

## East Hertfordshire District Council Validation Requirements for Planning and Listed Building Consent Applications

**Development Types:**

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

**National Requirements:-**

Requirement	Types of Application and when required	What is required	Policy Driver
Application form	All	Completed ownership certificate  Two copies of the form should be provided	Town and Country Planning (Development Management Procedure) (England) Order 2010  Guidance on information requirements and validation March 2010
Completed Ownership Certificate (Part A, B, C or D as applicable)	All	Sign and date the relevant certificate.  The Ownership Certificate may be joined with the Agricultural Land Declaration Certificate on the form.	Town and Country Planning (Development Management Procedure) (England) Order 2010  Guidance on information

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Agricultural Land Declaration Certificate	All	<p>Sign and date the relevant certificate.</p> <p>The Agricultural Land Declaration Certificate may be joined with the Ownership Certificate on the form</p>	<p>requirements and validation March 2010</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Guidance on information requirements and validation March 2010</p>
Location plan	All	<p>A plan which identifies the land to which the application relates.</p> <p>The plan should:</p> <ul style="list-style-type: none"> <li>• Be based on an up to date map;</li> <li>• Be drawn to an identified standard metric scale (1:1250 or 1:2500);</li> <li>• Show the direction of north;</li> <li>• Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear;</li> <li>• The application site should be edged with a red line and should include all land necessary to carry out the proposed development i.e. land required for access to the site from a public highway, car parking;</li> <li>• Identify any other land owned by the applicant, close to or adjoining the application site, by drawing a blue line around that land.</li> </ul> <p>Two copies of each plan should be provided</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Guidance on information requirements and validation March 2010</p>

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Site/Block Plan	All	<p>The plan should:</p> <ul style="list-style-type: none"> <li>• Be drawn to an identified standard metric scale (1:500 or 1:200);</li> <li>• Show the direction of north;</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries;</li> <li>• Show all the buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>• Show all public rights of way crossing or adjoining the site;</li> <li>• Show the position of all trees on the site, and those on adjacent land;</li> <li>• Show the extent and type of any hard surfacing;</li> <li>• Show boundary treatments including walls or fencing where this is proposed.</li> </ul> <p>Two copies of each plan should be provided</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Guidance on information requirements and validation March 2010</p>
Elevations – Existing and proposed	All as necessary to describe the development	<p>All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>Two copies of each plan should be provided</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p>
Floor Plans – Existing and Proposed	All as necessary to describe the development	<p>All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>Two copies of each plan should be provided</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p>

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Appropriate application fee	All (except Listed Building and Conservation Area Consent)	Please refer to scale of fees. Cheques should be made payable to East Herts District Council	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 Circular 04/2008
Design & Access Statement	<ul style="list-style-type: none"> <li>• All major developments;</li> <li>• Developments in Conservation Area which consists of the provision of one or more dwellinghouses or the provision of a building or buildings where the floorspace created by the development is 100 square metres or more (measured externally);</li> <li>• All applications for listed building consent.</li> </ul>	<p>The Statement shall:</p> <ul style="list-style-type: none"> <li>• Explain the design principles and concepts that have been applied to the development;</li> <li>• Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>• Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;</li> <li>• State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultations; and</li> <li>• Explain how any specific issues which might affect access to the development have been addressed.</li> </ul>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010</p> <p>Guidance on information requirements and validation March 2010</p>
Evidence verifying the information included in the application	CL	<p>This may include:</p> <ul style="list-style-type: none"> <li>• Plans showing proposed operational; development;</li> <li>• Evidence to demonstrate an existing use, such as dated copies of utility bills, invoices, council tax records, photographs, etc;</li> <li>• Third party statements from neighbours, customers, suppliers, occupiers;</li> <li>• Sworn statements.</li> </ul>	Town and Country Planning (Development Management Procedure) (England) Order 2010

## Note

Applications for Advertisement Consent – The information required to be submitted with applications for advertisement consent can be found in The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Applications for Prior Notification/Approval – The information required to be submitted with applications for prior notification/approval can be found in The Town and Country Planning (General Permitted Development) Order 1995 (as amended).

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### Local Requirement List:-

Requirement	Types of Application and when required	What is required	Policy Driver
Site Sections – Existing and Proposed	HH, FP, OP, RM, VC, CL	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.	
Roof Plan – Existing and Proposed	HH, FP, OP, RM, LB, VC, CL	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished..	
Drawing number, page size and scale bar	All	All plans should have a drawing number, page size and scale bar. Please do not include the disclaimer ‘do not scale’ on plans.	

