



LOCAL VALIDATION CHECKLIST

Uttlesford District Council Local Validation Checklist has been prepared in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended)

Current version:	Draft 2026
Amendment:	

NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	When required?	What is required?
Completed application form	All applications	<p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission</p> <p>Failure to use the correct forms will delay the application and make it invalid</p> <p>An ownership certificate A, B, C or D must be completed stating the ownership of the property Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run If Ownership Certificate B is completed, Notice 1 is required If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required</p> <p>You must complete and submit only one certificate with your application. Please note that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement</p> <p>Agricultural Holdings Certificate – even if your application is for non-agricultural use – to confirm whether or not any of the land to which the applications relates is, or is part of, an agricultural holding. Guidance on how to fill out these forms can be found at the Planning Portal web site</p>

<p>Location Plan</p>	<p>All applications</p>	<p>A plan which:</p> <ul style="list-style-type: none"> • Identifies the land to which the application relates (properties shown should be numbered or named to ensure that the exact location of the application site is clear) • Is drawn to an identified metric scale (scale bar included on drawing) • Shows the direction of North • Site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site • Shows all the land necessary to carry out the development within the red outline – for example, land required to access the site from a public highway to where it meets the road, visibility splays, landscaping, car parking and open areas around buildings • Is based on an up-to-date map. This should be at an identified scale of 1:1250 or 1:2500 • Should wherever possible show at least two named roads surrounding buildings
<p>Block Plan</p>	<p>All applications – except for window replacements, shopfronts, advertisements</p>	<p>A block plan of the existing site (1:100, 200 or 500 scale – scale bar included on drawing) which must show:</p> <ul style="list-style-type: none"> • The direction of North • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries • All the 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 (existing and proposed) on the site, and those on adjacent land that could influence or be affected by the development • The extent and type of any hard surfacing (existing and proposed) • Boundary treatment including walls or fencing where these are proposed

Design and Access Statement (DAS)	<p>All major applications or Listed Building Consent applications or where within a Conservation Area and comprises:</p> <p>A) Erection of one or more houses or</p> <p>B) Erection of building(s) with 100m² or more floorspace</p>	<p>A Design and Access Statement, proportionate to the scale of the development. The document should be visual, using diagrams, sketches, plans and photographs to explain the evolution of the proposals where appropriate. All Design and Access Statements must:</p> <ul style="list-style-type: none"> • Explain the design principles and consents that have been applied • Demonstrate the steps taken to appraise the context of the development and how its design takes that context into account • Explain the access approach proposed, and how policies relating to access have been taken into account • 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 consultation; and explain how any specific issues which might affect access have been addressed. This should include the outcome of any formal Design Reviews undertaken • Explains how the design of GBI is in accordance with the design led principles set out in Core Policy 39 of the Local Plan and have utilised the Green and Blue Infrastructure design checklist (Green and Blue Infrastructure Strategy 2023, Chapter 7) <p>In addition:</p> <ul style="list-style-type: none"> • Where a site is located within a Conservation Area, reference to this must be included within the Statements as must any Statutory Listing or designation
Planning Fee	All applications with a fee	

Local Validation Requirements (Local List)

Plans / Elevations / Section Drawings – General Guidance for All Drawings and Plans

In addition to the Location Plan and Block Plan referred to above, all drawings (excluding supplementary renders or sketches) must include:

- A title and drawing number (with the relevant revision number as necessary)
- The paper size
- A recognised scale (1:0, 1:100, 1:200, 1:500, 1:1250 or 1:2500), and including scale bar and identifying the relevant scale at that print size (e.g. 1:50 at A3 or 1:100 at A3) – the wording ‘do not scale’ should not be used (unless in the form ‘do not scale, except for planning purposes’)
- The proposed development shown in relation to the site boundaries and other existing buildings on the site
- Neighbouring properties and neighbouring windows must always be shown on plans, elevations and sections (both existing and proposed)
- All site or location plans must, where possible, identify at least three street names within the surrounding context.
- Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings
- For major applications, existing and proposed plans must be shown on separate drawings (unless amendments are proposed)
- For householder and minor applications both the proposed and existing plans can be shown on the same plans
- When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g. A4 or A3)

For additional plans and documents the level of detail provided should be proportionate to the scale / complexity of the development

Drawing Type	When required?	What is required?
Elevations (Existing and Proposed)	<p>Required for all applications that involve building works (including changes of use) Except outline where appearance and scale are reserved</p> <p>Major applications and infill applications – Full applications and Details following Outline</p>	<p>Elevations must:</p> <ul style="list-style-type: none"> • Be at an appropriate scale, usually 1:50 or 1:100 for householder and minor applications. A SCALE BAR MUST BE INCLUDED ON ALL DRAWINGS • Be included for all elevations affected, including blank elevations (if no external changes are proposed, plans should be annotated clearly to reflect this) • Show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building) • Show the relationship to context, including neighbouring buildings and show the positions of windows and doors on all buildings • Indicate existing and proposed materials • Identifies the highway boundary (Highway boundary can be obtained from highways.Status@essexhighways.org for more information go to https://www.essexhighways.org/highway-schemes-and-developments/adoptions-and-land/highway-status-enquiries) <p>For Major Applications and infill applications composite elevations or streetscenes are required. These must include all proposed building elevations and their relationship with adjacent context, either buildings or landscape</p>

