


Agenda Item No:	<b>11</b>	
Committee:	<b>Planning Committee</b>	
Date:	<b>30 October 2024</b>	
Report Title:	<b>Adoption of Local Validation List</b>	

### Cover sheet:

#### **1 Purpose / Summary**

The purpose of this report is to consider revisions to the Council's Local Validation List for Planning Applications.

#### **2 Key issues**

- The Council has undertaken a consultation process for a new Local Validation List. The key issues relate to the consideration of comments received following the consultation exercise.

#### **3 Recommendations**

- The recommendation is to adopt the new Local Validation List (attached as Appendix 1) with effect from 1st November 2024.

Wards Affected	All	
Forward Plan Reference	N/A	
Portfolio Holder(s)	Cllr Mrs D Laws	
Report Originator(s)	Matthew Leigh	
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Background Paper(s)	N/A	

## **4 Background / introduction**

- 4.1 Under the National Planning Policy Guidance (NPPG), Local Planning Authorities (LPAs) are required to publish a comprehensive list of the information that applicants must provide in order for their planning applications to be considered valid. This document, referred to as the Local Validation List (LVL), serves to clarify the specific requirements that must accompany a planning application within the jurisdiction of each LPA.
- 4.2 The Local Validation List is distinct from the national validation requirements, which apply uniformly across England. While the national requirements form the basic foundation, the local list is tailored by the LPA to reflect the unique planning challenges, policies, and site-specific considerations within their area. This approach allows each LPA to request additional information that is necessary to thoroughly assess development proposals in accordance with local planning policies and the character of the area.
- 4.3 The preparation of the Local Validation List is a crucial element of the planning process. It ensures that applicants are aware from the outset of what information is needed to enable the LPA to validate and assess their application. By providing clarity and transparency, the LVL helps to streamline the planning process and avoid delays that can result from incomplete or insufficient applications.
- 4.4 The requirement to publish a Local Validation List is embedded within the broader framework of national planning policy, specifically the Town and Country Planning (Development Management Procedure) (England) Order 2015. This legislation sets out the statutory minimum information required for a planning application to be considered valid. However, it also empowers LPAs to adopt local validation criteria that reflect the specific circumstances of their area.
- 4.5 The Local Validation List must be reviewed and updated regularly, typically every two years, to ensure it remains relevant and reflective of any changes in national or local planning policy. It is also important for the LPA to consult with key stakeholders, including developers, agents, and consultees, when updating the list to ensure it meets both regulatory requirements and practical needs.
- 4.6 As Members are aware, the Council has historically faced a significant challenge with a high percentage of planning applications being deemed invalid upon receipt. This situation places an unnecessary burden on the Local Planning Authority (LPA), requiring additional administrative work to rectify the issues before the application can proceed through the planning process. Furthermore, invalid applications cause delays, not only for applicants but also for the wider planning system, as time and resources are diverted to address these avoidable errors.
- 4.7 When an application is submitted without the necessary supporting documents or with incorrect or incomplete information, it cannot be formally validated. This triggers a back-and-forth between the applicant and the planning officers, prolonging the application's assessment and delaying the overall decision-making process. These delays undermine the efficiency of the planning service and can also affect the Council's performance in meeting statutory timescales for determining applications. In addition, the need to address invalid applications increases the workload on the Planning.
- 4.8 Recognising the inefficiencies created by invalid applications, the Council has previously explored various measures to improve the quality of submissions. One approach that was considered involved publishing a league table on the Council's website, ranking planning agents based on the percentage of valid submissions. This was intended to incentivise better quality submissions by providing transparency and encouraging agents to improve their application standards in order to avoid appearing unfavourably in the rankings.

