

Guidance notes on validation checklists for Planning Applications

• Planning department



East Cambridgeshire
District Council

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Glossary of policy drivers and relevant documents

[East Cambridgeshire Local Plan 2015 \(as amended 2023\) \(ECLP\)](#)

(www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan-2015-amended-2023)

[Supplementary Planning Documents \(SPD\)](#)

(www.eastcambs.gov.uk/local-development-framework/supplementary-planning-documents)

[Affordable Housing Statement \(Oct 2019\)](#)

(www.eastcambs.gov.uk/sites/default/files/Affordable%20Housing%20Statement%20-%20Oct%202019.pdf)

[Climate Change SPD \(Feb 2021\)](#)

(www.eastcambs.gov.uk/sites/default/files/Climate%20Change%202021.pdf)

[Contaminated Land \(Jan 2015\)](#)

(www.eastcambs.gov.uk/sites/default/files/Contaminated%20Land%20SPD%202015.pdf)

[Developer Contributions SPD \(March 2013\)](#)

(www.eastcambs.gov.uk/sites/default/files/SPD%20Developer%20Contributions%20-%20Adopted%20Version_0.pdf)

[Natural environment SPD](#)

(www.eastcambs.gov.uk/sites/default/files/Natural%20Env%20SPD%20-%20Adoption%20versionAC_0.pdf)

[Flood and Water SPD](#)

(www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf)

[An Interim Nature Recovery Network for East Cambridgeshire \(Aug 2022\)](#)

(www.eastcambs.gov.uk/sites/default/files/East%20Cambs%20NRN%20-%20Final%20-%20Aug2022%20-%20low%20res.pdf)

[East Cambs District Council Statement of Community Involvement \(ECSCI\)](#)

(www.eastcambs.gov.uk/local-development-framework/statement-community-involvement-sci)

[National Planning Policy Framework 2023 \(NPPF\)](#)

(www.gov.uk/government/publications/national-planning-policy-framework--2)

[Planning Practice Guidance \(PPG\)](#)

(www.gov.uk/government/collections/planning-practice-guidance)

[The Conservation of Habitats and Species Regulation 2017](#)


(www.legislation.gov.uk/uksi/2017/1012/contents/made)

[Town and Country Planning Act 1990 \(TCPA\)](#)

(www.legislation.gov.uk/ukpga/1990/8/contents)

[Town and Country Planning \(Safeguarded aerodromes, technical sites and military explosives storage areas\) direction 2002](#)

(www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas)



Section 1 – General information

Purpose of this guidance document

Purpose of the document

When planning applications are received, we check to see that we have all the information we need to make the decision on an application and that the plans, certificates and fee are correct. This process is referred to as the validation of the application. It is in your interests to submit the correct information as early as possible as the application cannot be processed until it has passed the validation checks.

We will only require information that is relevant to the assessment of your application. Be aware that certain information is essential before an application can be validated.

All information contained in this document is correct at the date of publication. It is likely that some requirements may change over time. Changes will be incorporated when the document is revised.

How to use document

This guide explains what information we will require to support applications for major, minor, or householder developments, lawful development certificates, advertisement consents, Listed Building consents, prior approvals and discharge of conditions.

In section 2, each of the applications are detailed including what documents will always be required and those documents that may be required if certain criteria are met.

Links to those specific documents required are laid out with the criteria of when they will be needed to pass through validation process. The criteria set out what should be included within the document and the policy drivers of why we ask for it.

Submitting your application

We will help you identify what information is required for your application as part of our pre-application service. It is highly recommended that you take advantage of this service to discover potential issues before submission of the formal application. Further details can be found on our [pre application advice webpage](http://www.eastcambs.gov.uk/planning/pre-application-advice) (www.eastcambs.gov.uk/planning/pre-application-advice).

East Cambridgeshire District Council's fee (via the [Planning Portal](http://www.planningportal.co.uk) (www.planningportal.co.uk)). This is the council's preferred way of receiving planning applications. If you are unable to use this service we can also accept email submissions to plservices@eastcambs.gov.uk or via the post to East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely CB7 4EE. Please note that in applying electronically, or by providing an email address on the application, you are agreeing to all future contacts via email.

Common reasons why applications are invalid

We understand that omissions can occur. Regrettably, this does add delays to the application process. The most common reasons are:

- no location plan submitted or missing North point, missing licence and copyright information or red line not extending to an adopted road
- no block plan submitted
- incorrect fee or no fee submitted
- certificate A/B/C/D and merged Agricultural Holdings within the application form not signed
- no existing elevation/floor plans submitted
- Design and Access Statement missing
- incorrect completion of Biodiversity Net Gain requirements
- lack of ecological information
- lack of tree details or survey

If further information or a fee is required

We will aim to notify you within 5 working days of additional information needed to validate your application. We will specify what needs to be provided and give a timescale for the submission of the missing information or fee. If this is not submitted within the given timescale, the application will be returned to you and any fee paid returned minus an administration charge. Further details can be found on our why applications are invalid webpage (www.eastcambs.gov.uk/planning/why-applications-are-invalid).

The fact that an application has been validated does not mean that the quality of the plans/documents have been fully assessed. The Local Planning Authority reserves the right to:

- seek further information with regard to the submitted plans/documents
- seek information on material planning issues that have not been addressed in the application

These aspects will need to be satisfied before any decision is made on the application.


If further information is required after the validation stage, you will be contacted by the case officer. We therefore ask you to carefully consider the constraints of a site before submitting your application. Especially as some of the additional information can take time to put together and survey work may need to be carried out at a particular time of year, for example during the nesting season.

To understand the planning application process further, information is available on our [useful planning information webpage](http://www.eastcambs.gov.uk/planning/useful-planning-information) (www.eastcambs.gov.uk/planning/useful-planning-information).

If a permission is granted, conditions could be imposed requiring the submission of further information before the works can begin. These types of applications are called Discharge of Condition and require a fee. However, this can be avoided by submitting all relevant information at planning application stage.

Common areas where information can be provided beforehand, to prevent conditions having to be applied, include:

- materials – for example, supplier and make of bricks/tiles
- boundary treatments
- hard landscaping – particularly showing permeable surfaces
- parking and turning layouts to satisfy highway requirements
- tree protection details
- soft landscaping
- drainage schemes
- energy and sustainability details
- external lighting details
- contamination surveys
- Construction Environment Management Plans (CEMP)



Section 2 - Planning application types

Major planning application

A major application can be an outline, reserved matters or a full application and must meet the criteria listed below:

- residential development of 10 or more dwellings
- residential development on a site area of 0.5 ha or more and the number of dwellings is unknown
- development of floorspace of 1,000 sq m or more
- development on sites over 1 ha or more
- waste development

Documents always required:

Documents that may be required

Please check the specific criteria for each of the following:

Minor planning application

A minor application can be an outline, reserved matters or a full and will meet the criteria listed below:

- residential development of between one and nine dwellings
- development where the floorspace is less than 1,000sqm
- development on sites less than one hectare

Documents always required:

Documents that may be required:

Please check the specific criteria for each of the following:

Householder application

A Householder application is for extensions, alterations, additions and other outbuildings or structures within the boundary of a house and garden. To be used by the residents for domestic purposes only.