<p>Floor Plans (Existing and Proposed, including roof plans)</p>	<p>Applications that involve building works (including changes of use) Except outline where appearance and scale are reserved</p> <p>Major applications and infill applications – Full applications and Details following Outline</p>	<p>Plans must:</p> <ul style="list-style-type: none"> • Be at an appropriate scale, usually 1:50 or 1:100 for householder and minor applications • Show details of existing building(s) • Show the proposed building including each floor and roof • Show the proposals in relation to neighbouring buildings and context • Be included for all floors, including floors where there are no changes proposed • Show the site boundary and the outline of any existing neighbouring buildings • Show any existing buildings or walls which are to be demolished and show cycle parking arrangements (including annotation stating the number of cycle stands) • Show internal storage and proposed refuse storage facilities • Applications proposing new residential accommodation, including conversion, must state room sizes and overall unit sizes on the plans (Gross Internal Area) <p>Major applications must provide a sitewide layout plan, usually indicating roof level. In addition, contextual general arrangement plans of all levels at a suitable scale (such as 1:100 or 1:200) must be provided. This is required to illustrate the relationship of internal layouts to external features.</p> <p>For major applications using house types: house type drawings with houses in isolation may be provided, but these must also be accompanied by drawings detailing the house types in context and in the proposed layout arrangement at a suitable scale, as described above. This may require close-ups or enlargements of sitewide plans at a more appropriate scale.</p>
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<p>Sections (Existing and Proposed)</p>	<p>Proposals for new and altered buildings and/or changes in ground levels, or on sloping sites or involving roof level accommodation Except Outline where layout, scale and appearance are reserved</p>	<p>Sections must:</p> <ul style="list-style-type: none"> • Be at an appropriate scale, usually 1:50 or 1:100 • Show cross sections through the site and buildings indicating details of existing site levels and finished floor levels • Show the proposals in relation to neighbouring buildings and context • Section through a building should include all floors, including the basement, loft / roof space, along with any terraces <p>In case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However, in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified</p> <p>For major applications and shopfronts within Conservation Areas, plans at 1:10 or 1: 5 should be provided to show typical window joinery / sections, entrances and balconies</p>
<p>Visibility Splays</p>	<p>Any application where a new access, an alteration to an access and when a new planning unit (e.g. backland development or a commercial change of use) is proposed</p>	<p>A drawing showing the visibility splay in accordance with the signed speed of the road. This should be included within the red lined area on the location. Where the land for the visibility splay is not within the ownership of the applicant notice must be served on the land owner(s) and the appropriate ownership certificate completed on the application form. Where this is the Local Highway Authority please submit results of an official Highway Status Enquiry (see Essex County Council's website)</p>

Supporting Statements / Information

Requirement	Which applications?	What is required?	Justification
Affordable Housing Statement	Residential development of: • 10 or more dwellings and is not a reserved matter	<p>Statements should include information on affordable and market housing including:</p> <ul style="list-style-type: none"> • Number of residential units • Number of affordable units • Mix of units with numbers of habitable rooms and /or bedrooms and the floorspace of habitable areas • Tenure of units • A plan showing the location of the affordable units with details of habitable rooms / bedrooms and floorspace of habitable areas • Details of any Registered Social Landlords acting as partners in the development • Amenity space in square metres • Size of any communal area – where applicable • Whether the property is either wheelchair adaptable or wheelchair accessible <p>If the level of affordable housing proposed on site is less than the policy requirement, this will need to be justified and will require a Viability Assessment / Appraisal (see below) to accompany the Statement</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>

Air Quality Impact Assessment	<p>Development that may increase levels of air pollution, particularly where it would:</p> <ul style="list-style-type: none"> • Lead to a significant increase in congestion or HGV movements • Include significant car parking • Emit dust • Introduce sensitive receptors e.g. dwellings, schools and hospitals, into an area of existing poor air quality 	<p>It should include:</p> <ul style="list-style-type: none"> • A description of baseline conditions and how these could change • Assessment methods to be adopted and any requirements around verification of modelling air quality • The basis for assessing impact and determining the significance of an impact • A measure of impacts upon areas with existing poor air quality / sensitive locations • A measure of impacts upon the amenity and health of occupiers and neighbours • Proposed remedial or mitigation measures, including during construction phases <p>The assessment should be carried out by a suitably qualified air quality consultant</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan 2021-2041: Core Policy 42: Pollution and Contamination</p>
Archaeological Assessment	Where the site includes, or has the potential to include, a heritage asset of archaeological interest	Desk based assessment and Field Evaluation where the assessment points to its necessity	NPPF
<p>Biodiversity Checklist</p> <p>Biodiversity Survey and Report</p> <p>Please put any information relating to Badgers in a separate document because this information has to remain confidential</p>	All applications	<p>For major developments you must complete and submit Essex County Council's Checklist https://www.placeservices.co.uk/media/ibkf3c13/biodiversitychecklist15essex2018-1.pdf</p> <p>For minor developments you must complete and submit UDC Minor Development Biodiversity Checklist1.pdf (uttlesford.gov.uk)</p> <p>For Householder and or Listed Building Consent – Householder and Listed Building Consent Biodiversity Checklist</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended); the Wildlife & Countryside Act 1981 (as amended); s40 of the NERC Act 2006 (as amended) and Badger Protection Act 1992.</p> <p>NPPF</p>

	<p>RAMS</p>	<p>Applications that require ecology reports in accordance with the stipulations in Core Policy 38: Sites Designated for Biodiversity or Geology shall be supported by an adequate survey and, where ecological reports recommend that further surveys may be necessary, the results of these surveys and details of any mitigation should also be provided prior to validation. The findings of the report shall be available as part of the application submission details displayed on the website</p> <p>Please note protected species surveys and assessments must be carried out by a suitably qualified ecologist and must comply with and be informed by surveys which comply with the CIEEM guidelines.</p> <p>A preliminary roost assessment for bats will be required for ANY works to a roof, and also for ANY proposed demolition works.</p> <p>Examples of some applications that may require a protected species report are:</p> <ul style="list-style-type: none"> o Re-roofing buildings or extensions affecting the roof o Any development within 250m of a pond o All demolition including brick sheds or outbuilding <p>All Ecology reports shall meet the requirements of BS42020 and CIEEM's Advice Note on the age of data – reports over 12 months old will need to be updated</p> <p>CIEEM Advice Note 'On the Lifespan of Ecological Reports and Surveys' (April 2019) Advice-Note.pdf (cieem.net)</p> <p>All applications within the Zone of Influence for protected coastal sites included in the Essex Coast RAMS* where there will be a net increase in residential units</p>	<p>Uttlesford Local Plan 2021-2041: Core Policy 38: Sites Designated for Biodiversity or Geology</p>
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	<p>SAMMS (Advisory)</p>	<p><u>Uttlesford District Council - Essex Coast Recreational disturbance Avoidance and Mitigation</u></p> <p>(*NB Essex Coast RAMS = Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS))</p> <p>Strategic Access Management Measures (SAMMs) at Hatfield Forest:</p> <p>All applications within the evidenced Zone of Influence for recreational impacts at Hatfield Forest National Nature reserve included in the Hatfield Forest Mitigation Strategy where there will be a net increase in residential units.</p> <p><i>Please note that a tariff is imminent for all new residential development (+1) within 11.1 km of Hatfield Forest. This is in addition to substantial on-site greenspace for applications 50+ units as set out in Green Infrastructure strategy.</i></p>	<p>Requirements of the Habitats Regulations (The Conservation of Habitats and Species Regulations 2017 (as amended)) and the need for sufficient information to assess relevant plans or projects in the context of Habitats sites.</p> <p>The Wildlife & Countryside Act 1981 (as amended); s40 of the NERC Act 2006 (as amended) NPPF 2024 UDC Local Plan policy</p>
<p>Climate Change Sustainability Statement,</p>	<p>All new buildings (of one or more new dwellings or 100m2 or more non-residential floor space)*</p> <p>All development Full and Details following Outline applications</p>	<p>Proposals* must be designed and built to be Net Zero Carbon in operation.</p> <p>Proposals** must also demonstrate:</p> <ul style="list-style-type: none"> • How the cooling hierarchy has been integrated into design decisions and demonstrate what measures • Demonstrate what measures have been taken to reduce embodied carbon content as far as possible. • Demonstrate how they contribute positively towards achieving 'good' status under the Water Framework Directive. • Development proposals must demonstrate how they incorporate water efficiency measures in accordance with the provisions of Core Policy 34 of the Uttlesford Local Plan. 	<p>Uttlesford Local Plan 2021-2041: Core Policies 1, 22, 23, 24, 25,33, 34 and 35.</p>