<b>Requirement</b>	<b>Types of Application and when required</b>	<b>What is required</b>	<b>Policy Driver</b>
Affordable Housing Statement	All applications where affordable housing is proposed and/or meets the criteria for the provision of affordable housing specified in policy HSG3	A statement specifying the details of both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.	NPPF Policies HSG3, HSG4 and HSG5 East Herts Local Plan 2007 Affordable Housing & Lifetime Homes SPD 2008
Air conditioning / Ventilation / Extraction Statement	FP, OP, RM, VC Any applications likely to result in the need for air conditioning/mechanical ventilation/extraction including proposals for restaurants and commercial buildings		NPPF; Policies ENV24 and ENV25 East Herts Local Plan 2007
Air Quality Assessment	All proposals that have a significant impact on air quality, either directly, indirectly or cumulatively, and/or would impact upon an Air Quality Management Area	This assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.  Further advice may be obtained from the Council's Environmental Health Team	NPPF Policy ENV27 East Herts Local Plan 2007
Archaeological desk-based assessment/field evaluations	Operational development in Areas of Archaeological Significance and where the development would impact upon a site with archaeological interest	A desk-based assessment should identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional, national or international context as appropriate.  Further advice may be obtained from the Historic Environment Unit at Herts County Council	NPPF; Policies BH1, BH2, BH3 East Herts Local Plan 2007

Requirement	Types of Application and when required	What is required	Policy Driver
Biodiversity Questionnaire and where necessary survey and report	<p>A biodiversity questionnaire is required for all applications except for AD, CL, NMA</p> <p>A biodiversity survey/report may be required:</p> <ul style="list-style-type: none"> <li>• Where a response on the biodiversity questionnaire has been answered as yes;</li> <li>• Where the development is likely to impact upon protected species or their habitats;</li> <li>• Where the development is located in Special Area of Conservation; Special Protection Area; Ramsar site; Site of Special Scientific Interest; Local Nature Reserve; Wildlife Site; Regionally important geological/geomorphological site or Nature Improvement Areas.</li> </ul>	<p>A completed and signed East Herts Council biodiversity questionnaire.</p> <p>Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.</p> <p>Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed.</p> <p>Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management.</p> <p>Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.</p> <p>Where it becomes clear during the determination of the any application that a survey is required, the Council will not delay making a decision on the application and it is likely that planning permission will be refused on these grounds.</p> <p>For further advice please contact the Herts Biological Records Centre</p>	<p>NPPF Circular 06/2005 Policies ENV12, ENV13, ENV14, ENV15, ENV16, ENV17 East Herts Local Plan 2007</p>
CD	All major applications	All documents and plans should be provided on a CD in PDF format.	



Requirement	Types of Application and when required	What is required	Policy Driver
Environmental Statement	FP, OP, RM, VC Developments that may require an Environmental Statement fall under developments listed under Schedule 1 of the Regulations or under Schedule 2 of the Regulations where the development is likely to have significant environmental effects because of factors such as its nature, size and location.	The submitted statement should contain the information specified in Schedule 4 of the Regulations and have regard to the guidance in Circular 02/99	Town and Country Planning (Environmental Impact Assessment) Regulations 2011 Circular 02/99: Environmental Impact Assessment NFFP
Flood Risk Assessment	FP, OP, RM, VC A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.	Flood Risk Assessments should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.  For further advice please contact the Environment Agency.	NPPF; Technical Guidance to the NPPF March 2010; Policies ENV19, ENV21 East Herts Local Plan 2007

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Heritage Statement	FP, LB, CA, VC and where the development would affect a heritage asset	<p>The statement should describe the significance of any heritage assets affected, including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and be sufficient to understand the potential impact of the proposal on their significance.</p> <p>Information should be provided about:</p> <ul style="list-style-type: none"> <li>• The significance of the architectural and historical interest and character of the building or structure;</li> <li>• The principals of and justification for the proposed works; and</li> <li>• The impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings.</li> </ul> <p>The information should explain:</p> <ul style="list-style-type: none"> <li>• The sources that you have considered;</li> <li>• The expertise that you have consulted; and</li> <li>• The steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.</li> </ul> <p>For developments in Areas of Archaeological Significance please see Archaeological desk-based assessment/field evaluations</p>	NPPF; Policies BH5, BH6, and BH7 East Herts Local Plan 2007

