

Fenland District Council - Local Validation List

Document	Applications that require this information	Information Required	Where to look for further assistance	Policy Driver
Completed application form	All applications (except applications for hazardous substance consent.	It is recommended that applications are submitted through the Planning Portal.	Planning Application Forms	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
The appropriate fee	Please see the Guide to the Fees for Planning Applications in England 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: https://www.fenland.gov.uk/pay	Planning Fee Calculator Guide to the Fees for Planning Applications in England	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
Notice(s) of Ownership	All applications where there are owners of the application site other than the applicant (Certificate B, C or D).	Should be served in accordance with The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)	National Planning Practice Guidance The Town and Country Planning (Development	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site

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	Ownership certificates can be found contained within the application form.		Management Procedure) (England) Order 2015 (as amended)	Visits) (England) Regulations 2012 (as amended)
Invalid planning application charge fee	From 1 November 2024, we will apply an extra administrative charge for applications that are invalid on submission. If your application is invalid when you submit it to us, then you will need to pay this charge before we begin to process your application.	Payments can be made via the Council's website: https://www.fenland.gov.uk/pay	Fenland District Council's website.	

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Design and Access Statement	<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"> • The design principles and concepts that have been applied to the development. • How the proposed development's context has influenced the design. • The approach to access and how relevant Local Plan policies have been taken into account • Any consultation undertaken in relation to access issues, and how the 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>National Planning Practice Guidance</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)</p>

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		<p>outcome of this consultation has informed the proposed development.</p> <ul style="list-style-type: none"> • How any specific issues which might affect access to the proposed development have been addressed. 		

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Location Plan	All applications.	<ul style="list-style-type: none"> • Recognised Scale (metric) (e.g. 1:1,250 or 1:2500). • Sufficient named roads to identify the exact location of the site (wherever possible at least two). • All the surrounding buildings, roads and footpaths on land adjoining the site. • 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 and open areas around buildings). • A blue line around all other land owned by the applicant 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)

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		<p>close to or adjoining the application site.</p> <ul style="list-style-type: none"> • The proposal should not be shown on the location plan. • The direction of north. • Written scale. 		
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Block Plan/Site Plan: Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun	All applications.	<ul style="list-style-type: none"> • Recognised Scale (metric) (e.g. 1:200 or 1:500). • The direction of north. • Written scale. • Unique drawing number. • The proposed development in relation to the site boundaries and other existing buildings on the site with written dimensions 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>

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		<p>including those to the boundaries.</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The position of all trees on the site and adjacent land. 		

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<p>Full Elevations: Existing and proposed, or original and existing where permission is sought for a development which is already complete or has begun</p>	<p>All applications proposing operational development including Listed Building Consent.</p>	<ul style="list-style-type: none"> • Recognised Scale (metric) (1:50 or 1:100) and should clearly show the proposed works in relation to what is already there. • A Written scale and written dimensions to show overall size of any new buildings or extensions. • A unique drawing number. • All sides of the proposal. • 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. 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)</p>

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Full Floor Plans: Existing and Proposed or original and existing where permission is sought for a development which is already complete or has begun	Applications proposing new or amended floor space and/or proposals to alter existing buildings.	<ul style="list-style-type: none"> Recognised Scale (metric) (1:50 or 1:100). A Written scale and written dimensions to show overall size of any new buildings or extensions. A unique drawing number. Where existing buildings or walls are to be demolished (if applicable). Details of the layout of existing building(s) as well as those for the proposed development. This should include annotation of rooms. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal	The Town and Country (Development Management Procedure) (England) Order 2015 (as amended)
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Site Sections: Existing and	All applications which involve a change in	<ul style="list-style-type: none"> Recognised Scale (metric). 	The Town and Country Planning (Development	The Town and Country (Development