Community Engagement	<p>Major developments of 10 dwellings or more, including sheltered housing</p> <p>Retail development of 1,000sqm or more</p> <p>Large road schemes</p> <p>And other developments of 1,000sqm or more likely to generate significant public interest</p>	Submission of a report outlining what public consultation has been undertaken and how the results have been taken into account in the application	<p>NPPF</p> <p>Uttlesford District Council Statement of Community Involvement</p>
Community Infrastructure Levy (CIL)	All applications for new buildings and extensions	Completed CIL Form 1	Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
Daylight / Sunlight Assessment	<p>Major development:</p> <ul style="list-style-type: none"> • Where there is a potential adverse impact upon the 	It should identify and examine the impacts upon existing properties and sites with extant planning permissions and demonstrate that the proposed development would provide	<p>NPPF</p> <p>Planning Practice</p>

	<p>current levels of sunlight and daylight enjoyed by neighbouring properties, including associated gardens or amenity space</p> <ul style="list-style-type: none"> • Where the site is subject to potential adverse impact from adjoining buildings or features, or • Where one part of the development is affected by another part of the same developments 	<p>adequate levels of amenity in regard to daylight, sunlight and overshadowing</p> <p>The assessment should conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight; A guide to good practice' (2011). All submissions must include an overshadowing study, showing shadow diagrams at different times of the day and throughout the year</p> <p>The report should be prepared by a suitably qualified professional</p>	<p>Guidance</p>
<p>Economic Statement</p>	<p>Any application that creates new employment uses or results in the loss of existing employment uses</p>	<p>This Statement should include:</p> <ul style="list-style-type: none"> • Existing and proposed job numbers on site • Existing and proposed floorspace for each proposed use (where known) • Any community benefit • The loss of employment land • Any evidence that jobs would be replaced in other employment locations • Where employment uses on site would not be replaced in other employment locations, evidence: <ul style="list-style-type: none"> • Demonstrating that there is no demand for the reuse of the building/site, following a minimum period of 12 months marketing for the existing employment use with a recognised commercial agent at a reasonable price reflecting market values and local land <p>- The accessibility, condition and suitability of the premises for employment, including its environmental impact of the area and the cost of remediation</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan 2021-2041: Core Policies 45, 46, 47 and 48</p>

Employment and Skills Plan	Large scale development, 50 dwellings or more or development over 2500 sqm Full and Details following outline	Site-specific Employment and Skills Plan (ESP) detailing: <ul style="list-style-type: none">- Number of apprenticeships- Employment/training initiatives and work experience- Best endeavours to maximise local labour- Local procurement agreement	Uttlesford Local Plan 2021-2041: Core Policy 49: Employment and Training
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<p>Energy / Sustainability Assessment (Can be incorporated into the Climate Change Sustainability Statement)</p>	<p>All new buildings (of one or more new dwellings or 100 sqm or more non-residential floor space)</p>	<p>For all new building development (residential and non-residential development):</p> <ul style="list-style-type: none"> Evidence demonstrating how the proposed development will, both pre and post construction, address energy and water consumption, reduce transport impacts and use of sustainably sourced materials considering requirements 1 to 5 set out in Core Policy 22: Net Zero Operational Carbon Development Evidence demonstrating how the proposed building(s) will reduce the CO2 emissions of the entire scheme <p>For all applications proposing the conversion of existing buildings (but excluding listed buildings and those in conservation areas):</p> <ul style="list-style-type: none"> A statement demonstrating energy efficiency measures in accordance with the fabric specifications set out in Core Policy 22 (Part B) and details of how these will be delivered as far as practicably and feasibly possible <p>For major development this must be demonstrated through a full Energy Strategy, for minor applications must use either those same methods or the 'net zero spreadsheet' from Essex Design Guide</p> <p>Waste & Recycling:</p> <p>All applications should set out how waste collection and recycling facilities will be provided. Large scale major developments (50 plus homes, or 5,000m2 upwards of new commercial floorspace) should demonstrate that the relevant waste collecting authority has been consulted on the final form of facilities proposed</p>	<p>NPPF Planning Practice Guidance Uttlesford Local Plan 2021-2041: Core Policies 1, 23, 23, 24, 25, 33, 34 and 35</p>
<p>Flood Risk Assessment</p>	<p>Development either:</p> <ul style="list-style-type: none"> In flood zone 2 or 3 including minor development and 	<p>Site specific flood risk guidance can be found at - Flood risk and coastal change - GOV.UK (www.gov.uk)</p> <p>The flood risk assessment should:</p>	<p>NPPF Planning Practice Guidance</p>

	<p>change of use or development subject to the sequential test through national policy for other reasons</p> <ul style="list-style-type: none"> • More than 1ha in flood zone 1 • Less than 1ha in flood zone 1, including change of use in development type to a more vulnerable class (for example from commercial to residential), where they would be affected by sources of flooding other than rivers (for example surface water drains) • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency 	<ul style="list-style-type: none"> • Be undertaken by a suitably qualified specialist • Identify and assess the risks of all forms of flooding to and from the development • Demonstrate how these risks will be mitigated and managed, taking into account climate change • Identify opportunities to reduce the probability and consequence of flooding • Include the design of surface water management systems including Sustainable Drainage System (SUDS) • Address the requirements for safe access to and from the development • Floodplain compensation must be provided for proposed development within the 1 in 100-year flood level, including climate change allowance <p>National Standing Advice is available - Preparing a flood risk assessment: standing advice - GOV.UK (www.gov.uk)</p> <p>Completion and submission of Water Framework Directive Risk Assessment - Water Framework Directive risk assessment (publishing.service.gov.uk)</p>	<p>Uttlesford Local Plan 2021-2041:Core Policy 36: Flood Risk</p> <p>Essex Local Flood Risk Management Strategy</p>
<p>Freight Management Strategy</p>	<p>Any HGV freight generating uses Full and Outline applications</p>	<p>Strategy setting out how freight, home deliveries and servicing will be managed and mitigated within the development for approval.</p> <p>They will be required to demonstrate that:</p> <ul style="list-style-type: none"> i. they are conveniently located to enable direct routing to the strategic road network ii. there is no unacceptable impact on residential areas, local air quality, local amenity, or the highway network iii. there would be no unacceptable impact on landscape, heritage, local character and biodiversity 	<p>Uttlesford Local Plan 2021-2041: Core Policy 32</p>