- 4.9 Additionally, the Council explored the possibility of introducing a fee for handling invalid applications. This measure would shift some of the financial burden associated with dealing with incomplete submissions onto the applicant or agent responsible. By charging a fee, the Council aimed to encourage applicants to carefully check their submissions against the Local Validation List, ensuring all required documents and information are included from the outset. Such a fee could also help offset the administrative costs incurred by the LPA in processing invalid applications.
- 4.10 As part of the ongoing effort to reduce the number of invalid planning applications received by the LPA, it was deemed necessary to review and update the LVL. Historically, the LPA maintained several different lists, which, while tailored to specific types of applications, created potential confusion for applicants and agents. In response, the decision was made to consolidate these into a single, unified LVL.
- 4.11 This new, consolidated list has been carefully revised to provide clearer guidance on the specific documents and information required for a valid planning application. The aim of this revision is to enhance clarity and transparency, ensuring that applicants can more easily understand what is expected of them and where they can find relevant guidance. This, in turn, will help to streamline the submission process and reduce the occurrence of invalid applications, which can cause delays and create additional workload for both the LPA and applicants.
- 4.12 Furthermore, recognizing that many local planning agents operate across multiple authorities, including Fenland and adjoining areas, we have sought to align our validation requirements with those of neighbouring authorities where appropriate. This more consistent approach across local boundaries is intended to simplify the application process for agents who frequently submit applications across different jurisdictions. By harmonising our validation requirements, we aim to reduce confusion and improve the efficiency of the submission process, benefiting both applicants and the LPA.
- 4.13 This updated Local Validation List reflects our commitment to improving service delivery, enhancing the clarity of the planning process, and ensuring that applicants and agents have the necessary resources to submit complete and accurate applications. We believe these changes will contribute significantly to a more efficient and effective planning system.

## **5 Considerations**

- 5.1 A public consultation was conducted over a 21-day period, from 23rd September to 14th October 2024. During this time, the proposed changes were made available on the Fenland District Council website, ensuring accessible public engagement. Additionally, the consultation details were circulated via email to members of the Developer Forum and other key agents involved in the planning process.
- 5.2 Stakeholders, including developers, planning agents, and the general public, were invited to provide their feedback on the proposed changes. Comments were welcomed either by email or in writing, giving all parties an opportunity to contribute their views and inform the final decisions. This approach aimed to gather a broad range of opinions and insights to ensure the updated policies reflect the needs of the community and the industry.
- 5.3 A total of eleven responses were received during the consultation period, representing feedback from a range of Consultees, Planning Agents, and Parish Councils. The table below provides a summary of the comments specifically related to the proposed changes, along with the corresponding officer responses.
- 5.4 It is important to note that comments addressing topics outside the scope of the consultation, such as existing validation requirements, national planning policies, and general service provision, have not been included in this summary. The focus remains on feedback directly relevant to the proposed amendments to ensure a targeted and meaningful review of the changes under consideration.

Consultation Response	Officer Comment
Further surveys, for Biodiversity, may be needed that are seasonal in nature and do not align with the planning timescales needed.	The quality and comprehensiveness of the initial submission are not factors that influence whether an application is validated; validation is strictly based on whether the required information has been provided in accordance with the LVL.
Viability Assessments are likely to be based upon what is requested by Commuted Sums, Affordable requirements, often not a case of reading a policy document to derive at the answer.	It is acknowledged that certain requirements may depend on financial contributions requested by consultees. However, in most cases, any viability constraints of a development are identified early in the process. The Viability Report serves as a comprehensive assessment, offering a detailed evaluation of the financial viability of the proposed development.
All plans to be accurately drawn and fully surveyed	As long as the drawings are accurate, legible, and provide the necessary level of detail required for the application's validation and assessment, the method by which they are produced—whether freehand or otherwise—is not the determining factor. The key consideration is that the submitted drawings clearly convey the scope and details of the proposed development in line with the relevant planning standards and guidelines.
Concerns regarding the restrictive use of the term 'block plan'	Amended to allow greater flexibility.
Should explicitly state that certain plans or documents are not necessary in some instances.	It is not agreed that this is necessary.
The request for a Fire Statement is unusual.	This is only required when the height of the development is 18m or more or 7 or more storeys. These requirements were introduced as part of the UK government's response to the Grenfell Tower tragedy, aiming to ensure that fire safety is considered at an early stage of the planning process.
Parking and Access Arrangements should be split into two sections	It is not deemed appropriate to separate these two sections, as certain details will still be required even at the outline planning application stage. Splitting these sections may result in the omission