This does not include flats, for these a Full Planning Permission application will be necessary - see minor planning application above.

Documents always required:

Documents that may be required:

Please check the specific criteria for each of the following:

Lawful development certificate

Lawful development certificate is to confirm that your works do not require planning permission from the Local Planning Authority as the proposal falls within the permitted development regulations or it has become lawful through the passage of time. There are two types of certificate:

Proposed

If work has not started or the works are not substantially complete, this can be used to seek confirmation that building works or a change of use do not require planning permission.

Existing

This is to confirm building works or a change of use which have been carried out are lawful or whether activities or work is in breach of a planning condition.

Documents always required:

- evidence verifying the information included in the application
- other information considered to be relevant to the application

Consent to Display an Advertisement

Used to gain consent to display an advertisement or signage that is larger than 0.3 square metres, or if it will be illuminated. A useful guidance can be found on the [government website](http://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers) (www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers) and [The Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](http://www.legislation.gov.uk/uksi/2007/783/contents/made) (www.legislation.gov.uk/uksi/2007/783/contents/made)

Documents always required:

Documents that may be required:

Please check the specific criteria for each of the following:

Listed Building Consent

Used to apply to alter or extend a listed building in a way that affects its character or appearance as a building of special architectural or historic interest, or even demolish it. Please be aware that carrying out unauthorised works to a listed building is a criminal offence and individuals can be prosecuted.

Documents always required:

Prior Approvals

There are certain parts of the Town and Country Planning (General Permitted Development Rights) Order 2015 (As amended) that require Prior Approval. These allow assessment of specific areas by the Local Planning Authority before the proposed development can begin.

Documents always required:

Documents that may be required as set out in the relevant schedule:

Please check the specific criteria for each of the following:

Discharge of conditions

If your planning permission was granted with any of the following conditions:

- prior to commencement
- prior to any above ground development
- prior to occupation

you need to supply additional information to discharge these conditions. This is done by submitting an application for approval of details reserved by condition form including documents and plans to satisfy these conditions and the correct fee.

The background features a light blue color with several darker blue, wavy, layered shapes that create a sense of depth and movement. Scattered across the entire background are small, white, circular dots, resembling a starry sky or a digital pattern.

Section 3 – National Requirements

Application form

Required for every application

The correctly titled application form needs to be completed and submitted with every application, either using the Planning Portal to submit electronically or on a downloadable form from our [applying for permission webpage](http://eastcambs.gov.uk/planning/applying-permission) (eastcambs.gov.uk/planning/applying-permission).

All sections specified within the application form need to be completed, this includes:

- Ownership Certificates
- notices
- Biodiversity Net Gain Section

Ownership Certificates

You must complete an ownership certificate for all applications where it is included within the application form.

An 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

The responsibility for completing the appropriate certificate relies entirely with the applicant. The Planning Authority has no records of the details of ownership or lease of land or buildings.

Certificate A

Certificate A is to be completed if the applicant is the only person who owns the application site and none of the land is part of an agricultural holding.

Certificate B

Certificate B to be completed if the applicant does not own the application site, or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders, agricultural tenants). You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is when you formally told them) that you were making the application.

Certificate C

Certificate C is to be completed if you know some owners or agricultural tenants but not all of them. In this case you must also explain what reasonable steps you have taken to identify other owners and/or agricultural tenants. You will need to list the names and addresses of any other people and confirm the date when you "served notice" (that is when you formally told them) that you were making the application. You will also have to place a public notice in a newspaper circulating in the area where the application site is.

Certificate D

Certificate D is to be completed if you do not know any of the owners and/or agricultural tenants. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in the area where the application site is.

Please see the next section for the relevant notices needed for Certificates B, C or D.

Notices

A notice to the owners of the application site must be used if Certificate B, C or D has been completed. A copy should be served on each of the individuals identified in the relevant Certificate and, if required, an advert published in the local newspaper. It will be helpful if a copy of each Notice served and advert if required, accompanies the application. The notices can be found on our applying for permission webpage.

Biodiversity Net Gain Section

Complete the statutory questions on the application form and decide if the development is exempt. You can find further information on the [governments website](http://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments) (www.gov.uk/guidance/biodiversity-net-gain-exempt-developments).

Mandatory Biodiversity Net Gain statement

Required for every application

A Biodiversity Net Gain (BNG) statement is needed, or the questions completed on the application form for all applications. The requirements are based on two stages.

Stage 1 – Complete the statutory questions on the application form, alternatively a statement needs to be submitted including:

- if it is the belief of the applicant/agent that the proposal would or would not be subject to the general biodiversity gain condition
- how that conclusion was reached
- if you believe that an exemption applies you will need to provide relevant supporting evidence, you can see possible exemption reasons at [gov.uk](http://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments) (www.gov.uk/guidance/biodiversity-net-gain-exempt-developments)

Please note that if during consideration of the application the metric is found to be incorrect/insufficient then, in accordance with Article 11(5) of the Development Management Procedure Order 2015, the application will be made invalid post-registration until the metric is fully and correctly completed.

Stage 2 – Complete the correct metric.

Main Statutory Metric

A Main Statutory Biodiversity Metric tool will be necessary in the following situations:

- major sites
- proposed off site provision
- if the site has been degraded prior to the application
- sites which contain irreplaceable habitats
- if the site contains European protected species
- if the site is within 500m of a statutory protected site, such as a (SSSI)

The following information needs to be completed for validation:

- date completed (if degraded, this date may be earlier than application date, this should be specified in the BNG Statement)
- baseline habitat information
- name of ecologist who completed the metric
- version number
- baseline maps, including red line boundary, north indicator, scalebar, irreplaceable habitats, baseline habitats and reference into the metric

In addition, completed BNG condition assessments are needed.

Statutory Small Site Metric

A Statutory Small Site Metric can be used for all other onsite types of non exempt development that are not listed on the Main Statutory Metric, however if preferred, the Main Statutory Metric can also be used instead.

The following information needs to be completed for validation:

- version number
- all boxes and tabs need to be completed with photos
- the headline tab need to contain the text 'submit to LPA' or provide a valid reason why this is not possible within the terms of the metric user guide.
- all boxes need to be green except where part credits/units need to be bought

This must be completed by a competent person. A competent person is someone able to identify the habitats on your site and have completed the small site metric training and is able to follow the user guide instructions.

Metric habitat details will be validated by an appropriately trained specialist during the consultation process.

In both instances, [further information and copies of the templates can be found on the GOV.UK website](http://www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development) (www.gov.uk/guidance/biodiversity-metric-calculate-the-biodiversity-net-gain-of-a-project-or-development)

Providing more information at the initial submission will minimise delays in validation and assessment of the application.