		<p>iv. they adopt best practice approaches to managing and minimising freight, servicing and delivery trips</p> <p>v. they facilitate low or zero emission technologies, and</p> <p>vi. provide adequate off-street provision to accommodate delivery and servicing activities, with on-street loading only considered in exceptional circumstances</p>	
Health Impact Assessment	<p>Development proposals of 100 dwellings or more, or 5,000m² floorspace or more, and</p> <p>Proposals for 'sui generis' hot food takeaways</p>	<p>Set out impact on health services and promotion of healthy living in accordance with the Essex Design Guide HIA Guidance.</p> <p>Development proposals of 50 to 99 dwellings or 1,000m² to 4,999m² floorspace should undertake a screening which assesses if a full Health Impact Assessment is required.</p>	<p>Uttlesford Local Plan 2021-2041: Core Policy 66 and Development Policy 6</p>
Heritage Statement	<p>Development which has the potential to impact designated and non-designated heritage assets and their settings</p> <p>Designated assets include listed buildings, conservation areas, Scheduled Ancient Monuments and Historic</p>	<p>The Heritage Statement should include:</p> <ul style="list-style-type: none"> • A description of the significance / statement of significance of the asset and a description of the contribution of their setting to that significance • A schedule of, and justification for, proposed works • An assessment / heritage impact statement of the impact of the proposals on the asset's significance • In the case of archaeological assets, the provision of a desk-based assessment and, where necessary, the results of a field evaluation 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan 2021-2041: Core Policies 61, 62, 63, 64, 64a and 65</p>

	<p>Parks and Gardens</p> <p>If the proposal is within a Conservation Area</p> <p>If there is an Article 4 Direction on the property</p>	<ul style="list-style-type: none"> • A structural survey / plan if demolition is proposed or there is a threat to the structural integrity of a listed building and • An explanation of how harm will be minimised and the significance will be preserved and enhanced <p>The level of detail should be proportionate to the importance of the heritage asset</p>	
<p>Land Contamination Assessment</p>	<p>Where:</p> <ul style="list-style-type: none"> • Contamination is known or suspected or • The proposed use is sensitive or • If the site is within 250 metres of a former landfill site or other potentially contaminated land 	<p>In all cases, a preliminary risk assessment (PRA), in the form of a Phase 1 Desk Top Study including:</p> <ul style="list-style-type: none"> • A description of the site and the scope of the site inspection • A full review of historical land use and the potential for contamination, contaminant type and characteristics • Details of consultation with the relevant regulatory authorities • An outline Conceptual Site Model (CSM) identifying potential risks • If appropriate, a proposed site investigation strategy based on the relevant information discovered by the desk study <p>Phase 2 – Intrusive survey on highly contaminated sites, an environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> • Site inspection scope • Review of historical land use • Review of environmental setting • Qualitative environmental risk assessment • Review of existing relevant reports • All investigative works and sampling on site, together with the results of analysis, risk assessment to any receptors and a proposed remediation strategy with timetable that will render harmless the identified contamination given the proposed end-use of the site and surrounding environment 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan 2021-2041: Core Policy 42: Pollution and Contamination</p>

		<p>including any controlled waters</p> <p>The report must be undertaken by a competent and qualified person</p>	
Landscape and Visual Impact Assessment	<p>Major development</p> <p>Or</p> <p>Other development likely to have significant impact on the surrounding area and on the character of the site</p>	<p>The assessment will be expected to show how the proposal reflects and enhances the local landscape character or its setting, it should be in accordance with the applicable guidelines to protect and conserve, manage and plan landscapes outline in each character area (Uttlesford Landscape Character Assessment, 2023)</p> <p>The Assessment should include:</p> <ul style="list-style-type: none"> • Details of hard and soft landscaping proposals • Details of existing landscape features to be retained and those to be removed • Layout and specification of proposed species, their size and planting densities • Proposals for long term maintenance and landscape proposals • The relationship of the site as proposed and its surrounding area and any impact on its character, having regard to the Uttlesford Landscape Character Assessment (2023). • The protection to be afforded to utility services, to trees and other vegetation during construction of the development <p>Where a tree survey is undertaken as part of the assessment, it should be carried out by a qualified arboriculturist and follow British Standards Guidance (BS5837)</p>	<p>NPPF</p> <p>Uttlesford Local Plan 2021-2041 Core Policy 41</p>

Lighting Assessment	<p>Where external lighting or flooding is provided or made necessary by development in:</p> <ul style="list-style-type: none"> • A publicly accessible place • The vicinity of residential property, listed building or conservation areas • The vicinity of sites of importance for wildlife and nature conservation or the open countryside • Sites adjacent to a 	<p>The Assessment should include:</p> <ul style="list-style-type: none"> • A layout plan showing details of the number, type, location, size, column heights, intensity and beam orientation and a schedule of the proposed equipment. • For areas where outdoor floodlighting is proposed, a lux contour plan must be provided • Details of any directional hoods and other mitigation equipment • The proposed hours of operation of the lighting • The potential impact on wildlife • Any potential impact on the visibility and appreciation of the night sky • The impact on residential properties or other sensitive receptors with reference to the Institute of Lighting Professionals' Guidance Notes for the Reduction of Obtrusive Light 	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>
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	public highway		
Noise and Vibration Impact Assessment	<p>All development involving:</p> <ul style="list-style-type: none"> • Potentially noise generating developments e.g. industrial and commercial uses • Noise sensitive uses proposed in the vicinity of existing noise generating uses • Mixed use applications comprising both noise generating and noise sensitive uses • Noise generating uses proposed in the vicinity of areas of wildlife protection and tranquil areas 	<p>The Assessment should:</p> <ul style="list-style-type: none"> • Assess existing background noise/vibration levels. Such monitoring should be sufficient to account for the worst-case scenarios • Predict noise/vibration levels using accepted acoustic calculations/modelling • Assess the impact of the proposed use/development with reference to relevant standards/guidance • Demonstrate how the development will be designed, located and controlled to mitigate impacts, having regard to the Agent of Change principle within the NPPF, with a view to (as a minimum) achieving target values set out in relevant British Standards and Guidance • Have regard to any air quality mitigation scheme/requirements so that both will work in harmony • Where commercial and residential are proposed to be developed above or below the other, include an assessment of the level of sound insulation provided by the construction that separates the commercial and residential unit(s) <p>The report must be undertaken by a competent and qualified person</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Local Plan 2021-2041: Core Policy 44: Noise</p>
Minerals Infrastructure Impact Assessment	<p>All applications within 250m of permitted or existing mineral and/or waste infrastructure, or land allocated for the same. This extends to 400m in the case of Water Recycling Centres</p>		<p>Requested by Essex County Council Minerals & Waste</p>