	of critical details necessary for evaluating key aspects of the proposal at this early stage. Therefore, maintaining both sections together ensures a more comprehensive submission, facilitating a smoother planning process.
It should state that within the Recycling/Waste Strategy that details of recycling and waste collection and storage are only required to support full applications or Reserved Matters applications for layout, scale, landscaping and appearance.	The document imposes a stipulation to provide a strategy. The specific content and scope of the strategy will depend on the nature and complexity of the application being considered.
The document field in the list should read Transport Assessment or Transport Statement	Has been amended.
Cambridgeshire County Council update their Surface Water Guidance Document fairly regularly. A more appropriate approach would be to link the document the Developers part of the LLFA webpages, which is where the most up to update document will always be available.	Acknowledged and change made.
The FRA and Drainage Strategy section are separate. Part of the detail required under the FRA section may also be required under the Drainage Strategy.	Many applications will only require one or other of these and therefore, it is considered appropriate to keep them separate.
This ecology report row is well-worded I believe but it would be helpful to amend the second paragraph "Where protected and priority species..." to "Where protected and priority species, including building-dependent species,..." to make clear that bats and birds which roost and nest in buildings also need to be considered, as these are often overlooked despite their long-term use of traditional nest sites in buildings.	Acknowledged and change made.
Concerns regarding the introduction of a invalid fee	The introduction of a fee has been formally approved by the Council and has been communicated to Planning Agents during several meetings of the Developer Forum. It is important to note that this fee is not intended to generate profit or additional income for the Council; rather, it is designed to operate on a cost-recovery basis. To reflect this objective, the initial fee will be set at a modest level.

	<p>This figure will be subject to review once the new LVL has been implemented and had sufficient time to take effect. At that point, a revised fee structure will be proposed to ensure that it adequately covers the costs incurred by the Council in processing invalid planning applications. This approach aims to balance financial sustainability with the goal of maintaining an efficient planning process.</p>
<p>Detail on adjoining sites may be difficult to gather accurately in all instances.</p>	<p>It is acknowledged that obtaining exact measurements and figures can sometimes be challenging. However, this should not exempt applicants from fulfilling the relevant requirements. Where precise data is unavailable, it is essential to utilize best practice tools and methodologies to ensure that submissions accurately reflect the existing conditions on site. By employing appropriate techniques and resources, applicants can provide a reliable representation of the current situation on adjoining sites.</p>
<p>FRA – Householder flood matrix, the EA don't use that form anymore.</p>	<p>The PPG is clear that an FRA is needed for all sites in Flood Zone 2 or Flood Zone 3. The Householder flood matrix is considered to be a propitiate requirement for the scale of development.</p>
<p>Biodiversity Supporting statement and statutory metric calculation should state that this only applies to new Outline and Full applications submitted after February 2024 when BNG became mandatory.</p>	<p>This is not considered necessary.</p>

5.5 It is positive to have seen active engagement by so many third parties. As highlighted above a number of the comments have resulted in changes and amendments to the LVL.

## 6 Effect on corporate objectives

6.1 The grant of planning permissions supports the following stated objectives:

a) Attract new businesses, jobs and opportunities whilst supporting our existing businesses in Fenland

b) Promote and enable housing growth, economic growth and regeneration across Fenland

## **7 Community impact**

- 7.1 The proposed changes look to ensure that the burden of the cost of submitting an invalid planning applications sits with the Applicant. Furthermore, the amendments to the layout, single list and guidance should ensure that the ability to submit a valid planning application is easier.

## **8 Conclusions**

- 8.1 The LVL have been revised to align with current legislation and in a proactive attempt to improve the customer experience. A consultation process has been conducted, during which feedback was solicited and carefully considered. These updates ensure that the LVL is not only compliant with regulatory standards but also responsive to stakeholder input, thereby enhancing their effectiveness in the planning process.
- 8.2 It is recommended that Planning Committee approves the adoption of the updated Local Validation Lists (attached as Appendix 1) from 1st November 2024.

Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Completed application form</b>	All applications (except applications for hazardous substance consent)	It is recommended that applications are submitted through the Planning Portal	<a href="#">Planning Application Forms</a>	<a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>
<b>The appropriate fee</b>	Please see the <a href="#">Guide to the Fees for Planning Applications in England</a> for the relevant fee	If the application is submitted through the Planning Portal the payment will also be made through the Planning Portal.  Other payments can be made via the Council's website: <a href="https://www.fenland.gov.uk/pay">https://www.fenland.gov.uk/pay</a>	<a href="#">Planning Fee Calculator</a>  <a href="#">Guide to the Fees for Planning Applications in England</a>	<a href="#">The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</a>
<b>Notice(s) of Ownership</b>	All applications where there are owners of the application site other than the applicant (Certificate B, C or D)  Ownership certificates can be found contained within the application form	Should be served in accordance with <a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a>	<a href="#">National Planning Practice Guidance</a>  <a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a>	<a href="#">The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</a>
<b>Invalid planning application charge fee</b>	From 1 November 2024, we will apply an extra administrative charge for applications that are invalid on submission. If your application is invalid	Payments can be made via the Council's website: <a href="https://www.fenland.gov.uk/pay">https://www.fenland.gov.uk/pay</a>	Fenland District Council's website	