In the cases of applications which require BNG to be offsite it would be advisable to submit Draft Heads of Terms to speed up the decision making process to secure the land, or provide details of any conservation covenant or purchase of units.

For further guidance and examples please visit the [East Cambridgeshire District Council Biodiversity webpage](http://www.eastcambs.gov.uk/local-development-framework/biodiversity-net-gain) (www.eastcambs.gov.uk/local-development-framework/biodiversity-net-gain)

Fees

Required for every application

If you choose to submit your application by post or by email an additional administration cost will be added to your planning fee. This administration cost will only be applied where the planning fee is greater than the charge.

The correct fee for your application may be found on our [fees and how to pay webpage](http://www.eastcambs.gov.uk/planning/planning-fees-and-how-pay) (www.eastcambs.gov.uk/planning/planning-fees-and-how-pay)

Design and Access Statement

Only required for the following:

- major development application (10 or more dwellings, 1,000 square metres or more floorspace or site area of 0.5ha or more)
- Listed Building Consent application
- development in designated areas (in this case a conservation area) if:
 - a. one or more dwellings
 - b. a building or buildings with a floorspace exceeding 100 square metres

Please note a Design and Access Statement is not required for a variation of condition or change of use applications.

The statement needs to include:

- information about the design principles and concepts that have been applied to the development
- how the proposed development's context has influenced the design
- how issues of access have been dealt with
- how relevant Local Plan policies have been considered

The level of detail should be proportionate to the complexity of the application.

For further information please visit either the [Design and Access Statements webpage on GOV.UK](http://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement) (www.gov.uk/guidance/making-an-application#Design-and-Access-Statement) or the [council's website](http://www.eastcambs.gov.uk/planning/design-and-access-statements) (www.eastcambs.gov.uk/planning/design-and-access-statements)

Fire Statements

Only required for the following:

Proposals that include creation, development of existing or in the curtilage of a 'relevant building'.

Relevant building is a building that contains 2 or more dwellings or educational accommodation and is 18 metres or more in height or contains 7 or more storeys.

Please note, a Fire Statement is not required for an outline, variation of condition or a change of use application, where:

- the change of use would result in the building no longer being a relevant building
- the change of use of a building within the curtilage of a relevant building where the proposal would not result in the provision of one or more relevant buildings

This is a national requirement and requires applicants to complete the relevant form as produced by the Secretary of State and include the particulars referred to in the form.

Further information is available on our [fire safety and high rise building webpage](https://www.eastcambs.gov.uk/planning/fire-safety-and-high-rise-residential-buildings) (eastcambs.gov.uk/planning/fire-safety-and-high-rise-residential-buildings) or the [webpage on GOV.UK](https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021) (www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021)

Drawings

Required for every application

Drawings are preferred at A4 or A3, however larger drawings are acceptable. Where a drawing contains different elements of the proposal, they should be clearly grouped under headings. All drawings must include the following information:

- the scale of the drawing (1:20, 1:100, 1:200, 1:500, 1:1000, 1:1250 and 1:2500 as required by the drawing)
- title to identify the development and subject of the drawing
- a unique drawing number which also indicates any revisions (for example, 1234 Rev B)
- all revisions should be described to identify any changes (for example, Revision A – layout changed)
- a scale bar
- the date the plan was prepared or amended

Site location plan at a scale of 1:1250 or 1:2500

Required for every application

Location plans should show:

- at least two named roads and surrounding buildings
- if submitted based on OS data, the plan needs to contain the relevant licence information as required by copyright law
- the properties shown should be numbered to ensure that the exact location of the application site is clear and the direction of North needs to be indicated
- the application site must be edged clearly with a red line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. If an existing access is going to be used, the red line needs to only go up to highway land
- a blue line must be drawn around any other land owned or controlled by the applicant, close to, or adjoining the application site

Please be aware that we are not able to accept Land Registry plans due to copyright restrictions.

Block plan also known as a site layout plan

Required for every application

Plans should be at a scale of 1:500 or 1:200, and should be on, or based on, an up-to-date licensed Ordnance Survey map or equivalent, and should accurately show:

- the proposed development in relation to the site boundaries and other existing buildings on the site
- all the buildings, roads and footpaths on land adjoining the site including access arrangements
- the species, position, and spread of all trees within 12 metres of any proposed building works
- the extent and type of any hard surfacing
- boundary treatments (unless this impacts on the clarity of the plan)
- the location, number and form of any vehicle or cycle parking
- the location and shape of any vehicle turning area
- the direction of North

The block plan should clearly show the proposal. If other aspects of the proposals, such as soft landscaping, boundary treatments, biodiversity enhancement measures or drainage proposals, result in a cluttered plan these should be provided on separate plans. If annotations relating to other aspects of the proposal are excessive, these can also make the plan hard to read and should be provided separately.

Floor plans, roof plans and elevations

Required for every application

Floor plans and elevations should be submitted at a scale of 1:100 or 1:50 for all new buildings and for all proposals where extensions, alterations or demolitions are proposed to existing buildings. Elevations should be labelled according to orientation for example north, north-east rather than front, side to avoid ambiguity.

Where changes to a roof are proposed and these cannot be easily assessed from the elevation plans a separate roof plan will be required.

All sides of the existing building, as well as the proposed development, must be shown and these should indicate the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case. In some situations, it may be helpful to show the proposed new buildings in context with adjacent buildings (including property numbers where applicable).

Finished floor levels will be required for new detached building(s). Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the openings on each property.

For advertisement applications, plans must show the advertisement size, siting, materials and colours that are proposed. It should also show the height above ground and the extent of projection from the building and details of the method of illumination if applicable.

Sections and levels

Required for every application

- where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels
- on sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and the relative levels between existing and proposed buildings; the drawings may take the form of contours, spot levels, or cross or long sections, as appropriate
- for any new detached buildings finished levels will be required

Cross section(s) through the proposed building(s) should be submitted at a scale of 1:100 or 1:50, including an offsite fixed datum point (for example footpath, manhole cover).



Section 4 – Local Validation Requirements

Affordable Housing Statement

Only required for the following:

- applications for 10 or more dwellings (or fewer dwellings if combined gross floorspace totals 1,000 square metres or more)
- applications for dwellings on a site 1ha or more irrespective of the number of dwellings proposed
- applications for outline permission for dwellings on sites over 0.5ha and the number of dwellings is unknown
- for affordable housing exception sites
- applications submitted by Community Land Trusts

South of the district, a minimum of 40% of the total number of dwellings will be expected to be affordable housing (AH). This includes the parishes of Ashley, Bottisham, Brinkley, Burrough Green, Burwell, Cheveley, Chippenham, Dullingham, Fordham, Kennett, Kirtling, Lode, Reach, Snailwell, Stetchworth, Swaffham Bulbeck, Swaffham Prior, Westley Waterless and Woodditton.

In the north of the district, a minimum of 30% of the total number of dwellings to be provided will be expected to be AH. This includes the parishes of Coveney, Ely, Haddenham, Isleham, Little Downham, Littleport, Little Thetford, Mepal, Soham, Stretham, Sutton, Wentworth, Wicken, Wilburton, Witcham and Witchford.