Minerals Resource Assessment	All planning applications for development on a site located within a Minerals Safeguarding Area that is 5ha or more for sand and gravel, 3ha or more for chalk and greater than 1 dwelling for brickearth or brick clay		Requested by Essex County Council Minerals & Waste
Open Space Maintenance and Management Plan	All development that includes new public open space, category 1 - 4. Full and Details following Outline	<p>A maintenance and management strategy clarifying the proposed management of any public open space and if any transfer of maintenance will be undertaken and to whom.</p> <p>Where the transfer is to the Town/Parish Council or UDC, a commuted payment equal to 30 years management from the developer will apply.</p>	Uttlesford Local Plan 2021 – 2041: Core Policy 67a: Management of public Open Space.
Parking Layouts & Turning Heads and Turning Circles (including Cycle Parking and Motorcycle parking)	All major applications and where minor development creates additional parking, turning heads etc Full and Details following Outline	Development proposals should take into account the latest Essex Parking Standards and the parking standards and design principles set out the Uttlesford Design Code.	<p>NPPF Government Guidance on Information Requirements and Validation</p> <p>Uttlesford Local Plan 2021-2041: Parking Standards</p> <p>Uttlesford Vehicle Parking Standards</p> <p>Uttlesford Design Code</p> <p>Essex County Council Parking Standards</p>

Planning Obligations Statement (S106 Agreement)	Where planning obligations are proposed to mitigate the impact of development	The Statement should include: <ul style="list-style-type: none">• Proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the	Planning Practice Guidance
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	<p>or to meet infrastructure and other policy requirements</p>	<p>application</p> <ul style="list-style-type: none"> • Proof of the owner’s title, including all the owners of the site. For registered land, this will comprise up-to-date copies of the Register and Title Plan from the Land Registry. For unregistered land, a certified copy of the root of the title and any conveyances referred to therein • Names and addresses of any charges, mortgages or other holders of security of the land • A written agreement to pay the Council’s (and where appropriate, Essex County Council’s) reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement • Contact details if there is a solicitor acting on behalf of the applicant <p>Applicants are strongly advised to progress the discussion of these matters as part of a pre-application, so that their subsequent planning application is not delayed unnecessarily whilst these requirements are agreed</p>	<p>Uttlesford Local Plan 2021-2041: Core Policy 5</p>
<p>Planning Statement</p>	<p>All major development</p>	<p>This Statement should:</p> <ul style="list-style-type: none"> • List all supporting documents • Describe the site and surroundings • Describe and explain the proposed development • Show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance • Describe consultations that have taken place with the local planning authority, the wider community and statutory consultees at the pre-application stage and what account has been taken of the outcome of such consultations • Include any other information that is materially relevant to the proposed development but is not included in other submission document or in a Design and Access Statement • Where special circumstances form part of the justification for a development, these should be clearly set out and 	<p>Enables the applicant to demonstrate that the development complies with national and local policy and guidance</p>

		<p>accompanied by relevant, verifiable evidence</p> <p>The length and complexity of the Statement should be tailored to the scale and type of proposed development</p>	
Public Right of Way Scheme	<p>All applications where there is a Public Right of Way within the applicant's land, directly or indirectly affected by the proposals, or a Public Right of Way at the site's boundary</p> <p>And</p> <p>For Major Development that is adjacent to an existing Public Right of Way</p>	<p>The Public Right of Way should be displayed and clearly marked on any submitted drawings to ensure that the PROW network remains protected. This must include, where necessary, improvements to help restore and re-connect Rights of Way</p>	<p>NPPF</p> <p>Uttlesford Local Plan 2021-2041: Core Policy 30</p>
Plot Passports	<p>For Outline applications involving multiple Custom/Self build units</p>	<p>Plot Passports should, as a minimum, summarise the main marketing details and specifications of the plot to include:</p> <ol style="list-style-type: none"> i. the plot location ii. the plot size (m2) iii. the ratio of built footprint to overall plot size iv. the indicative developable footprint v. permissible building lines vi. side spacing requirements, and vii. building heights. <p>Additional specifications, such as but not limited to materials and landscaping details may be required on each plot where these details are fundamental to the appropriateness of the plot proposal.</p>	<p>Uttlesford Local Plan 2021-2041: Core Policy 58</p>
Retail Impact Assessment	<p>Retail or Leisure proposals over 1000m2 (gross) outside Town and Local Centre boundaries (as defined by Appendix 15 and policies map.)</p>	<p>Change of use/new proposals outside defined boundary will need to demonstrate:</p> <ul style="list-style-type: none"> • No significant demand for alternative use in catchment area, demonstrated by marketing for 18 months. • The facility is not financially viable. • Benefits of the replacement outweighs the loss. 	<p>Uttlesford Local Plan 2021 – 2041: Core Policy 50: Retail and Main Town Centre Uses Hierarchy.</p>

	Including changes of use of shops and other community facilities.	Proposals resulting in the loss of ground floor level within defined boundary need to demonstrate: <ul style="list-style-type: none"> The unit has been subject to the marketing required in relation to the policy. Meeting the needs of residents. No adverse impact on vitality and viability of the centre as a whole. 	
Schedule of materials	All applications with external materials Except outline applications where appearance is a reserved matter	Clear and concise schedule of proposed materials. This should relate to annotated elevations and include details of any materials to be replaced.	To prevent the need for a further application for discharge of a condition
Self-Build/Custom Build dwellings Declaration Form	All planning applications for proposed self-build custom build and Conversions involving a "material change of use" that results in a new, self-contained dwelling intended for your primary residence.	Completed and signed Self-build/Custom build Validation form	Definition of (Self-build and Custom House building) Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act), is contained in section 1(A1) and (A2) of that Act.