	when you submit it to us, then you will need to pay this charge before we begin to process your application.			
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Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Design and Access Statement</b>	<p>All major planning applications</p> <p>Applications for one or more dwellinghouses in a Conservation Area</p> <p>Applications for the provision of a building or buildings where the floor space created by the development is 100 square metres or more within a Conservation Area including householder applications</p> <p>All Listed Building Consent applications</p>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should cover:</p> <ul style="list-style-type: none"> <li>• the design principles and concepts that have been applied to the development</li> <li>• how the proposed development's context has influenced the design</li> <li>• the approach to access and how relevant Local Plan policies have been taken into account</li> <li>• any consultation undertaken in relation to access issues,</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">National Planning Practice Guidance</a></p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)</a></p>

		<p>and how the outcome of this consultation has informed the proposed development</p> <ul style="list-style-type: none"> <li>• how any specific issues which might affect access to the proposed development have been addressed</li> </ul>		
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Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Location Plan</b>	All applications	<ul style="list-style-type: none"> <li>• Recognised Scale (metric) (e.g. 1:1,250 or 1:2500)</li> <li>• Sufficient named roads to identify the exact location of the site (wherever possible at least two)</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>• A red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking)</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

		<p>and open areas around buildings)</p> <ul style="list-style-type: none"> <li>• A blue line around all other land owned by the applicant close to or adjoining the application site</li> <li>• The proposal should not be shown on the location plan</li> <li>• The direction of north</li> <li>• Written scale and/or a scale bar</li> </ul>		
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Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Block Plan/Site Plan</b>	All applications	<ul style="list-style-type: none"> <li>• Recognised Scale (metric) (e.g. 1:200 or 1:500)</li> <li>• The direction of north</li> <li>• Written scale and/or a scale bar</li> <li>• Unique drawing number</li> <li>• The proposed development in relation to the site boundaries and other</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

Note: all drawings should be suitable for scanning and display electronically for the application to be valid

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		<p>existing buildings on the site with written dimensions including those to the boundaries</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or adjoining the site</li> <li>• The position of all trees on the site and adjacent land</li> <li>• The extent and type of any hard surfacing</li> </ul>		
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Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Full Elevations: Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun</b>	All applications proposing operational development including Listed Building Consent	<ul style="list-style-type: none"> <li>• Recognised Scale (metric) (1:50 or 1:100) and should clearly show the proposed works in relation to what is already there</li> <li>• A written scale and/or a scale bar and written dimensions to show overall</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

		<p>size of any new buildings or extensions</p> <ul style="list-style-type: none"> <li>• A unique drawing number.</li> <li>• All sides of the proposal</li> <li>• Where a proposed elevation adjoins or is in close proximity to another building, drawings should clearly show the relationship between the buildings and detail positions of the openings on each property</li> </ul>		
<p><b>Full Floor Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun</b></p>	<p>Applications proposing new or amended floor space and/or proposals to alter existing buildings</p>	<ul style="list-style-type: none"> <li>• Recognised Scale (metric) (1:50 or 1:100)</li> <li>• A written scale and/or a scale bar and written dimensions to show overall size of any new buildings or extensions.</li> <li>• A unique drawing number.</li> <li>• Where existing buildings or walls are to be demolished (if applicable)</li> <li>• Details of the layout of existing building(s) as well as those for the proposed development.</li> </ul>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p> <p><a href="#">Planning Portal</a></p>	<p><a href="#">The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</a></p>

Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
<b>Site Sections: Existing and Proposed and finished floor and site levels or original and existing where permission is sought for a development which is already complete or has begun</b>	All applications which involve a change in ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design	<ul style="list-style-type: none"> <li>• Recognised Scale (metric)</li> <li>• A written scale and/or a scale bar</li> <li>• A unique drawing number.</li> <li>• Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)</li> <li>• Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided</li> </ul>	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a>  <a href="#">Planning Portal</a>	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a>
<b>Roof Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun</b>	All applications for development where a roof would be created or altered	<ul style="list-style-type: none"> <li>• Recognised Scale (metric) (1:50 or 1:100)</li> <li>• A written scale and/or a scale bar</li> <li>• A unique drawing number.</li> </ul>	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a>  <a href="#">Planning Portal</a>	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a>

