

East Herts Council National Validation List for Planning and Listed Building Consent Applications

Please supply the following documents to comply with National Requirements for the validation of planning applications which came into effect in April 2008. If the required information is not submitted with your application the application will not be registered.

Application Form

Ownership Certificate and Agricultural Lane Declaration Certificate

Location Plan which identifies the land to which the application relates:

- Based on an up to date map;
- Drawn to an identified standard metric scale (1:1250 or 1:2500);
- Show the direction of north;
- Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear;
- The application site should be edged with a red line and should include all land necessary to carry out the proposed development i.e. land required for access to the site from a public highway, car parking;
- Identify any other land owned by the applicant, close to or adjoining the application site, by drawing a blue line around that land.

Site/Block plan

- Be drawn to an identified standard metric scale (1:500 or 1:200);
- Show the direction of north;
- Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries;
- Show all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- Show all public rights of way crossing or adjoining the site;
- Show the position of all trees on the site, and those on adjacent land;
- Show the extent and type of any hard surfacing;
- Show boundary treatments including walls or fencing where this is proposed.

Elevations - Existing and Proposed

- Drawn to a scale of 1:50 or 1:100;
- Show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.

Floor Plans - Existing and Proposed

- Drawn to a scale of 1:50 or 1:100;
- Show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.

Appropriate application fee

- Cheques should be made payable to East Herts District Council.

Design and Access Statement required for:

- All major developments;
- Developments in Conservation Area which consists of the provision of one or more dwellinghouses or the provision of a building or buildings where the floorspace created by the development is 100 square metres or more (measured externally).

Evidence verifying the information included in the application (Applications for Certificate of Lawfulness)

2 copies of each document/plan is required to be submitted

East Herts Council Local Validation List for Planning and Listed Building Consent Applications

In addition to the National Requirements, the Council has a local list of validation requirements which details specific documentation that is required to accompany applications. The requirements will vary according to the type of application and information will be required where it is relevant, necessary and material to the application in question, having regard also to the nature and scale of the proposed development. If the required information is not submitted with your application the application may not be registered.

Please contact Development Management on 01279 655261 if you have any validation requirements queries.

Application Type:

- | | |
|--|--|
| HH – Householder | FP – Full Planning |
| OP – Outline Permission | RM – Reserved Matters |
| LB – Listed Building | CL – Certificate of Lawfulness (Proposed and Existing) |
| VC – Variation or Removal of Condition | |
| NMA – Non-material amendment application | |

	Requirement	When Required
<input type="checkbox"/>	Site Sections – Existing and Proposed	HH, FP, OP, RM, VC, CL
<input type="checkbox"/>	Roof Plan – Existing and Proposed	HH, FP, OP, RM, LB, VC, CL
<input type="checkbox"/>	Vehicle Access plans	All applications where alterations/changes are proposed to a vehicular access or where a new access is proposed.
<input type="checkbox"/>	Drawing number, page size and scale bar	All application types.
<input type="checkbox"/>	Affordable Housing Statement	All applications where affordable housing is proposed and/or meets the criteria for the provision of affordable housing specified in policy HSG3.
<input type="checkbox"/>	Air conditioning/Ventilation/Extraction Statement	FP, OP, RM, VC Any applications likely to result in the need for air conditioning/mechanical ventilation/extraction including proposals for restaurants and commercial buildings.
<input type="checkbox"/>	Air Quality Assessment	All proposals that have a significant impact on air quality, either directly, indirectly or cumulatively, and/or would impact upon an Air Quality Management Area.
<input type="checkbox"/>	Archaeological desk-based assessment/field evaluations	Operational development in Areas of Archaeological Significance and/or where the development would impact upon a site which has, or may have, archaeological interest
<input type="checkbox"/>	Biodiversity Questionnaire and where necessary survey and report	A biodiversity questionnaire is required for all applications except for AD, CL, NMA A biodiversity survey/report may be required: <ul style="list-style-type: none"> • Where a response on the biodiversity questionnaire has been answered as yes; • Where the development is likely to impact upon protected species or their habitats; • Where the development is located in Special Area of Conservation; Special Protection Area; Ramsar site; Site of Special Scientific Interest; Local Nature Reserve; Wildlife Site; Regionally important geological/geomorphological site or Nature Improvement Areas.
<input type="checkbox"/>	USB Memory Stick	All major applications.
<input type="checkbox"/>	Environmental Statement	FP, OP, RM, VC Developments that may require an Environmental Statement fall under developments listed under Schedule 1 of the Regulations or under Schedule 2 of the Regulations where the development is likely to have significant environmental effects because of factors such as its nature, size and location.