<p>Statement regarding open space/ Sport/Land for sport and loss of any Sport/Land for sport</p>	<p>Development affecting the loss of any open space, sport and recreation provision.</p> <p>Development on existing open space or sporting facilities.</p> <p>New open space in new major residential development.</p>	<p>Within the supporting statement</p> <ul style="list-style-type: none"> • Extent of playing field area to be lost (area in hectares) • Reason for the chosen location and alternatives considered • Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities) • Current and recent users of the playing field and the nature and extent of their use • How the development fits with the findings of any relevant assessment of need and/or sports related strategy • How the development will be of benefit to sport (including benefit to existing and potential users) • The specification of any ancillary facilities e.g. floodlights • The specification of any Artificial Grass Pitch and reason for 	<p>Requested by Sports England</p> <p>Uttlesford Local Plan 2021 – 2041: Core Policy 67: Open Space, Sport and Recreation.</p>
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		<p>the chosen surface type</p> <ul style="list-style-type: none"> • How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale) • Any replacement area will be of equivalent or better quality and in a suitable, accessible location within the local catchment area. Detail how this will be achieved and maintained, including: <ul style="list-style-type: none"> a) An assessment of the performance of the existing area b) The programme of works (including pitch construction) for the creation of the proposed replacement area c) A management and monitoring plan for the replacement area <ul style="list-style-type: none"> • Demonstrate existing provision is surplus to requirements using the latest UDC Open Space; Indoor and Built Facilities; and Playing Pitch and Outdoor Sports Strategy, or other relevant information. • If the development is for an alternative provision, the benefits need to outweigh the loss. <p>Proposals on existing open space or sporting facilities need to demonstrate:</p> <ul style="list-style-type: none"> • Improving the quality or supporting associated sporting infrastructure. Promotes inclusive access. • Demonstrably ancillary to the primary function. • Contributes to the character and amenity of the area and is proportionate. • Enhances the environmental function. <p>New or improved provisions for all major residential developments to be guided by the most up to date evidence including:</p> <ul style="list-style-type: none"> • UDC Open Space; Indoor and Built Facilities; and Playing Pitch and Outdoor Sports Strategy • Sport England's Playing Pitch and Built Facilities 	
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		<p>Calculators.</p> <ul style="list-style-type: none"> • Open space to meet the minimum standards set out in Appendix 17 and provided on-site wherever possible. <p>In addition to the national validation requirements set out within the Government's <u>Planning Practice Guidance</u>, Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with a specific checklist – see appendix 1 which needs to be completed and submitted with application in conjunction with <u>Playing fields policy & guidance</u></p>	
Structural Survey	Any application involving substantial demolition. It may also be required where there is some doubt as to the existing structural stability of a building which is proposed to be converted	<p>The Survey shall:</p> <ul style="list-style-type: none"> • Describe, explain and illustrate the current condition of the property • The structural problems • The options for and cost of repair of the building • A methodology for undertaking the proposed demolition works, demonstrating that works can be carried out safely and remaining on site or neighbouring structures are safeguarded <p>For conversions, the survey should demonstrate that the</p>	<p>Planning Practice Guidance</p> <p>Uttlesford Local Plan</p>

		<p>structure of the building is adequate to meet the needs of the new use. If the survey identifies that rebuilding work is necessary, the extent of the building work should be clearly indicated</p> <p>If substantial structural alterations to a heritage asset are proposed, it must demonstrate that they can be carried out without unacceptable risk to:</p> <ul style="list-style-type: none"> • The integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that appear uncontroversial but have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements <p>The report must be undertaken by a competent and qualified person</p>	
<p>Statement on Sustainable Drainage Systems (SuDS)</p>	<p>Requirement for all major developments</p> <p>Minor development only when run-off cannot be adequately managed without SuDS.</p> <p>All others are encouraged (as part of FRA or separate statement)</p>	<p>Technical Assessment Proforma, which provides guidance and advice to applicants and enables Council officers to ensure that all of the required information is included https://www.essexdesignguide.co.uk/suds/what-we-expect/proforma/</p> <ul style="list-style-type: none"> • A drainage strategy demonstrating on and off-site flood risk management. • Implementation of water quality management in line with CIRIA. • All proposal should include whole life management and maintenance arrangements. • Considered aviation impact in accordance with Core Policy 11: London Stanstead Airport 	<p>NPPF</p> <p>Uttlesford Local Plan 2021 – 2041: Core Policy 37: Sustainable Drainage Systems.</p> <p>Non-statutory technical standards for sustainable drainage systems https://assets.publishing.service.gov.uk/government/uploads/system/u</p>

			<p>_data/file/415773/sustainable-drainage-technical-standards.pdf</p> <p>Essex SuDs guide</p>
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			or Essex Design Guide
<p>Transport Assessments, Transport Statements, Travel Plans</p>	<p>Appendix B of the Essex County Council Development Policies (Feb 2011) will show whether you need to submit a Transport Assessment or Transport Statement with your application.</p> <p>Travel Plans are expected for non residential development proposals with 50 employees or more.</p> <p>Any education establishment development which increases the number of either pupils or staff will be required to provide a School Travel Plan</p>	<p>This should include (see NPPG for full details):</p> <ul style="list-style-type: none"> • Baseline and future years traffic assessment • Multi-modal trip analysis • Highway safety and capacity analysis • Parking assessment in accordance with the latest ECC parking Standards and the parking standards and design principles set out the Uttlesford Design Code. • Walking, cycling and public transport assessment • Measures to minimise the impact of the development • Road safety audit • Travel Plan <p>For smaller schemes, expected to generate relatively low numbers of trips, a Transport Statement will be sufficient. A detailed analysis of impact on the wider network would not be required</p> <p>A Travel Plan will be required for Schemes that will employ 20 or more staff and Schemes comprising over 50 residential units are required unless reserved. This must set out how the reliance on the motor car will be reduced and the measures necessary to achieve that</p> <p>Where a Transport Assessment or Travel Plan is required, a Transport Related Carbon Emissions Quantification Statement will also need to be included. This should demonstrate how proposed sustainable transport measures and interventions will reduce carbon emissions to the greatest possible extent.</p>	<p>NPPF</p> <p>Planning Practice Guidance</p> <p>Uttlesford Vehicle Parking Standards</p> <p>Essex County Council Parking Standards</p> <p>Essex County Council Development Management Policies DM10, DM13</p> <p>Uttlesford Local Plan 2021-2041 – Core Policies 26,27,28,29</p>