Note: all drawings should be suitable for scanning and display electronically for the application to be valid

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		Roof Plan to show shape of the roof, its location, and any features such as chimney positions or windows.		
<b>Street scene Elevations</b>	Applications for operational development fronting a highway	<ul style="list-style-type: none"> <li>Recognised Scale (metric) (1:100 or 1:200) with a minimum of 30 metres, or two dwellings either side of the proposed development, whichever is less .</li> <li>A written scale and/or a scale bar</li> </ul>	<a href="#">Planning Portal</a>	<a href="#">The Town and Country Planning Act (1990) (as amended)</a>

<b>Document</b>	<b>Applications that require this information</b>	<b>Information Required</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>
<b>Affordable Housing Statement</b>	<p>Where an element of affordable housing is required as part of the scheme, i.e. where 10 or more dwellings are proposed or 1000sqm or greater of residential floor space is proposed.</p> <p>If Affordable Housing is not going to be provided, or the contributions do not meet the requirements set out in the Fenland</p>	<p>The statement should set out:</p> <ul style="list-style-type: none"> <li>The number, size (number of bedrooms) and type and their proposed location</li> <li>Details of size of each type (square metre)</li> <li>Details of future management and tenure</li> <li>Contact details for the chosen Registered Provider</li> </ul> <p>or</p>		<a href="#">National Planning Policy Framework</a>

	<p>Local Plan 2014, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p> <p>All viability assessments will be reviewed by the an independent external assessors. A fee will be charged to the Applicant to cover this cost. A statement confirming the acceptance to meet the reasonable cost of the assessment must be provided as part of the for the validation of any planning application.</p> <p>Fees will vary according to the size of the application .</p>	<ul style="list-style-type: none"> <li>• Confirmation of the agreement for the financial contribution when requested</li> </ul> <p>May be contained within the Planning Statement</p>		
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<p><b>Agricultural Appraisal</b></p>	<p>Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings</p>	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality in accordance with the requirements of Policy LP12 (Part D) of the Fenland Local Plan 2014</p> <p>For removal of condition applications evidence should be submitted to show there is no long-term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other relevant interests in the locality.</p>	<p>Fenland Local Plan 2014</p>	<p><a href="#">National Planning Policy Framework</a></p>
<p><b>Air Quality Impact Assessment</b></p>	<p>Developments that may introduce a significant impact on air quality i.e. &gt;50 dwellings, industrial emissions, bio mass burners or major construction projects</p> <p>Any developments within a designated Air</p>	<p>An assessment of potential impacts of the development on local air quality</p> <p>Should outline the proposed mitigation measures where necessary</p>	<p>National Planning Practice Guidance</p> <p><a href="#">Land-Use Planning &amp; Development Control: Planning For Air Quality</a></p>	<p><a href="#">National Planning Policy Framework</a></p>

	Quality Management Areas that generate additional traffic movements or introduce new receptors			
<b>Amendment Statement</b>	Revised applications following the approval, refusal or withdrawal of a previous scheme	A statement which details and explains the changes to the previously submitted plans. This can be part of the Design and Access Statement if one is required		
<b>Arboricultural / Tree Survey</b>	<p>Where there are trees or hedges, within or adjacent to the application site that could influence or be affected by proposed development (e.g. trees or any part of a tree including canopy and root protection area within 10 metres of the proposed development)</p> <p>For major development sites</p> <p>Applications for works to a tree protected by a Tree Preservation Order</p>	<p>The level of detail required will depend on the scale of the proposed development and potential conflicts between the development and trees and hedges. It should contain:</p> <ul style="list-style-type: none"> <li>• Details of the protected tree</li> <li>• A comprehensive survey of all the existing trees and hedges</li> <li>• Details of proposed works to existing trees and hedges</li> <li>• Details of replacements where applicable</li> <li>• Details of how retained trees and hedges are to be protected during development</li> </ul> <p>Where an application is for works to a tree</p>	BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations	<a href="#">National Planning Policy Framework</a>