For outline proposals up to 9 dwellings, the applicant must state (if known) whether the total floorspace will exceed 1,000 square metres. If it will, AH will be sought and an AHS will be required.

If a scheme is followed by a subsequent linked scheme, then the schemes may be considered cumulatively and AH thresholds may apply.

The AH requirement will be assessed on gross number of dwellings provided regardless of whether demolition of existing dwellings is required.

If applicants consider the required level of AH to be unviable, a Viability Statement will be required (see further details later in this document).

Where calculations for AH result in a fraction of a dwelling, the requirement will be rounded up for 0.5 or more and rounded down for less than 0.5.

The precise mix of tenure and house sizes of AH will be determined by local circumstances at the time of full or reserved matters.

Applicants should be aware of the requirement for the provision of 25% of all AH as First Homes. Further details can be found on our [first homes web page](http://www.eastcambs.gov.uk/planning/first-homes) (www.eastcambs.gov.uk/planning/first-homes) or on the [government webpage for first homes](http://www.gov.uk/guidance/first-homes) (www.gov.uk/guidance/first-homes).

Applications (other than outline applications where scale, design and layout are all reserved) should specify the number and location of AH, bedroom numbers, tenure, and details of any Registered Providers (RP) acting as partners in the development.

Applications requiring an AHS should also be accompanied by draft Heads of Terms for a s106 agreement. This will typically cover the details of the AH, construction of the units, timing of delivery, transfer to an RP, occupancy restrictions and nomination procedures for occupants.

It will not be appropriate to reduce the density on a site to avoid providing AH. Schemes must make the best and most efficient use of land.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 5
2. ECLP - Policies HOU 3, HOU 4 and GROWTH 6
3. SPD - Affordable Housing Statement (Oct 2019)

Air Quality Assessment

Only required for the following:

Applications that have the potential to cause or be affected by significant levels of air pollution or odour or any potential air quality matters for future occupants.

The assessment should provide sufficient information to enable the council to assess the likely impact on local air quality or the impact on future occupiers affected by existing air quality issues.

Assessments are required for the larger scale types of development. Whilst smaller infill development is unlikely to require an air quality assessment, the cumulative effects of such development do have an impact on local air quality. Mitigation measures or contributions to any Air Quality Action Plan and/or the Pollution Management Programme may be sought.

Further advice can be sought from [Environmental Health](http://www.eastcambs.gov.uk/pollution/air-quality) (www.eastcambs.gov.uk/pollution/air-quality)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Paragraph 192
2. ECLP - Policy ENV 9

Local Biodiversity Net Gain

Required for every application

For both metrics, additional draft information is required as set out below. The requirement for the final completed items will not be needed until a decision is issued on the proposal.

- a draft Biodiversity Net Gain Plan using the statutory template supplied by DEFRA and is available at [Biodiversity gain plan](http://www.gov.uk/government/publications/biodiversity-gain-plan) (www.gov.uk/government/publications/biodiversity-gain-plan)
- a draft Habitat Management and Monitoring Plan (HMMP) for significant BNG sites to span a minimum of 30 years
- a draft Landscape Environmental Management Plan (LEMP) for non-significant sites to span a minimum of 30 years
- a draft full completed metric showing the post interventions.

Providing more information at the initial submission will minimise delays in validation and assessment of the application.

In the cases of applications which require BNG to be offsite or significant on site BNG is likely to be achieved, it would be advisable to submit Draft Heads of Terms to speed up the decision making process.

For further guidance and examples please visit the [East Cambridgeshire District Council Biodiversity webpage](http://www.eastcambs.gov.uk/local-development-framework/biodiversity-net-gain) (www.eastcambs.gov.uk/local-development-framework/biodiversity-net-gain)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

Ecological reports and surveys

Only required for the following:

For all applications excluding householder applications – unless there is a likelihood that the development will affect a protected species, and/or may affect an irreplaceable/priority/designated habitat

Preliminary Ecological Appraisal (PEA) needs to be undertaken, by a competent ecologist to evaluate a site's potential to support protected species, assess impacts on designated site impact zone requirements or other features that might constrain the development. The PEA may provide recommendations for further specialist surveys, or mitigation measures, if required.

If a PEA states that further survey work is required, the Local Planning Authority will not be able to approve the application until the additional survey information and mitigation measures have been submitted.

You will need a Habitat Regulations Assessment if the proposal may have significant impact on designated habitats such as SSSIs. Additional information can be found on the [government website](http://www.gov.uk/guidance/appropriate-assessment) (www.gov.uk/guidance/appropriate-assessment)

A Local Planning Authority is not able to impose a condition requiring ecological survey work to be carried out post-decision, therefore you must provide protected species or protected habitat information at the outset. These need to be carried out as it could result in the need for re-design and layout changes.

Please provide any additional species or habitat surveys and details of how you will implement any mitigation measures at the time of submission to speed up the determination of your application.

Arboricultural Impact Assessment is required for any development that has trees or hedge of any size in the redline boundary or next to it to meet British standard BS5837:2012. Mitigation plans may also be needed following the requirements identified in this assessment.

A Wildlife Hazard Risk Assessment is needed for any development within a 13km radius of an aerodrome. Please see further details under Wildlife Hazard Risk Assessment on page 83.

For more information, please visit the [Ecology and Biodiversity webpage](http://www.eastcambs.gov.uk/planning/ecology-and-biodiversity) (www.eastcambs.gov.uk/planning/ecology-and-biodiversity)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. TCPA - Section 7A
2. The Town and Country Planning (Safeguarded aerodromes, technical sites, and military explosives storage areas) Direction 2002
3. Conservation of Habitats and Species Regulations 2017
4. NPPF - Section 15
5. ECLP - Policy ENV 7
6. SPD - East Cambridgeshire Natural Environment

Community Infrastructure Levy (CIL) Additional Questions Form (Form 1)

Only required for the following:

- all proposals for the creation of new dwellings, including flats
- all proposals for the extension of buildings falling in Use Class A (and associated sui generis) and C3 which create 100 square metres or more internal floorspace

Applications will not be made invalid because they lack the relevant CIL forms, however you are strongly advised to submit these with applications for the types of development mentioned above.

CIL – self build relief exemptions

You could be eligible for the exemption from CIL payments if:

- the necessary qualification requirements are met
- the application process is completed within required timescales
- you are building your own home or has commissioned a home from a contractor, house builder or sub-contractor
- you own the property and occupy it as their principal residence for a minimum of 3 years after the work is completed
- self-build communal development meets the required criteria

There is a set process which requires 4 steps to be undertaken within the required timescales. Failure to follow the set procedures will mean that the exemption will not be obtained, or it will be rescinded if previously obtained, resulting in a full levy liability being incurred. Failure to submit a commencement notice before building works begin will result in a surcharge.

The exemption must be applied for and obtained, and a commencement notice received by East Cambridgeshire District Council, prior to the commencement of the development (start of works on site).