<b>Requirement</b>	<b>Types of Application and when required</b>	<b>What is required</b>	<b>Policy Driver</b>
Land Contamination Assessment	FP, OP, RM, VC Where operational development or a change of use is proposed on land which is identified as contaminated land or where a sensitive end use is proposed such as housing or education.	An appropriate contamination assessment – either Phase 1 or Phase 2.  For further information please refer to 'Development on potentially contaminated land and/or for a sensitive end use - Technical Guide for Planning Applicants and Developers (August 2008) or from the Council's Environmental Health Team.	NPPF
Landscape Character Assessment / Visual Impact Assessment	Where there is a potential adverse impact from the visual effects from the proposed development	An assessment by a suitability qualified person which considers the impact of the proposal on the surrounding landscape from both short and long views.  For further advice please contact the Council's Landscape Team	Policy GBC14 East Herts Local Plan 2007 Landscape Character Assessment SPD
Lighting Assessment	FP, OP, RM, VC Any proposals which involve the installation of floodlighting or external lighting which are adjacent to existing residential developments; adjacent to open countryside or biodiversity interests	A lighting Assessment should provide details of the lighting proposed including: <ul style="list-style-type: none"> <li>• Hours of operation;</li> <li>• Light spillage;</li> <li>• Light levels;</li> <li>• Column heights;</li> <li>• Specifications of the lighting/equipment design;</li> <li>• Layout plan with beam orientation.</li> </ul>	NFFP; Policy ENV23 East Herts Local Plan 2007
Loss of community facilities	FP, OP, VC Where the proposed development would result in the loss of a community facility (as defined in the Local Plan)	It should be demonstrated that suitable alternative facilities are to be provided on site, in the locality or relevant catchment area, or that the facility is no longer needed and that there is insufficient demand to make an alternative community facility viable.	NPPF; Policy LRC11 East Herts Local Plan 2007

Requirement	Types of Application and when required	What is required	Policy Driver
Loss of employment sites	FP, OP, VC Where the proposed development would result in the loss of an existing employment site/premises (including sites designated for employment use (B1, B2, B8 uses) in the Local Plan) or one that was last in employment use	Evidence in the form of a minimum of 12 months marketing of the premises should be provided to demonstrate that the retention of the site or premises for employment use has been fully explored without success.	NPPF; Policies EDE1 and EDE2 East Herts Local Plan 2007
Loss of open space/sport and recreation facilities	FP, OP, VC All proposals which would result in the loss of existing open space or existing indoor or outdoor sport and/or recreation facilities	Justification should be provided to demonstrate that: <ul style="list-style-type: none"> <li>• suitable alternative facilities are provided on site or in the locality which are at least equivalent in terms of quantity, quality and accessibility to the ones that would be lost; or</li> <li>• that the existing open space, buildings or land is surplus to requirements and that there is no viable demand for an alternative facility; or</li> <li>• that the development is for alternative sports and recreation provision, the needs for which clearly outweigh the loss.</li> </ul>	NPPF; Policies LRC1 and LRC11 East Herts Local Plan 2007
Loss of shop unit, post office, public house, garage shop or other business that provides a local service in a local centre or rural location	FP, OP, VC Where the proposed development would result in the loss of shop unit, post office, public house, garage shop or other business that provides a local service in a local centre or rural location	It should consider: <ul style="list-style-type: none"> <li>• if vacant, how long the premises have been on the market and the likelihood of another like use being found;</li> <li>• the use of the premises and its contribution to the range of provision available to the local population;</li> <li>• whether there is clear evidence that it is not possible for the use to continue as a viable business.</li> </ul>	NPPF; Policy STC8 East Herts Local Plan 2007

<b>Requirement</b>	<b>Types of Application and when required</b>	<b>What is required</b>	<b>Policy Driver</b>
Noise Assessment	FP, OP, RM, VC Where new development will have the potential to create noise which will have an impact on existing noise sensitive development (defined as residential, offices, hospitals and schools). Where noise sensitive development (as defined above) would be developed in a location where it will be subject to noise from an existing use in the vicinity	The assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues, including mitigation measures.	NPPF; Policies ENV24 and ENV25 East Herts Local Plan 2007
Parking Provision	FP, OP, RM, VC Any proposals for additional commercial floorspace; for a change of use of land or buildings; where a net gain in residential units is proposed or where extensions to existing houses result in an increase in the number of bedrooms provided.	Details of existing and proposed parking provision including reference to the relevant Local Plan policies and the Vehicle Parking Provision at New Development SPD.	NPPF; Policies TR7 and TR8 East Herts Local Plan 2007; Vehicle Parking Provision at New Development SPD
Planning Obligations – Draft Heads Of Terms	FP, OP, RM, VC All major applications	This should include a brief draft heads of terms for a Section 106 agreement or unilateral undertaking having regard to the relevant Local Plan policies, the Planning Obligations SPD and the Planning Obligations Guidance – toolkit for Hertfordshire by Herts County Council  For further advice please contact the Council’s Legal Team	S106 Town and Country Planning Act 1990 (as amended); Circular 05/2005; CIL Regulations 2010; Planning Obligations SPD