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<p>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</p>	<p>ground levels or are on sloping sites or where ground levels are a critical issue in terms of the design.</p>	<ul style="list-style-type: none"> • A Written scale. • A unique drawing number. • 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). • Details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided. 	<p>Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Portal</p>	<p>Management Procedure) (England) Order 2015 (as amended)</p>
<p>Roof Plans: Existing and Proposed or original and existing where permission is sought for a</p>	<p>All applications for development where a roof would be created or altered.</p>	<ul style="list-style-type: none"> • Recognised Scale (metric) (1:50 or 1:100). • A Written scale. 	<p>The Town and Country Planning (Development Management Procedure) (England)</p>	<p>The Town and Country (Development Management Procedure) (England) Order 2015 (as</p>

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development which is already complete or has begun		<ul style="list-style-type: none"> • A unique drawing number. • Roof Plan to show shape of the roof, its location, and any features such as chimney positions or windows. 	Order 2015 (as amended) Planning Portal	amended)
Street scene Elevations	Applications for operational development fronting a highway.	<ul style="list-style-type: none"> • 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. • A Written scale 	Planning Portal	The Town and Country Planning Act (1990) (as amended)

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<p>Affordable Housing Statement</p>	<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 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 an</p>	<p>The statement should set out:</p> <ul style="list-style-type: none"> • The number, size (number of bedrooms) and type and their proposed location. • Details of size of each type (square metre). • Details of future management and tenure. • Contact details for the chosen Registered Provider. <p>or</p> <ul style="list-style-type: none"> • Confirmation of the agreement for the financial contribution when requested. <p>May be contained within the Planning Statement.</p>		<p>National Planning Policy Framework</p>

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	<p>independent external assessor. 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>			
Agricultural Appraisal	Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings.	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	Fenland Local Plan 2014.	National Planning Policy Framework

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		<p>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>		
Air Quality Impact Assessment	Developments that may introduce a significant impact on air quality i.e. >50 dwellings, industrial emissions, bio mass burners or major construction projects.	<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>Land-Use Planning & Development Control: Planning For Air Quality</p>	National Planning Policy Framework

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	Any developments within a designated Air Quality Management Areas that generate additional traffic movements or introduce new receptors.			
Amendment Statement	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.		
Arboricultural / Tree Survey	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	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:	BS5837:2012 is - Trees in relation to design, demolition and construction - Recommendations.	National Planning Policy Framework

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	<p>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>Applications for works to a tree within a Conservation Area.</p>	<ul style="list-style-type: none"> • Details of the protected tree. • A comprehensive survey of all the existing trees and hedges. • Details of proposed works to existing trees and hedges. • Details of replacements where applicable. • Details of how retained trees and hedges are to be protected during development Where an application is for works to a tree 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. 		

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Biodiversity Supporting statement and statutory metric calculation		As set out in paragraph 11 of the Biodiversity Net Gain Planning Practice Guidance .	National Planning Policy Guidance	National Planning Policy Framework
Biodiversity Check List/Report	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,	Fenland District Council Website National Planning Policy Guidance	National Planning Policy Framework

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		<p>including building-dependent species, are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out.</p> <p>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>		
Drainage Strategy	For all major applications.	Should demonstrate the suitability of the proposed drainage system.	Surface Water Drainage Guidance for Developers Cambridgeshire Flood and Water Supplementary Planning Document	National Planning Policy Framework

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Economic Statement	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"> • New jobs created. • Relative floor space for each use. • Community benefits. • Links to known regeneration strategies. 		National Planning Policy Framework
Environmental Impact Statement	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>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>	The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015	The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015 National Planning Policy Framework

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		Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided.		
Fire Statements	Required for two or more dwellings or educational accommodation and meets the height condition: 18m or more in height, or 7 or more storeys.		Fire statement forms	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Flood Risk Assessment	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 within Flood Zone 2 and 3.	The FRA should: <ul style="list-style-type: none"> Assess the existing situation. Assess whether the proposal is likely to be affected by current or future flooding from any source. Satisfy the LPA that the development is 	Environment Agency Lead Local Flood Authority Cambridgeshire County Council DEFRA: Flood risk assessment in flood zone 1 and critical drainage areas	