	Applications for works to a tree within a Conservation Area	protected by a Tree Preservation Order due to their condition or it is alleged that they are causing structural damage, a report from an appropriate expert will be required		
<b>Biodiversity Supporting statement and statutory metric calculation</b>		As set out in paragraph 11 of the <a href="#">Biodiversity Net Gain Planning Practice Guidance</a>	<a href="#">National Planning Policy Guidance</a>	<a href="#">National Planning Policy Framework</a>
<b>Biodiversity Check List/Report</b>	All applications with an accompanying ecology report if required as indicated on the checklist	As a minimum a Preliminary Ecological Appraisal survey and report should provide an assessment of the impact of the proposed development on wildlife with proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.  Where protected and priority species, including building-dependent species, are known or have the potential to be present an Extended Phase 1	<a href="#">Fenland District Council Website</a>  <a href="#">National Planning Policy Guidance</a>	<a href="#">National Planning Policy Framework</a>

		<p>Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations</p>		
<b>Drainage Strategy</b>	For all major applications	Should demonstrate the suitability of the proposed drainage system	<a href="#">Surface Water Drainage Guidance for Developers</a>  <a href="#">Cambridgeshire Flood and Water Supplementary Planning Document</a>	<a href="#">National Planning Policy Framework</a>
<b>Economic Statement</b>	Where the proposal involves regeneration i.e. job creation and other community benefits	<p>Should include information on the regeneration benefits of the proposal including:</p> <ul style="list-style-type: none"> <li>• New jobs created</li> <li>• Relative floor space for each use</li> <li>• Community benefits</li> <li>• Links to known regeneration strategies</li> </ul>		<a href="#">National Planning Policy Framework</a>

<b>Environmental Impact Statement</b>	<p>Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development</p>	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided</p>	<p><a href="#">The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</a></p>	<p><a href="#">The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</a></p> <p><a href="#">National Planning Policy Framework</a></p>
<b>Fire Statements</b>	<p>Required for two or more dwellings or educational accommodation <b>and</b> meets the height condition: 18m or more in height, or 7 or more storeys</p>		<p><a href="#">Fire statement forms</a></p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</a></p>
<b>Flood Risk Assessment</b>	<p>Required where indicated on the Environment Agency flood risk matrix, including Sites of more than one hectare in Flood Zone 1 and all new development</p>	<p>The FRA should:</p> <ul style="list-style-type: none"> <li>• Assess the existing situation</li> <li>• Assess whether the proposal is likely to be affected by current or future flooding from any source</li> </ul>	<p><a href="#">Environment Agency</a></p> <p><a href="#">Lead Local Flood Authority</a></p> <p><a href="#">Cambridgeshire County Council</a></p>	

	<p>within Flood Zone 2 and 3</p>	<ul style="list-style-type: none"> <li>• Satisfy the LPA that the development is safe and where possible reduces flood risk overall</li> <li>• State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding</li> <li>• Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account</li> </ul> <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding. The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met. Householder applications in flood zone 2 or 3 should complete the <a href="#">Environment</a></p>	<p><a href="#">DEFRA: Flood risk assessment in flood zone 1 and critical drainage areas</a></p>	
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		<a href="#">Agencies Householder and other minor extensions in Flood Zones 2 and 3 matrix.</a>		
<b>Health Impact Assessment</b>	Required for all residential developments of 50 or more units and non-residential development in excess of 1000 square metres	<p>Health Impact Assessment should:</p> <ul style="list-style-type: none"> <li>Identify the potential health consequences of the proposed development</li> <li>Identify measures proposed to encourage healthy activities such as walking and cycling</li> <li>Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised</li> </ul> <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate</p>	<a href="#">Health Impact Assessment Guidance Document</a>	<a href="#">The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</a>  <a href="#">National Planning Policy Framework</a>
<b>Heritage Statement</b>	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> <li>Designated heritage assets</li> </ul>	<p>Should:</p> <ul style="list-style-type: none"> <li>Identify the significance of the archaeology, history and character of the building/structure or area</li> </ul>	<a href="#">Heritage Statements - Fenland District Council</a>  <a href="#">Historic Environment Practice Guide</a>	<a href="#">National Planning Policy Framework</a>

