Listed Building Consent	Lawful Development Certificate for a proposed or existing use	Advertisement Consent	Applicant checklist
1.	Application Form	x	x	x	x	x	x	x	<input type="checkbox"/>
2.	Location Plan	x	x	x	x	x	x	x	<input type="checkbox"/>
3.	Ownerships Certificates & Agricultural Declaration	x	x	x	x	x	x	x	<input type="checkbox"/>
4.	The Appropriate Fee	x	x	x	x	x	x	x	<input type="checkbox"/>
5.	Design and Access Statement*	x	x	x	x	x			<input type="checkbox"/>

*Please check validation checklist for the circumstances when this is required.

Local Requirements

This table sets out the local requirements to support all types of planning applications. Please click the following links to access the link to the guidance for each type of application.

Where the matrix below indicates that the document is required, please check the relevant validation checklist for the circumstances when this is required.

No	Local requirements	Proposals for Planning Permission	Outline Planning Permission	Reserved Matters	House holder	Listed Building Consent	Lawful Development Certificate for a proposed or existing use	Advertisement Consent	Applicant checklist
6.	Access Plan	x	x	x	x				<input type="checkbox"/>
7.	Affordable Housing Statement	x	x						<input type="checkbox"/>
8.	Agricultural, Forestry and other occupational dwelling(s) appraisal	x	x						<input type="checkbox"/>
9.	Air Quality Statements	x	x						<input type="checkbox"/>
10.	Arboricultural Impact Assessment or tree protection plan	x	x	x	x				<input type="checkbox"/>
11.	Archaeological Assessment/Statement	x	x						<input type="checkbox"/>
12.	Biodiversity Checklist or Preliminary Ecological Appraisal	x	x	x	x	x			<input type="checkbox"/>
13.	Biodiversity Net Gain Assessment	x	x						<input type="checkbox"/>
14.	Block Plan/Site plan	x	x	x	x	X	x	x	<input type="checkbox"/>

No	Local requirements	Proposals for Planning Permission	Outline Planning Permission	Reserved Matters	House holder	Listed Building Consent	Lawful Development Certificate for a proposed or existing use	Advertisement Consent	Applicant checklist
15.	Building Sections/Finished Floor Levels as existing and proposed (1:50 or 1:100 scale) with written dimensions					x			
16.	Crime Reduction Statement	x	x	x					<input type="checkbox"/>
17.	Developer Contributions – Draft Head(s) of Terms	x	x						<input type="checkbox"/>
18.	Economic Statement	x	x	x					<input type="checkbox"/>
19.	Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	x	x	x	x	x	x	x	<input type="checkbox"/>
20.	Environmental Statement	x	x						<input type="checkbox"/>
21.	Flood Risk Assessment	x	x		x				<input type="checkbox"/>
22.	Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	x	x	x	x	x	x		<input type="checkbox"/>

No	Local requirements	Proposals for Planning Permission	Outline Planning Permission	Reserved Matters	House holder	Listed Building Consent	Lawful Development Certificate for a proposed or existing use	Advertisement Consent	Applicant checklist
23.	Ground Contamination and/or Groundwater Pollution Investigation	x	x						<input type="checkbox"/>
24.	Groundwater (Protection Of)	x	x						<input type="checkbox"/>
25.	Heritage Statement	x	x	x	x	x		x	<input type="checkbox"/>
26.	Rapid Health Impact Assessment	x	x						<input type="checkbox"/>
27.	Full Health Impact Assessment	x	x						<input type="checkbox"/>
28.	Landscaping Details	x	x	x					<input type="checkbox"/>
29.	Landscape and Visual Impact Assessment	x	x						
30.	Lighting Assessment	x	x					x	<input type="checkbox"/>
31.	Needs Assessment	x	x						
32.	Noise Impact Assessment	x	x	x					<input type="checkbox"/>
33.	Open Space Assessment	x	x	x					<input type="checkbox"/>
34.	Parking Provision	x	x	x					<input type="checkbox"/>
35.	Planning/Supporting Statement	x	x	x			x		<input type="checkbox"/>
36.	Policy Checklist	x	x	x					

No	Local requirements	Proposals for Planning Permission	Outline Planning Permission	Reserved Matters	House holder	Listed Building Consent	Lawful Development Certificate for a proposed or existing use	Advertisement Consent	Applicant checklist
37.	Retail Sequential Approach / Impact Assessment	x	x						<input type="checkbox"/>
38.	Roof Plans as existing and proposed (1:50 or 1:100 scale).	x	x	x	x	x			<input type="checkbox"/>
39.	Schedule of works and/or specifications of repairs					x			<input type="checkbox"/>
40.	Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	x	x	x	x		x		<input type="checkbox"/>
41.	Statement of community involvement	x	x						<input type="checkbox"/>
42.	Structural Survey	x	x			x			<input type="checkbox"/>
43.	Supporting Information	x	x	x	x		x		
44.	Sustainability Statement	x	x						<input type="checkbox"/>
45.	Telecommunications Development	x	x	x					<input type="checkbox"/>
46.	Transport Assessment	x	x						<input type="checkbox"/>
47.	Transport Statement	x	x						<input type="checkbox"/>

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48.	Travel Plan	x	x						
49.	Ventilation/Extraction Equipment details	x	x	x					<input type="checkbox"/>
50.	Wastewater Management and Utilities Assessment	x	x	x					<input type="checkbox"/>
51.	Windows/Shopfront Survey					x			