Tree Survey & Report	For development affecting trees, including on site or on adjoining / neighbouring land or for works to trees	<p>For development affecting trees within, or adjoining a site:</p> <ul style="list-style-type: none"> • The species, position of tree(s) and canopy spread should be accurately shown on a site plan • The plan must indicate any trees which are to be felled (and replanting proposals, or the reasons for not proposing replanting), retained or affected by the proposed development • The location of any trees within adjacent properties that may be affected by the application should also be shown. A Statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary 	Planning Practice Guidance
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		<p>This information should be prepared by a qualified arboriculturist. Further guidance is also provided in BS5837:2012 – Trees in Relation to Design, Demolition and Construction</p> <p>For applications relating to works to trees:</p> <ul style="list-style-type: none"> • A plan of the site is required. The plan can be hand drawn for smaller sites/applications but should clearly show the position of the tree(s), annotated as T1, T2 etc, in relation to buildings and a named road • For larger sites with numerous trees, it may be necessary to provide a plan showing only those trees subject to proposed works in order to provide clarity • Photographs showing the tree(s) subject of the application would be beneficial in assessing the proposal as would a colour coded plan <p>Details of the proposed works to the tree(s) are required</p> <p>Pruning works must be expressed in metres, except for crown thinning, that can be expressed as a percentage. If consent is granted it is vital that anyone implementing the consent can readily determine the extent of the works which have been approved without the need to seek further clarification</p> <p>Applications for works to a tree covered by a Tree Preservation Order must include reasons for the works. The greater the amenity value of the tree(s) and the greater the impact of the proposed works, the stronger the reasons must be to justify the works</p>	
<p>Utilities, Sewage and Surface Water Drainage Strategy / Assessment</p>	<p>Major developments and minor development which will increase the site coverage requiring connection to existing or new utility services</p>	<p>The assessment should:</p> <ul style="list-style-type: none"> • Identify the location and spare capacity of the existing infrastructure • Identify the proposed point of connection to existing systems, including high speed broadband services • Identify where an increase in capacity is required and what 	<p>NPPF</p>

	<p>infrastructure, including gas and electricity supplies, water supply, foul and surface water disposal systems and any development affecting a water course</p> <p>Drainage assessment will generally be required in all instances where a Flood Risk Assessment is also required</p>	<p>measures these will involve</p> <ul style="list-style-type: none"> • Identify where utility diversions will be required • Demonstrate that the applicant has consulted the relevant services and utility providers • Provide details of surface water management systems including sustainable urban drainage systems • Demonstrate that service routes have been planned to avoid, as far as possible, damage to trees and archaeological remains, where appropriate <p>The Drainage Strategy must:</p> <ul style="list-style-type: none"> • Reflect the development proposal, including site, area, type of development, general arrangement and layout • Include all elements of the drainage strategy within the 'red line' boundary <p>Where development proposes non mains fouls drainage systems, the following form should be completed and submitted: https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</p>	
<p>Uttlesford District-Wide Design Code Compliance Statement</p>	<p>All applications that propose one or more dwellings – Full and details following outline</p>	<p>The statement must;</p> <ul style="list-style-type: none"> • Demonstrate compliance with all applicable codes from the Uttlesford District-Wide Design Code SPD. This requires project specific evidence – a generic statement is not acceptable (Refer to the code for guidance for applicants). • Demonstrate a context-specific response (Refer to Appendix A - Uttlesford Places for further information). <p>The statement can form part of a Design & Access Statement or be a standalone project-specific Design Code. If forming part of the Design & Access Statement, it must be clearly labelled and easily identified.</p>	<p>Core Policy 52</p>

<p>Three-dimensional imagery or Computer-Generated Images (CGIs)</p>	<p>Major applications Full and Details following Outline</p>	<p>Images must be provided that adequately describe the visual impact of proposals on the immediate and surrounding environment. This may include viewpoints from within and outside the redline site boundary. Images must be an accurate representation but do not need to be photorealistic or computer generated. Hand-drawn sketches are acceptable.</p>	
<p>Masterplan / Framework Plan</p>	<p>All Major applications</p>	<p>All major applications are required to provide a masterplan. For smaller projects, this may simply be a sitewide layout plan. For larger, more complex projects, this will be a framework plan setting out all necessary parameters and phasing information for the duration of the project's delivery</p>	<p>Uttlesford Local Plan CP 52</p>
<p>Development Framework Plan</p>	<p>Strategic Allocations Full and Outline Applications</p>	<p>For strategic allocations, a development framework is required that includes:</p> <ul style="list-style-type: none"> • Site-wide Vision • Masterplan <p>Supporting statement demonstrating how the development will respond to the characteristics of the site and detailing the delivery of the uses, green infrastructure network and spaces, ecological enhancement, sustainable travel, broad design principles and infrastructure required</p>	<p>Uttlesford Local Plan CP 52a</p>

<p>Site-wide Design Code</p>	<p>Strategic Allocations Full and Outline Applications</p>	<p>For strategic allocations, a site-wide design code is required that will complement the Development Framework for all development and land uses.</p>	<p>Uttlesford Local Plan CP 52a</p>
<p>Ventilation / Extraction Statement</p>	<p>Development where retail, business, industrial, commercial, leisure or similar propose substantial ventilation or extraction equipment to be installed</p>	<p>Must include:</p> <ul style="list-style-type: none"> • A to scale schematic of the proposed ducting showing the location of all components (fan, filters, silencers etc) • Submitted plans should include details of the external appearance – size, location and external appearance of plant and equipment – and written details outlining the technical specification of the proposed plant including odour abatement techniques and location of waste storage • A Noise and Vibration Impact Assessment • An odour impact assessment, where ventilation or extraction is/will be located in the vicinity of residential dwellings or other sensitive receptors 	

		The statement must demonstrate that nuisance or pollution from cooking or other activities will not be caused by the proposed development	
Viability Assessment / Appraisal	<p>Major residential development</p> <p>Any other major development where the deliverability of the scheme as designed needs to be understood</p> <p>Any application proposing the loss of a public house (including change of use)</p> <p>Any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset</p> <p>Any application where the viability of the existing use is relevant</p>	<p>Viability information should, where applicable include a scheme layout plan, Land Registry Title with Statement of Ownership giving the purchase price and also an explanation of the conditions of purchase and build. The Statement must be linked to the required Planning Obligations Statement. The assumptions for the following matters will need to be detailed (especially regarding residential development) and reflect the Standardised inputs as set out in Planning Practice Guidance</p> <p>The viability appraisal must be accompanied by an undertaking to meet the council's reasonable costs in having the statement independently reviewed</p> <p>Note: Any submitted Financial Viability Appraisal will be published on the Planning Register along with all other documents submitted as part of the planning application. If you consider that your financial viability information should not be disclosed, then you must submit an additional statement titled 'Financial Viability Appraisal – Exceptional Circumstances' detailing why you consider the FVA should not be made publicly available</p> <p>Exceptions to full disclosure will only be considered in very limited circumstances and only when the disclosure of any part of a viability assessment would cause demonstrable harm to the public interest to an extent that is not outweighed by the benefits of disclosure</p>	<p>NPPF</p> <p>Uttlesford Local Plan</p>
Waste Infrastructure Impact Assessment	Proposed development falling within 250m of permitted or existing	Proposed development falling within 250m of permitted or existing mineral and/or waste infrastructure, or land allocated for the same. This extends to	Requested by Essex County Council Minerals &