For further information please visit the [council's CIL webpages](http://www.eastcambs.gov.uk/planning/community-infrastructure-levy) (www.eastcambs.gov.uk/planning/community-infrastructure-levy) and the [Supplementary Planning Document on Developer Contributions and Planning Obligations \(adopted May 2013\) PDF](http://www.eastcambs.gov.uk/sites/default/files/SPD_Developer_Contributions_-_Adopted_Version_0.pdf) (www.eastcambs.gov.uk/sites/default/files/SPD_Developer_Contributions - Adopted Version_0.pdf)

Contaminated Land Investigation

Only required for the following:

- all applications when previous uses on or adjoining the site could have given rise to contamination such as former industrial and commercial processes, petrol filling stations, institutional uses, storage of chemicals (including on farms)
- all applications when an initial desktop and walkover study suggests that contaminants may be present

Where there is a possibility that previous uses of the site or adjacent land, could have given rise to contamination, we will expect to see results of investigations indicating whether or not contamination is present or likely to be present. Information on how it is proposed to deal with contamination will need to be submitted. As a first stage you should establish the former uses of the site, collect physical data, and undertake a walkover survey, and consult the regulatory authorities. Early discussions with our Environmental Health team are recommended in order to clarify the process.

We recommend that a desktop study and walkover survey should be taken for almost every development, even greenfield sites, particularly if there have been previous agricultural uses. Sites which have only been used for residential development may have potential contaminants, for example from domestic heating oil leaks, garages and basements.

For a site proposing infiltration, sustainable drainage systems (SuDS) will need special attention to soakaway locations as these can mobilise contaminants and act as a pathway for contamination to groundwater.

Avoiding conditions

Submit land contamination report for a proposed use that would be particularly vulnerable to the presence of contamination (for example residential) or where land is known or suspected to be contaminated.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Paragraph 189
2. ECLP - Policy ENV 9
3. SPD - Contaminated Land SPD

Foul Sewerage Assessment

Only required for the following:

- applications for any development that would result in the construction of a new sewage disposal system
- applications for any development of 10 dwellings or more or 1000 square metres or more of commercial floorspace, or sites of more than 0.5ha, whether this is connecting to the public system or constructing a new one

A foul sewerage assessment should include a description of the type, quantities and means of disposal, of any trade waste or effluent. All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s).

If you have a letter from the public drainage provider, agreeing to a connection to their system, then a copy should be included with your application. It will be helpful to refer to the [East Cambs Water Cycle Study](http://www.eastcambs.gov.uk/local-development-framework/water-cycle-study-pslp-document-library) (www.eastcambs.gov.uk/local-development-framework/water-cycle-study-pslp-document-library) for information on capacity of infrastructure and receiving water environment.

If the proposed development results in any changes or replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided, indicating the method of disposal proposed, and its location.

If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land (see Section 1, Ownership Certificates).

You should be aware that all drainage systems would need to satisfy Building Regulations, and therefore require approval and inspection under separate legislation. The planning aspect is limited to considering the appropriateness of the type/method of drainage, not the constructional details.

Please see the [Cambridgeshire Flood and Water Supplementary Planning Document](http://www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf) (www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf)

How to reduce necessity for conditions that would require discharging

Submit details of foul sewerage with all proposals.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 14
2. ECLP - Policy ENV 8 and ENV 9

Surface Water Drainage Details

Only required for the following:

- applications for operational developments falling within Flood Zone 2 or 3, a Critical Drainage Area or a Rapid Inundation Zone, as indicated on the Environment Agency Flood Risk Maps or the East Cambridgeshire District Council Strategic Flood Risk Assessment
- if a known drainage problem exists and the Local Planning Authority would like assurance from the developer that flood risk has been addressed
- applications for all major developments (10 or more dwellings, 1,000 square metres or more floorspace or site area of 0.5ha or more)

A surface water drainage assessment will be required for those developments that are likely to generate a significant increase in the flow of water across, and from, the site. This should also include pollution control measures.

Cambridgeshire County Council has a webpage dedicated to [Surface Water and Sustainable drainage systems \(SuDS\)](http://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/flood-planning-and-development) which has further information (www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/flood-planning-and-development). The government expects sustainable drainage systems (SuDS) to be provided in new developments. All surface water run-off to be controlled as near to its source as possible (preferably on-site) through a sustainable drainage approach to surface water management (SuDS). SuDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SuDS involve a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands. SuDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge, and improving water quality and amenity.

If a SuDS system is not proposed, the drainage assessment will need to demonstrate why this is the case and set out what pollution control measures would be applied.

Proposals for new development should have regard to the [Flood and Water Supplementary Planning Document 2016](http://www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf) (www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf) As with foul drainage, you should be aware that all drainage systems will need to satisfy Building Regulations. It may therefore require approval and inspection under separate legislation.

Avoiding conditions

Smaller developments may be able to use soakaways, but this will be dependent on an assessment having been made in accordance with BRE Digest 365, for which permeability tests and possible land contamination test will be needed to demonstrate their effectiveness before layout is finalised. To avoid the imposition of conditions this information alongside a surface water drainage scheme should be provided with an application.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 14
2. ECLP - Policy ENV 8

Flood Risk Assessment

Only required for the following:

- every application in Flood Zones 2, 3 or 3b including minor development and change of use
- any application elsewhere with a site area greater than 1ha
- applications for all new buildings, significant extensions and changes of use within the floodplain or adjacent to a main river
- applications for engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways

The Environment Agency has identified areas within the district that are at risk of flooding. The location of these areas are available on the [gov.uk website Environment Agency's pages](http://www.gov.uk/check-if-youre-at-risk-of-flooding) (www.gov.uk/check-if-youre-at-risk-of-flooding).

Where new buildings are proposed in a high-risk area, a Flood Risk Assessment is required to establish the impact of the development on the floodplain and the level of risk to the occupiers. If your site lies in the floodplain or is adjacent to a main river, we recommend that you contact the Environment Agency to discuss the need for and scope of the assessment. They can tell you if your site lies in the floodplain or near a main river, or you can check online at gov.uk website Environment Agency's pages. Applicants should also check if a Strategic Flood Risk Assessment has already been prepared.

The Environment Agency has however produced standing advice for minor extension (householder and non-domestic extensions less than 250 square metres) in flood zones 2 and 3 and for various uses within flood zone 2, which should be consulted on the [gov.uk flood risk webpages](http://www.gov.uk/guidance/flood-risk-assessment-standing-advice) (www.gov.uk/guidance/flood-risk-assessment-standing-advice)

In addition to a Flood Risk Assessment, a Sequential Test may need to be carried out. To establish whether this is the case you need to consult the relevant tables in the online [Planning Practice Guidance](http://www.gov.uk/guidance/flood-risk-and-coastal-change#para77) (www.gov.uk/guidance/flood-risk-and-coastal-change#para77). If one is required then you will need to provide information about other sites to enable a sequential test to be carried out. Further information can be found in the [Flood and Water Supplementary Planning Document 2016](http://www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf) (www.eastcambs.gov.uk/sites/default/files/Flood%20and%20Water%20SPD%20ECDC%20-%20adopted%20FC%2016%20Nov%202016_0.pdf)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 14
2. PPG - Paragraph 077
3. ECLP - Policy ENV 8
4. SPD - Flood and Water SPD 2016

Environmental Impact Assessment

Only required for the following:

An application for development deemed to be EIA development.