	<ul style="list-style-type: none"> <li>• Non-designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value</li> <li>• Applications for Listed Building Consent</li> </ul>	<ul style="list-style-type: none"> <li>• Justify and outline the principles of the proposed works and their impact on its special character</li> <li>• Include a detailed schedule of the proposed work</li> <li>• Include a structural survey, if required</li> </ul>		
<b>Land Contamination Assessment</b>	<p>Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial or commercial. If the applicant does not consider a Contaminated Land Assessment is necessary for the site a full justification of reasons should be submitted i.e. site has only ever been a residential garden</p>	<p>A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person in accordance with relevant guidance including:</p> <p><u><a href="#">Guidelines for Environmental Risk Assessment and Management - Green Leaves III (publishing.service.gov.uk)</a></u></p> <p><u><a href="#">Land contamination risk management (LCRM) - GOV.UK (www.gov.uk)</a></u></p> <p><i>BS 5930:2015+A1:2020 Code of Practice for Site Investigations</i></p> <p><i>BS 10175:2011+A2:2017 Code of Practice for the investigation of potentially contaminated land.</i></p> <p>BS 8576:2013 Guidance on investigations for ground gas –</p>	<u><a href="#">Fenland District Council Website</a></u>	<u><a href="#">National Planning Policy Framework</a></u>



		Permanent gases and Volatile Organic Compounds (VOCs)		
<b>Lighting Assessment</b>	All applications where it is proposed to incorporate external flood lighting	The assessment should include a layout plan with beam orientation and lighting spill	<a href="#">Guidance Notes for The Reduction Of Obtrusive Light</a>	
<b>Loss of Employment Land Justification</b>	Applications where the development proposes the loss of an existing commercial or employment use	<ul style="list-style-type: none"> <li>• An explanation as to why the existing employment use or an alternative employment use is no longer viable</li> <li>• Details of the number of jobs lost or relocate</li> <li>• Evidence that the site has been actively marketed for an employment use for a substantial period of time</li> </ul>		<a href="#">National Planning Policy Framework</a>
<b>Noise Impact Assessment / Acoustic Report</b>	<p>Where noise nuisance on residential amenity may be a consideration i.e.</p> <ul style="list-style-type: none"> <li>• Where it is proposed to introduce residential development to a noisy environment</li> <li>• Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development</li> </ul>	<p>A Noise Impact Assessment prepared by a suitably qualified acoustician in accordance with industry standards relevant to the scenario e.g.</p> <p>BS 4142:2014+A1:2019 <i>Methods for rating and assessing industrial and commercial sound</i></p> <p>BS 8233:2014 <i>Guidance on sound insulation and noise reduction for buildings</i></p>	<a href="#">National Planning Practice Guidance</a>	<a href="#">National Planning Policy Framework</a>

<p><b>Parking and Access Arrangements</b></p>	<p>All applications likely to result in a loss or gain in parking provision</p>	<p>Existing and proposed arrangements for:</p> <ul style="list-style-type: none"> <li>• parking and cycle storage</li> <li>• access and turning arrangements for vehicles and pedestrians</li> </ul> <p>May be shown on the Block Plan</p>	<p>Fenland Local Plan 2014 Appendix A – Parking Standards</p>	<p><a href="#"><u>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</u></a></p>
<p><b>Planning Obligations - Draft Heads of Terms</b></p>	<p>All major developments requiring planning obligations (including all major residential developments) unless otherwise agreed</p> <p>If Heads of Terms are not going to be submitted, or the contributions do not meet the requirements set out in the Fenland Local Plan 2014 and the Infrastructure Delivery Plan, due to financial viability reasons, then a Viability Assessment should be submitted justifying the contributions or lack of.</p>	<p>The draft heads of terms agreement should include contributions which are:</p> <ul style="list-style-type: none"> <li>• Necessary to make the development acceptable in planning terms;</li> <li>• Directly related to the development, and</li> <li>• Fairly and reasonably related in scale and kind to the development</li> </ul> <p>An undertaking shall also be provided that the that the applicant will meet the reasonable Section 106 legal costs on behalf of the Council.</p> <p>At validation stage it is not necessary for exact figures to be provided. The Local Planning Authority would however expect to see what</p>	<p>Fenland Local Plan 2014</p>	<p><a href="#"><u>The Town and Country Planning Act (1990) (as amended)</u></a></p>

		<p>type of contributions will be proposed, i.e. highways, affordable housing, education etc.</p> <p>May be contained within the Planning Statement.</p>		
<b>Planning Statement</b>	<p>Applications for 10 or more dwellings, or 0.5 hectares if is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p>	<p>Statements should:</p> <ul style="list-style-type: none"> <li>• Include a full explanation of the proposal including any relevant background or site history</li> <li>• Identify the context and need for the proposed development including justifications for proposed change of use where appropriate</li> <li>• Include an overview of how the proposal accords with the Local Plan and other relevant documents</li> <li>• Details of any consultation undertaken with statutory consultees and the local community</li> </ul>		<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p>
<b>Plot Schedule</b>	<p>Required for major residential developments</p>	<p>Summary of the relationship between the plot number of the house type proposed.</p> <p>i.e. Plot 1 – house type B Plot 2 – House type A</p>		<p><a href="#">National Planning Policy Framework</a></p>