	mineral and/or waste infrastructure, or land allocated for the same. This extends to 400m in the case of Water Recycling Centres	400m in the case of Water Recycling Centres	Waste
Site Waste Management	All development proposals over 100 dwellings.	<p>Plan that demonstrates how proposals would:</p> <ul style="list-style-type: none"> i. provide adequate internal and external storage space to enable the occupiers/users to separate, store and recycle their waste, which will be separate from cycle storage, car parking and circulation areas ii. include on-site waste management during the construction phase, which minimises the need for waste transfer, where feasible iii. allow for convenient and safe access to waste facilities and to enable safe collection iv. implement high quality design solutions to minimise the adverse visual impact of waste facilities for both the proposed site and neighbouring uses and comply with the Uttlesford Design Code criteria, as appropriate, and v. enable waste from mixed-use schemes to be segregated in separate secured areas 	Uttlesford Local Plan 2021-2041 : Core Policy 33: Managing Waste
Whole Life Carbon Assessment	Proposals for large scale new-build developments (a minimum of 100 dwellings or a minimum of 5000m ² of non-residential floor space) Full and Details following outline Right	<p>Must demonstrates the following targets have been met:</p> <ul style="list-style-type: none"> A. 'Upfront' embodied carbon emissions (RICS modules A1-A5) <ul style="list-style-type: none"> i. Residential: 500kgCO₂e/m² ii. Non-Residential: 600kgCO₂e/m² B. Total embodied carbon (All RICS modules A-C except B6 and B7) <ul style="list-style-type: none"> i. Residential: Semi-detached and detached: 1,100kgCO₂e/m² ii. Residential: Terraces and apartments: <1,000kgCO₂e/m² iii. Non-residential: 970kgCO₂e/m² 	Uttlesford Local Plan 2021-2041: Core Policy 24

Wildlife Hazard Risk Assessment and if needed a Wildlife Hazard Management Plan	For any development within a 13km radius of Cambridge aerodrome that is likely to attract large numbers of hazardous (flocking or large) birds	Airport Safeguarding Cambridge requested - A link to the AOA Advice note 3 – Wildlife hazards Around Aerodromes can be found here A link to the Civil Aviation Authority CAP 772 can be found here	Requested by Cambridge Aerodrome
Fire Statement Form	Buildings over 18m or having 7 storeys or more		Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 ("the 2015 Order") inserted by article 4 of the Town and Country Planning (Development Management Procedure and Section 62A Applications)

			(England) (Amendment) Order 2021)
Biodiversity Net Gain	All applications unless exempt	<p>Biodiversity Net Gain: Paragraph: 011 Reference ID: 74-011-20240214 of the Biodiversity Net Gain Planning Practice Guidance sets out the Biodiversity Net Gain information to be submitted at validation. In summary, the Council expects the following to be submitted where statutory requirements for BNG apply:</p> <ul style="list-style-type: none"> • Confirmation within the application form on whether the application is subject to BNG statutory requirements apply • The completed metric calculation tool for the pre-development baseline from the date of submission, including baseline condition assessment sheets if the Statutory Biodiversity Metric – Calculation Tool is submitted • A habitat map of the pre-development baseline drawn to an identified scale and showing the direction of North <p>In addition, the following additional information may be requested where applicable:</p> <ul style="list-style-type: none"> • A description of any irreplaceable habitat present within the red line boundary. This would include the presence of ancient / veteran trees or ancient woodland • A statement whether works to on-site habitats has occurred prior to the date of application that has resulted in loss of onsite biodiversity value (‘degradation’). This would include: <ul style="list-style-type: none"> • a statement to the effect that these activities have been carried out • the date immediately before these activities were carried out • the pre-development biodiversity value of the onsite habitat on this date • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this <p>Where it is considered that the statutory requirements for BNG</p>	<p>The Environmental Act 2021(Commencement No.8 Transitional Provisions)Regulations 2024 The Biodiversity Gain Requirements (Exemptions) Regulations 2024 The Biodiversity Gain (Town and Country Planning)(Modifications and Amendments)(England) Regulations 2024</p>

	Applications where an exemption is being claimed	<p>do not apply, the applicant should state reasons for the BNG exemption in the application form. Where this is agreed, the Council will not require any additional supporting information at validation stage</p> <p>BNG exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations 2024</p> <p>Biodiversity net gain - GOV.UK</p> <p>NOTE This would be measured against the minimum 20% BNG requirement in Core Policy 40: Biodiversity and Nature Recovery.</p> <p>Baseline Metric for Self-Build Exemption</p> <p>Sufficient evidence that site contains less than 25sqm of habitat where de minimis exemption claimed and this may include baseline metric, photographs and detailed existing site plan</p>	Uttlesford Local Plan 2021-2041: Core Policy 40: Biodiversity and Nature Recovery.
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Note: All drawings must be suitable for scanning and display electronically, and must comply with the appropriate Copyright Legislation and permissions. Please note that applications can be submitted electronically via the Planning Portal - [Applications - Applications - Planning Portal](#)

- Major development is defined in planning as any development involving any one or more of the following:
- o the winning and working of minerals or the use of land for mineral-working deposits
 - o waste development
 - o the provision of dwellinghouses where the number of dwellinghouses to be provided is ten or more
 - o the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the number of

dwellinghouses to be provided is ten or more

- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more
- development is carried out on a site having an area of one hectare or more

Appendix 1 – Checklist of what should be submitted with an application (in conjunction with [Playing fields policy & guidance](#).) - Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of P.99 of the NPPF and relevant Local Plan policies.

Document	Presenting details on.....	
Required for all applications		
Consultation Notice	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
Existing site plan	2. Extent of the playing field as defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) ¹ .	
	6. Existing levels across the site ¹ .	
	Proposed site plan	7. Location and nature of the proposed development.
8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).		
9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).		
10. Any changes to existing features and levels ¹ .		
Supporting Statements	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
Required in relation to specific policy exceptions		Exceptions
Drawings	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) ¹ .	2, 4 & 5
Supporting Statements	15. Current and recent users of the playing field and the nature and extent of their use.	1, 4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) ^{1 2} .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) ² .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights ¹ .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type ² .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including ³ : a. An assessment of the performance of the existing area; b. The programme of works (including pitch construction) for the creation of the proposed replacement area; c. A management and monitoring plan for the replacement area.	4