Environmental Impact Assessment (EIA) refers to a specific process where information about the likely environmental effects of a project is collected, assessed, and taken into account when determining an application.

Where an application is for development deemed to be EIA development, the application will need to be accompanied by an Environmental Statement. Whilst it is not possible to invalidate an application for EIA development submitted without an Environmental Statement, the absence of a statement would significantly delay the application process and prevent the Local Planning Authority from approving the application.

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out what constitutes EIA development and provides details on how to seek a formal 'Screening and Scoping Opinion' from the Local Planning Authority.

Further guidance on EIA can be found on the [gov.uk website](http://www.gov.uk/guidance/environmental-impact-assessment) (www.gov.uk/guidance/environmental-impact-assessment)

Green Belt Statement

Only required for the following:

All applications for a proposal in the Green Belt.

This applies to areas in Bottisham, Lode and Swaffham Bulbeck. As part of your background research about your site, you should carry out an initial assessment to identify whether the site is within the Green Belt.

Only a limited number of types of development are considered "appropriate". If your proposal is "inappropriate" then you must include in your application, a statement of the "very special circumstances" that you consider justify the development. We will not treat an application for "inappropriate development" in the Green Belt as valid unless accompanied by a statement of "very special circumstances".

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Chapter 13
2. ECLP - Policy ENV 10

Heritage Statement (Assessment of Significance)

Only required for the following:

- proposals affecting any listed building, including development within their curtilage and setting
- proposals affecting Scheduled Monuments
- proposals affecting sites identified on the Cambridgeshire Historic Environment Record
- proposals affecting sites known to or thought to contain archaeological remains, for example unidentified earthworks that appear on historical mapping
- proposals affecting the character of Conservation Areas
- proposals affecting any building included on the East Cambridgeshire Register of Buildings of Local Interest

Heritage Statements are a method by which the Local Planning Authority can assess the impact any proposed works may have on its heritage assets. These statements should be produced in the initial stages of the scheme in order to inform the design and should be submitted as part of any application for development.

Please note, the information provided should be proportionate to the extent of work proposed.

Find further information in our [Heritage Statement](https://www.eastcambs.gov.uk/planning/design-and-access-statements) (https://www.eastcambs.gov.uk/planning/design-and-access-statements)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 16
2. ECLP - Policies ENV 11, ENV 12, ENV 13 and ENV 14

Landscape and Visual Impact Assessment

Only required for the following:

- major applications which are likely to have a significant visual impact within the landscape
- all applications where an Environmental Impact Assessment is required

A Landscape and Visual Impact Assessment (LVIA) is required to assess the impact of any individual development on the character, setting and visual amenity of the surrounding landscape and any sensitive receptors within it and should be informed by:

- visual representations of the site before and after the proposed development such as photomontages and artists impressions
- a list of viewpoints to assess the proposal should be agreed with the Planning team prior to submission of the application
- a detailed visual impact assessment on any residential properties and long distance views, including distance, compass direction, orientation of the receptor to the proposal and the extent of any vision from the property/view (oblique/direct views), details of any intervening topography/landscaping and manmade features

Landscaping Scheme

Only required for the following:

In most cases this would not be required to validate an application, however landscaping is integral to good design and should be considered at an early stage in the development of proposals

Landscaping is the treatment of private and public space to enhance or protect the site's amenity through hard and soft measures, for example, by planting trees or hedges, or screening by fences or walls. It should be an integral part of a development and ideally landscaping should be considered at an early stage. Where practicable, existing trees and other vegetation should be retained and protected during the course of construction (see the section on Tree Survey/ Arboricultural Assessment).

Landscaping schemes should include:

- proposed finished ground levels or contours
- a soil management strategy should be provided (where significant earthworks are required), including potential use of Soil Protection Zones (SPZs) where soil will be fenced off and protected from all disturbance or compaction from vehicle traffic and how any damaged or compacted soil will be remediated
- means of enclosure, for example fencing, boundary walls or hedging
- extent and provision for all construction operations including site compounds, haul roads, temporary access points
- car parking layouts
- other vehicle and pedestrian access routes and circulation areas
- hard surfacing materials, structures, and ancillary objects (lighting columns, refuse bins)
- plans showing the location of existing and proposed shrubs and trees, indicating which are to be retained and which will be removed

- a schedule of new planting showing species, size at time of planting, planting density
- notes on cultivation, protection measures and management objectives
- an implementation programme for when, and at what stage of the development, the planting will be carried out
- a landscape and, if appropriate, ecological management plan with landscape and ecological objectives, mechanisms for implementation, monitoring and provision for financing

Avoiding conditions

If sufficient details are submitted at application stage, then the imposition of pre-commencement conditions can be avoided.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 12 and 15
2. ECLP - Policies ENV1 and ENV2
3. SPD - Natural Environment SPD

Lighting Assessment/Details of Lighting Scheme

Only required for the following:

- major applications which are likely to have a visual impact from lighting
- applications for floodlighting
- development which is likely to impact protected species

External lighting can have significant impacts on people's enjoyment of their homes, the countryside, protected species such as bats and on the night sky. Where such lighting is proposed, applications should include details of the number, type (for example wall mounted or free-standing columns), location and intensity of any lighting installation proposed, and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals, particularly for sports grounds or developments close to residential buildings, or for sites within the open countryside.

Avoiding conditions

Provide details of external lighting for car parks, private roads/driveways and security lighting.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 12 and 15
2. ECLP - Policies ENV 2 and ENV 9
3. SPD - Natural Environment SPD

Noise Impact Assessment

Only required for the following:

- proposals that generate high levels of noise such as noisy sports, industrial and/or commercial developments using noisy machinery, for example joinery workshops; refrigeration plant and equipment
- applications for new housing adjacent to major sources of noise, including roads, railways, commercial and/or industrial sources

A Noise Impact Assessment (NIA) may be required either for proposals that could cause significant noise disturbance or for noise sensitive developments, such as housing, that are proposed near to major sources of noise, for example main roads, railways, or major industrial development. The Assessment should provide information on noise levels and any proposed mitigation measures.

Please be aware that the Local Planning Authority (LPA) will expect target internal sound levels to be achieved with a partially open window. Closed windows and an alternative form of ventilation is unlikely to be deemed acceptable. The LPA have been prepared to relax internal target levels by 5dB (as afforded in BS 8233) in some applications and so including this scenario in the Noise Impact Assessment is acceptable.

When considering the need for and scope of the assessment, you are advised to contact the council's Environmental Health officers. You can also find further information on [our pollution webpage](#) (www.eastcambs.gov.uk/pollution/nuisance). Further information can be sourced from the [Institute of Acoustics](#) (www.ioa.org.uk/publications/propg).