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		<p>safe and where possible reduces flood risk overall.</p> <ul style="list-style-type: none"> • State whether it will increase flood risk elsewhere and identify opportunities to reduce the probability and consequences of flooding. • Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account. <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.</p>		

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		<p>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 Environment Agencies Householder and other minor extensions in Flood Zones 2 and 3 matrix.</p>		
Health Impact Assessment	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"> • Identify the potential health consequences of the proposed development. • Identify measures proposed to encourage healthy 	Health Impact Assessment Guidance Document	<p>The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015</p> <p>National Planning Policy Framework</p>

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		<p>activities such as walking and cycling.</p> <ul style="list-style-type: none"> Identify how the positive health benefits have been maximised and potential adverse impacts on health have been minimised. <p>It should also connect with other statements such as the Environmental Impact Assessment and Transport Assessment where appropriate.</p>		
Heritage Statement	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> Designated heritage assets. Non-designated heritage assets such as non-scheduled archaeological sites 	<p>Should:</p> <ul style="list-style-type: none"> Identify the significance of the archaeology, history and character of the building/structure or area. Justify and outline the principles of the 	<p>Heritage Statements - Fenland District Council</p> <p>Historic Environment Practice Guide</p>	<p>National Planning Policy Framework</p>

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	<p>and Buildings on the Register of Buildings of Local Value.</p> <ul style="list-style-type: none"> • Applications for Listed Building Consent. 	<p>proposed works and their impact on its special character.</p> <ul style="list-style-type: none"> • Include a detailed schedule of the proposed work. • Include a structural survey, if required. 		
Land Contamination Assessment	<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>Guidelines for Environmental Risk Assessment and Management - Green Leaves III</u> (<u>publishing.service.gov.uk</u>)</p>	<p><u>Fenland District Council Website</u></p>	<p><u>National Planning Policy Framework</u></p>

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		<p><u>Land contamination risk management (LCRM) - GOV.UK (www.gov.uk)</u></p> <p>BS 5930:2015+A1:2020 <i>Code of Practice for Site Investigations</i></p> <p>BS 10175:2011+A2:2017 Code of Practice for the investigation of potentially contaminated land.</p> <p>BS 8576:2013 Guidance on investigations for ground gas – Permanent gases and Volatile Organic Compounds (VOCs)</p>		
Lighting Assessment	All applications where it is proposed to incorporate external flood lighting.	The assessment should include a layout plan with beam orientation and lighting spill.	Guidance Notes for The Reduction Of Obtrusive Light	
Loss of Employment Land Justification	Applications where the development	<ul style="list-style-type: none"> An explanation as to why the existing 		National Planning Policy Framework

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	<p>proposes the loss of an existing commercial or employment use.</p>	<p>employment use or an alternative employment use is no longer viable.</p> <ul style="list-style-type: none"> • Details of the number of jobs lost or relocate. • Evidence that the site has been actively marketed for an employment use for a substantial period of time. 		
<p>Noise Impact Assessment / Acoustic Report</p>	<p>Where noise nuisance on residential amenity may be a consideration i.e.</p> <ul style="list-style-type: none"> • Where it is proposed to introduce residential development to a noisy environment. • Where it is proposed to introduce noisy uses/processes which are likely to impact on existing 	<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 Methods for rating and assessing industrial and commercial sound</p> <p>BS 8233:2014</p>	<p>National Planning Practice Guidance</p>	<p>National Planning Policy Framework</p>