Requirement	Types of Application and when required	What is required	Policy Driver
Planning Statement	FP, OP, RM, VC All major applications	A Planning Statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according the particular circumstances of each application. You should submit information explaining how the proposed development accords with policies in the Local Plan and Supplementary Planning Documents.	
Retail Impact Assessment	FP, OP, VC For all applications for retail, leisure and office development over 2,500 sqm outside of town centres, which are not in accordance with an up-to-date Local Plan,	The Assessment should include: <ul style="list-style-type: none"> <li>• The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and</li> <li>• The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major scheme where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</li> </ul>	NPPF; Policy STC1 East Herts Local Plan 2007
Sequential Test for main town centre uses	FP, OP, VC For all applications that propose main town centre uses (as defined in the NPPF) that are not in an existing centre and not in accordance with an up-to-date Local Plan.	Potential sites should be assessed for their availability, suitability and viability and for their ability to meet the full extent of assessed quantitative and qualitative needs.	NPPF

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Structural Survey	FP, OP, RM, VC, LB and for all replacements dwellings in the Green Belt or Rural Area Beyond the Green Belt and all barn conversions	<p>This should include as relevant:</p> <ul style="list-style-type: none"> <li>• General description and age of building;</li> <li>• Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;</li> <li>• Assessment of repairs necessary to ensure retention of the building;</li> <li>• Assessment of structural and other alterations necessary to implement the proposed conversion;</li> <li>• Assessment of percentage of the building that needs to be rebuilt – including walls and timbers;</li> <li>• Opinion as to the suitability of the building for proposed conversion;</li> <li>• Assessment of the structural defects of the building and why building cannot be retained;</li> <li>• A schedule of works necessary to carry out the proposal/preserve the building.</li> </ul>	NPPF; Policies GBC8; GBC9; HSG8 East Herts Local Plan 2007

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<p>Transport Assessment / Statement and Travel Plans</p>	<p>FP, OP, RN, VC            Transport Assessment and Travel Plan is required for:</p> <ul style="list-style-type: none"> <li>• Housing development for more than 80 dwellings;</li> <li>• Food retail development of more than 800 sqm gross floor area;</li> <li>• Non-food retail development of more than 1500sqm gross floor area;</li> <li>• Office development (B1) of more than 2500 sqm gross floor area;</li> <li>• Industrial development (B2) of more than 4000 sqm gross floor area;</li> <li>• Warehouse developments (B8) of more than 500 sqm gross floor area;</li> <li>• Sports centres, leisure complexes, golf courses, mineral extraction, landfill and other waste disposal proposals;</li> <li>• Any development likely to increase accidents or conflicts, particularly of vulnerable road users.</li> </ul> <p>Transport Statements may be required for smaller developments</p>	<p>A Transport Assessment should include:</p> <ul style="list-style-type: none"> <li>• Description of the development;</li> <li>• Description of existing networks;</li> <li>• Public transport accessibility;</li> <li>• Access for pedestrians and cyclists;</li> <li>• Access for those with mobility problems;</li> <li>• Trip and Traffic generations;</li> <li>• Assignment of trips;</li> <li>• Site access, surrounding road network and site locality;</li> <li>• Measures to mitigate impacts.</li> </ul> <p>For further advice please contact Highways at Herts County Council.</p>	<p>NPPF;            policies TR1, TR2, TR3 East Herts Local Plan 2007            Herts County Council Local Transport Plan</p>



Requirement	Types of Application and when required	What is required	Policy Driver
Tree Survey / Arboricultural Report	HH, FP, OP, RM, VC Where a proposal would impact on a Tree Preservation Order, trees in a Conservation Area or result in the loss of significant landscaping features.	<p>This should include:</p> <p>A topographical survey showing the exact locations of the tree/s.</p> <p>A schedule to the survey that includes the following:</p> <ul style="list-style-type: none"> <li>• A reference number for each tree or group to be recorded on the tree survey plan;</li> <li>• Species listed by common name;</li> <li>• The approximate height;</li> <li>• The stem diameter measured in accordance with Annex C of BS 5837:2012;</li> <li>• The branch spread at four cardinal points;</li> <li>• Existing height above ground level of the first significant branch and canopy;</li> <li>• Life stage (e.g. young, semi-mature, early mature, mature, over-mature);</li> <li>• General observations, particularly of structural and/or physiological condition;</li> <li>• The removal/retention category U or A to C grading (see 4.5 and table 1 and 2 of BS 5837:2012);</li> <li>• An estimate of remaining contribution in years (&lt;10, 10+, 20+, 40+);</li> <li>• The preliminary management recommendations.</li> </ul> <p>A Tree Constraints Plan. An Arboricultural Implication Assessment. A Tree Protection Plan. Arboricultural Method Statements where necessary.</p>	NPPF; Policies ENV2 and ENV11 East Herts Local Plan 2007

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Viability Assessment	All where an exception to policy is proposed on financial grounds	Advice from a professional valuer should be sought and the Council will expect the developer to meet the costs of an independent assessment of the viability report	NPPF; S106 Town and Country Planning Act 1990 (as amended); Circular 05/2005; CIL Regulations 2010; Planning Obligations SPD