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 12 and 15
2. ECLP - Policies ENV 2 and ENV 9

Open Space Assessment

Only required for the following:

Any applications for development that results in the loss of open space as defined below.

Existing open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which has clearly shown the open space, or the buildings and land, to be surplus to requirements. Plans should show any areas of existing or proposed open space within, or adjoining, the application site. Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. Open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation, and can also act as a visual amenity.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 12 and 15
2. ECLP - Policy COM 3

Parking/ Servicing Details

Only required for the following:

- applications for any development of 10 or more dwellings or 1,000 square metres of commercial floor space
- applications for any new residential or commercial development which includes alterations to existing parking and access arrangements
- applications for change of use which is likely to intensify parking or servicing requirements

Each area of new residential or industrial/commercial development should make adequate provision for parking in order to minimise the impact of parked vehicles on the existing highway network, in accordance with the council's parking provision.

A statement about how much parking is to be provided and the way in which it will be accommodated should be submitted. Parking provision will include cycle parking. The statement should explain the way in which the design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure, for example by overlooking.

For details of parking requirements, refer to [Table 7.1 of the East Cambridgeshire Local Plan 2015 \(as amended 2023\)](#) (www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan-2015)

Avoiding conditions

Submit details with all applications that have implications for parking and servicing.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 9
2. ECLP - Policies ENV 2, COM 7 and COM 8

Planning Obligation(s)/Draft Heads of Terms/Undertaking of Costs/Title

Only required for the following:

- all applications for dwellings under the following circumstances:
 - where a proposal is for 10 or more dwellings
 - where the proposal is an outline application on a site over 0.5ha, and it is not known how many homes will be provided on the site
 - where the proposal will create a total internal floorspace of 1,000 square metres or more (and for the purpose of calculating this area, the council will use the same floor area as determined to be liable for CIL purposes)
 - where the site is 1ha or more, irrespective of the number of dwellings to be provided
- any applications when advised of the need through pre-application advice

Applications will not be made invalid because they lack Draft Heads of Terms, an undertaking of costs or proof of title, however, you are strongly advised to submit them with the above applications as this will speed up the process.

The need for a planning obligation will depend upon the type of development proposed and the requirements of other parts of this advice note. Typically, an agreement will be required for the provision of affordable housing and public open space.

Please see the [Developer Contributions Supplementary Planning Document](http://www.eastcambs.gov.uk/sites/default/files/SPD_Developer_Contributions_-_Adopted_Version_0.pdf) (www.eastcambs.gov.uk/sites/default/files/SPD_Developer_Contributions_-_Adopted_Version_0.pdf)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. ECLP - Policy GROWTH 3
2. SPD - Developer Contributions SPD

Refuse Collection

Only required for the following:

- applications for new dwellings
- applications for new retail business
- applications for industrial or leisure or other similar developments

Applications will not be made invalid because they lack information regarding refuse collection, however, you are strongly advised to submit this information with the above applications as it will speed up the process.

To include details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles. You should bear in mind the [Building Regulations and the RECAP Waste Management Design Guide](http://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/recap-waste-management-design-guide/) (www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/recap-waste-management-design-guide/) when considering the siting of bin storage points.

Avoiding conditions

Provide all details for all proposals as listed above.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. ECLP - Policy ENV 2

Renewable Energy and Water Consumption Assessment

Only required for the following:

- applications for buildings (new build or conversions) with a gross external floorspace of 1,000 square metres or more
- applications for residential developments providing 5 or more residential units
- applications for residential sites of 0.5ha or more
- applications for any development on a site of 1ha or more

For commercial developments additional information is available in our Renewable Energy (Commercial Scale) Supplementary Planning Document and for smaller developments please refer to the [Design Guide and Climate Change Supplementary Planning Document](http://www.eastcambs.gov.uk/sites/default/files/Climate%20Change%20SPD%20-%20Adoption%20versionAC.pdf), (www.eastcambs.gov.uk/sites/default/files/Climate%20Change%20SPD%20-%20Adoption%20versionAC.pdf)

Avoiding conditions

Submit a statement for all residential and commercial development.

Please note

The Climate Change SPD adopted in February 2021 emphasises the requirement set out in Policy ENV4 that applicants demonstrate how they have considered maximising all aspects of sustainable design and construction.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 14
2. ECLP - Policy ENV 4
3. SPD - Climate Change SPD

Retail and Town Centre Uses: Need, Sequential Approach and Impact Assessments

Only required for the following:

Applications for all proposals relating to main town centre uses on sites outside of town centres, including:

- new development
- redevelopment of existing facilities
- extensions to existing facilities
- changes of use
- applications to vary or remove existing planning conditions, which would have the effect of creating additional floorspace, for example mezzanine floor or changing the range of goods sold

In line with the NPPF, proposals for the above types of development should provide information on the following:

- a Sequential Test – which considers whether there are any preferable sites against the requirement that development should be in town centres, then edge of centre and finally out of centre.
- an Impact Assessment (for applications with a floorspace in excess of 280 square metres) which considers:
 - the impact of the proposal on existing, committed and planned public and private investment
 - the impact on town centre vitality and viability

Details about the accessibility of the site to the town centre by all modes of transport will also need to be provided.

The level and type of analysis should be proportionate to the scale and nature of the proposal. You are advised to seek confirmation of our requirements in each case.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF – Section 7
2. ECLP – Policies COM 1 and COM 2

Statement of Community Involvement

Only required for the following:

Applications for any development in excess of 50 dwellings or 1000 square metres of commercial floorspace.

Statement of Community Involvement needs to include:

- how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's Adopted Statement of Community Involvement
- how the views of the local community have been sought and taken into account in the formulation of development proposals

The level of detail should reflect the development.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. Statement of Community Involvement

Structural Survey

Only required for the following

An application if the proposal involves:

- substantial demolition or structural alterations to a Listed Building
- demolition in a Conservation Area
- restoration/conversion of an existing building (including Prior Approval applications)

This report should be prepared by an independent qualified specialist, giving details about the condition of the building and an objective assessment of whether it is capable of accommodating the proposed works.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. ECLP - Policies EMP 4, ENV 11 and ENV 12

Transport Assessment and Travel Plan

Only required for the following:

- applications for all developments that generate significant amounts of traffic (this can vary) or vehicle movement should be supported by a Transport Statement or Transport Assessment (TA)

Applicants should consult the [Transport Assessment Guidelines, produced by Cambridgeshire County Council](http://www.cambridgeshire.gov.uk/asset-library/imported-assets/Transport%20Assessment%20Guidelines%20Sept%202019%20Publication%20Version.pdf) (www.cambridgeshire.gov.uk/asset-library/imported-assets/Transport Assessment Guidelines Sept 2019 Publication Version.pdf) and are recommended to consult an officer at the Local Highways Authority.

An indication of when a Transport Assessment will be required can be found on page 3 of the Transport Assessment Guidelines.