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	residential development.	Guidance on sound insulation and noise reduction for buildings		
Parking and Access Arrangements	All applications likely to result in a loss or gain in parking provision.	Existing and proposed arrangements for: <ul style="list-style-type: none"> • Parking and cycle storage. • Access and turning arrangements for vehicles and pedestrians May be shown on the Block Plan.	Fenland Local Plan 2014 Appendix A – Parking Standards.	<u>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</u>
Planning Obligations - Draft Heads of Terms	All major developments requiring planning obligations (including all major residential developments) unless otherwise agreed. If Heads of Terms are not going to be submitted, or the contributions do not	The draft heads of terms agreement should include contributions which are: <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms. • Directly related to the development. 	Fenland Local Plan 2014.	<u>The Town and Country Planning Act (1990) (as amended)</u>

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	<p>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>	<ul style="list-style-type: none"> Fairly and reasonably related in scale and kind to the development. <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 type of contributions will be proposed, i.e. highways, affordable housing, education etc.</p> <p>May be contained within the Planning Statement.</p>		
Planning Statement	Applications for 10 or more dwellings, or	Statements should:		National Planning Policy Framework

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	<p>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>	<ul style="list-style-type: none"> • Include a full explanation of the proposal including any relevant background or site history. • Identify the context and need for the proposed development including justifications for proposed change of use where appropriate. • Include an overview of how the proposal accords with the Local Plan and other relevant documents. • Details of any consultation undertaken with statutory consultees and the local community. 		<p>National Planning Practice Guidance</p>

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Plot Schedule	Required for major residential developments.	Summary of the relationship between the plot number of the house type proposed. i.e. Plot 1 – house type B Plot 2 – House type A		National Planning Policy Framework
Renewable Energy Statement (*see separate requirements for wind turbines below)	All applications for: • Air source heat pumps. • Solar photovoltaic or solar thermal panels. • Biomass plants, district/community heating and CHP plants. (Note: An Environmental Impact Assessment may be required for biomass plants, district/community	Specification including noise levels and total Capacity. A Landscape and Visual Impact Assessment may also be required.		National Planning Policy Framework

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	heating and CHP plants. Please seek advice from Planning Services).			
Retail or Leisure Impact Assessment	<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 when they are an edge of centre or out of centre location; and not in accordance with the Development Plan.</p>	Should include details of the sequential test process that supports the chosen site location.		National Planning Policy Framework
Recycling / Waste Strategy	New residential developments for flats or Houses in Multiple Occupation (HMOs).	<p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> • How refuse and recycling will be stored and collected. 		National Planning Policy Framework

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		<ul style="list-style-type: none"> • That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs. 		
Self Build Declaration	Any scheme for self build or custom build housing.		Fenland District Council Website	
Structural Survey	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>		

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Telecommunications Development	Required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development 2016.	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical 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>	Codes of Practice Mobile Network Operators Mobile UK	National Planning Policy Framework
Transport Assessment/Transport Statement	All developments which are likely to generate significant amount of vehicle movement i.e. major developments.	Should include details as set out in the Guidance on Transport Assessments. Likely to include:	Cambridgeshire County Council website National Planning Policy Guidance	National Planning Policy Framework

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	Cambridgeshire Country Council Transport Assessment Requirements	<ul style="list-style-type: none"> • The existing conditions. • Development details. • Predicted person trip generation and mode splits. • Predicted residual vehicular trip generation based on proposed travel plan measures. • Distribution of residual vehicular trips. • Junction capacity assessments. • Merge / diverge assessments at opening year and ten years after registration of application. • Details of the proposed mitigation measures. 		

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Travel Plan	As required by the Cambridgeshire Country Council Transport Assessment Requirements	The Travel Plan should set out how the reliance on the private motor car will be reduced.	Cambridgeshire Country Council Transport Assessment Requirements National Planning Policy Guidance	National Planning Policy Framework
Wind Turbine Statement	All applications for wind turbines. (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).	Statement should include the following: <ul style="list-style-type: none"> • Specification, including dimensions, maximum capacity and noise assessment at different wind speeds. • Background noise readings at different times of the day and week. • Landscape and visual impact assessment. • Ecological survey. 	Guidelines for landscape and Visual Impact assessment, 3rd Edition.	National Planning Policy Framework