<p><b>Renewable Energy Statement</b></p> <p>(*see separate requirements for wind turbines below)</p>	<p>All applications for:</p> <ul style="list-style-type: none"> <li>• Air source heat pumps</li> <li>• Solar photovoltaic or solar thermal panels</li> <li>• Biomass plants, district/community heating and CHP plants</li> </ul> <p>(Note: An Environmental Impact Assessment may be required for biomass plants, district/community heating and CHP plants. Please seek advice from Planning Services)</p>	<p>Specification including noise levels and total Capacity</p> <p>A Landscape and Visual Impact Assessment may also be required</p>		<p><a href="#">National Planning Policy Framework</a></p>
<p><b>Retail or Leisure Impact Assessment</b></p>	<p>Retail and leisure developments over 2500 square metres.</p> <p>Smaller retail and leisure developments likely to have a significant impact on smaller centres.</p> <p>Applications for other main town centre uses</p>	<p>Should include details of the sequential test process that supports the chosen site location.</p>		<p><a href="#">National Planning Policy Framework</a></p>

	when they are an edge of centre or out of centre location; and not in accordance with the Development Plan			
<b>Recycling / Waste Strategy</b>	New residential developments for flats or Houses in Multiple Occupation (HMOs)	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> <li>• How refuse and recycling will be stored and collected</li> <li>• That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs</li> </ul>		<a href="#">National Planning Policy Framework</a>
<b>Structural Survey</b>	Applications involving barn conversions or re-use of existing rural buildings	<p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		
<b>Telecommunications Development</b>	Required for all applications for mast and antenna development in accordance with the	The area of search, details of any consultation undertaken, details of the proposed structure, and technical	<a href="#">Codes of Practice   Mobile Network Operators   Mobile UK</a>	<a href="#">National Planning Policy Framework</a>

Note: all drawings should be suitable for scanning and display electronically for the application to be valid

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	Code of Practice on Mobile Network Development 2016	<p>justification and information about the proposal</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection</p>		
<b>Transport Assessment/Transport Statement</b>	All developments which are likely to generate significant amount of vehicle movement i.e. major developments	<p>Should include details as set out in the Guidance on Transport Assessments. Likely to include:</p> <ul style="list-style-type: none"> <li>• the existing conditions</li> <li>• development details</li> <li>• predicted person trip generation and mode splits</li> <li>• predicted residual vehicular trip generation based on proposed travel plan measures</li> <li>• distribution of residual vehicular trips</li> <li>• junction capacity assessments</li> </ul>	<p><a href="#">Cambridgeshire County Council website</a></p> <p><a href="#">National Planning Policy Guidance</a></p>	<a href="#">National Planning Policy Framework</a>

		<ul style="list-style-type: none"> <li>• merge / diverge assessments at opening year and ten years after registration of application</li> <li>• details of the proposed mitigation measures</li> </ul>		
<b>Travel Plan</b>	As required by the <a href="#">Cambridgeshire Country Council Transport Assessment Requirements</a>	The Travel Plan should set out how the reliance on the private motor car will be reduced	<a href="#">Cambridgeshire Country Council Transport Assessment Requirements</a>  <a href="#">National Planning Policy Guidance</a>	<a href="#">National Planning Policy Framework</a>
<b>Wind Turbine Statement</b>	<p>All applications for wind turbines</p> <p>(Note: An Environmental Impact Assessment may be required if the application is for more than two turbines or the hub height will exceed 15m. In such cases the applicant should seek a screening opinion from the Council)</p>	<p>Statement should include the following:</p> <ul style="list-style-type: none"> <li>• Specification, including dimensions, maximum capacity and noise assessment at different wind speeds</li> <li>• Background noise readings at different times of the day and week</li> <li>• Landscape and visual impact assessment</li> <li>• Ecological survey</li> </ul>	Guidelines for landscape and Visual Impact assessment, 3rd Edition	<a href="#">National Planning Policy Framework</a>