There may be situations where development falls below the thresholds, but a TA may be required, for example in areas of limited parking or high traffic congestion or due to highway safety considerations.

For developments below the threshold a Transport Statement may be required.

The document Transport Assessment Guidelines provides detailed information about what needs to be included in a TA. It should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. It should give details of proposed measures to improve access by public transport, walking and cycling, provide details of parking and deliveries and mitigate any transport impacts.

A draft Travel Plan should also be submitted. The implementation of which is normally secured by planning conditions or a planning obligation.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 9
2. ECLP - Policy COM 7

Tree Survey/Arboricultural Impact Assessment

Only required for the following:

An application for proposals that could have an impact on trees on or adjoining the site, whether or not the trees are protected by a Tree Preservation Order or are in a conservation area (and are therefore protected)

Please note aerial photos can be checked during validation process and site visits are carried out on all applications.

What tree information is required

Take advice from your arboriculturalist regarding which of the below will be required. They can consult the council's Tree Officer. The local authority is obligated by Section 197 of the Town and Country Planning Act 1990 to consider whether adequate provision is made for the preservation or planting of trees. This is achieved via the applicant's provision of a BS: 5837 compliant tree report.

An Arboricultural Impact Assessment and Tree Protection Plan should include the following:

1. topographical site plan to scale showing the accurately plotted locations of the significant trees on or adjoining the site
2. Tree Survey carried out by a professional arboriculturalist
3. trees selected for retention, clearly identified by number and marked on a plan with a continuous outline
4. trees to be removed, also clearly identified by number and marked on a plan with a dashed outline or similar
5. trees to be pruned, including any access facilitation pruning, also clearly identified and labelled or listed as appropriate
6. areas designated for structural landscaping that need to be protected from construction operations in order to prevent the soil structure being damaged
7. evaluation of impact of proposed tree losses

8. evaluation of tree constraints and draft tree protection plan
9. issues to be addressed by an arboricultural method statement, where necessary in conjunction with input from other specialist
10. drawing to scale
11. outline design

If it is apparent that the proposal will impact significantly on retained trees an Arboricultural Method Statement will be required.

Detailed tree information required in Tree Survey:

- sequential reference number (to be recorded on the tree survey plan)
- species listed by common name, with a key provided to scientific names
- height
- stem diameter, measured in accordance with Annex C of BS: 5837 (2012)
- branch spread, taken as a minimum at the four cardinal points, to derive an accurate representation of the crown (to be plotted on the tree survey plan)
- existing height above ground level of:
 - first significant branch and direction of growth (for example 2.4-N)
 - canopy, to inform on ground clearance, crown/stem ratio and shading
- life stage (for example young, semi-mature, early mature, mature, over-mature)
- general observations, particularly of structural and/or physiological condition (such as the presence of any decay and physical defect), and/or preliminary management recommendations:
 - estimated remaining contribution, in years (<10, 10+, 20+, 40+)
 - category U or A to C grading to be recorded on the tree survey plan

Arboricultural Method Statement

Only required for the following:

An application where proposals have a design in place that may have a significant impact on retained trees in accordance with British Standards BS: 5837 (2012).

Detailed Arboricultural Method Statement (AMS) should include the following specific issues as relevant to the site:

- location and installation of services/utilities/drainage
- methods of any demolition within the root protection area (RPA as defined in BS 5837: 2012) of the retained trees
- details of construction within the RPA or that may impact on the retained trees
- a full specification for the installation of boundary treatment works within or adjacent RPA's
- a full specification for the construction of any roads in relation to RPA's, parking areas and driveways, including details of the no-dig specification and extent of the areas of the roads, parking areas and driveways to be constructed using a no-dig specification
- detailed levels and cross-sections to show that the raised levels of surfacing, where the installation of no-dig surfacing within Root Protection Areas is proposed, demonstrating that they can be accommodated where they meet with any adjacent building damp proof courses
- a specification for protective fencing to safeguard trees during both demolition and construction phases and a plan indicating the alignment of the protective fencing
- a specification for scaffolding and ground protection within tree protection zones
- tree protection during construction indicated on a TPP and construction and construction activities clearly identified as prohibited in this area
- details of site access, temporary parking, on site welfare facilities, loading, unloading and storage of equipment, materials, fuels and waste as well concrete mixing and use of fires
- methodology and detailed assessment of any agreed root pruning

- details of arboricultural supervision and inspection by a suitably qualified tree specialist
- details for reporting of inspection and supervision
- methods to improve the rooting environment for retained and proposed trees and landscaping
- veteran and ancient tree protection and management

Details of which can be used to complete your BNG metrics, Construction, Environmental Management Plan (CEMP) and Habitat Maintenance and Management Plans (HMMP)

Avoid conditions

Details of tree protection measures.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Section 15
2. ECLP - Policies ENV 1 and ENV 2

Utilities Statement

Only required for the following:

- applications for development of 10 dwellings or more
- applications for commercial development of 1000 square metres or more

Applications will not be made invalid because they lack a Utilities Statement, however, you are strongly advised to submit this information with the above applications as it will speed up the process.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal (see Drainage section).

Two planning issues arise:

- firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development
- secondly, whether the provision of services on site would give rise to any environmental impacts, for example excavations in the vicinity of trees or archaeological remains

The applicant should demonstrate:

- that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community
- that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures
- that service routes have been planned to avoid, as far as possible, the potential for damage to trees and archaeological remains
- where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 8, 10, 14 and 16
2. ECLP - Policies GROWTH 3, ENV 2, and ENV 4

Ventilation/Extraction Details

Only required for the following:

- all applications for hot-food takeaways, bars/pubs, restaurant uses and launderettes, for example where new or amended ventilation extraction equipment is proposed
- application for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed

For a development likely to require ventilation or extraction, full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics, should accompany the application.

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. NPPF - Sections 12 and 15
2. ECLP - Policies ENV 2 and ENV 9

Wildlife Hazard Risk Assessment and if needed Wildlife Hazard Management Plan

Only required for the following:

Applications for any development within a 13km radius of an aerodrome that is likely to attract large numbers of hazardous (flocking or large) birds

Especially, but not limited to developments concerning nature reserves or development that includes treatment or disposal of wastes, creation, or modification of areas of water such as reservoirs, lakes, ponds and wetlands. Additional information can be found in the [Civil Aviation Authority CAP772 report](#) (publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=2726)

Policy drivers and relevant documents

Please refer to the [Glossary of Policy drivers and relevant documents](#) on page 4

1. The Town and Country Planning (Safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002

Further information and contacts

Most of the references to national and local planning policies and other background documents are available online. Useful websites are set out under the glossary.

Copies of this document can be viewed or downloaded from the [council's planning webpages](http://www.eastcambs.gov.uk/planning/applying-permission) (www.eastcambs.gov.uk/planning/applying-permission)

If you require further information, please contact us.

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Between 8:45am to 5:00pm Monday to Thursday and 8:45am to 4:30pm Fridays