East Herts Council Local Validation List for Planning and Listed Building Consent Applications

	Requirement	When Required
<input type="checkbox"/>	Flood Risk Assessment	<p>FP, OP, RM, VC</p> <p>A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.</p> <p>A sequential test may be required to be undertaken.</p>
<input type="checkbox"/>	Heritage Statement	FP, LB, VC and where the development would affect a heritage asset
<input type="checkbox"/>	Land Contamination Assessment	<p>FP, OP, RM, VC</p> <p>Where operational development or a change of use is proposed on land which is identified as contaminated land, where there is potential for contamination to exist or where a sensitive end use is proposed such as housing or education.</p>
<input type="checkbox"/>	Landscape Character Assessment / Visual Impact Assessment	Where there is a potential adverse impact from the visual effects from the proposed development.
<input type="checkbox"/>	Lighting Assessment	<p>FP, OP, RM, VC</p> <p>Any proposals which involve the installation of floodlighting or external lighting which are adjacent to existing residential developments; adjacent to open countryside or biodiversity interests.</p>
<input type="checkbox"/>	Loss of Community Facilities Assessment	<p>FP, OP, VC</p> <p>Where the proposed development would result in the loss of a community facility (as defined in the Local Plan).</p>
<input type="checkbox"/>	Loss of Employment Sites Assessment	<p>FP, OP, VC</p> <p>Where the proposed development would result in the loss of an existing employment site/premises (including sites designated for employment use (B1, B2, B8 uses) in the Local Plan) or one that was last in employment use.</p>
<input type="checkbox"/>	Loss of Open Space/Sport and Recreation Facilities Assessment	<p>FP, OP, VC</p> <p>All proposals which would result in the loss of existing open space or existing indoor or outdoor sport and/or recreation facilities.</p>
<input type="checkbox"/>	Loss of Shop Unit, Post Office, Public House, Garage Shop or other Business that provides a Local Service in a Local Centre or Rural Location Assessment	<p>FP, OP, VC</p> <p>Where the proposed development would result in the loss of shop unit, post office, public house, garage shop or other business that provides a local service in a local centre or rural location.</p>
<input type="checkbox"/>	Noise Assessment	<p>FP, OP, RM, VC</p> <p>Where new development will have the potential to create noise which will have an impact on existing noise sensitive development (defined as residential, offices, hospitals and schools). Where noise sensitive development (as defined above) would be developed in a location where it will be subject to noise from an existing use in the vicinity.</p>
<input type="checkbox"/>	Parking Provision Assessment	<p>FP, OP, RM, VC</p> <p>Any proposals for additional commercial floorspace; for a change of use of land or buildings; where a net gain in residential units is proposed or where extensions to existing houses result in an increase in the number of bedrooms provided.</p>
<input type="checkbox"/>	Planning Obligations – Draft Heads Of Terms	<p>FP, OP, RM, VC</p> <p>All major applications.</p>
<input type="checkbox"/>	Planning Statement	<p>FP, OP, RM, VC</p> <p>All major applications.</p>

East Herts Council Local Validation List for Planning and Listed Building Consent Applications

	Requirement	When Required
<input type="checkbox"/>	Retail Impact Assessment	FP, OP, VC For all applications for retail, leisure and office development over 2,500 sqm outside of town centres, which are not in accordance with an up-to-date Local Plan.
<input type="checkbox"/>	Sequential Test for main town centre uses	FP, OP, VC For all applications that propose main town centre uses (as defined in the NPPF) that are not in an existing centre and not in accordance with an up-to-date Local Plan.
<input type="checkbox"/>	Structural Survey	FP, OP, RM, VC, LB and for all replacements dwellings in the Green Belt or Rural Area Beyond the Green Belt and all barn conversions.
<input type="checkbox"/>	Transport Assessment / Statement and Travel Plans	FP, OP, RN, VC Transport Assessment and Travel Plan is required for: <ul style="list-style-type: none"> • Housing development for more than 80 dwellings; • Food retail development of more than 800 sqm gross floor area; • Non-food retail development of more than 1500sqm gross floor area; • Office development (B1) of more than 2500 sqm gross floor area; • Industrial development (B2) of more than 4000 sqm gross floor area; • Warehouse developments (B8) of more than 500 sqm gross floor area; • Sports centres, leisure complexes, golf courses, mineral extraction, landfill and other waste disposal proposals; • Any development likely to increase accidents or conflicts, particularly of vulnerable road users. <p>Transport Statements may be required for smaller developments.</p>
<input type="checkbox"/>	Tree Survey/Arboricultural Report	HH, FP, OP, RM, VC Where a proposal would impact on a Tree Preservation Order, trees in a Conservation Area; ancient woodlands or trees or result in the loss of significant landscaping features.
<input type="checkbox"/>	Viability Assessment	All where an exception to policy is proposed on financial grounds.