



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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Issued: 4 February 2021

Councillors J Davies, N Dibben, T Drye, P Hussain, J Tiddy, D Rowe, N Wells

You are hereby summoned to attend a Meeting of the **Planning Committee** of St Ives Town Council to be held via Zoom on **Wednesday 10 February 2021 at 8.00 pm.**

Alison Benfield BA(Hons) FSLCC
Town Clerk

Join Zoom Meeting

<https://us02web.zoom.us/j/87813728427?pwd=Rk5mODNYb2Rtd0NVcStEKzhhdVNrzd09>

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AGENDA

PL68.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PL69.00 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

PL70.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

PL71.00 MINUTES

To confirm as a correct record the Minutes of the Meeting of the Planning Committee held on 27 January 2021 (copy herewith).

PL72.00 PLANNING APPLICATIONS

To consider the attached list of Planning Applications received (copy herewith).

PL73.00 LOCAL VALIDATION LIST REQUIREMENTS

To consider County Council consultation on proposed revisions to Local Validation List Requirements and Local Validation Check List (copy herewith).

PL74.00 DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION

To receive updated information from the local planning authority(if any).

**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held via Zoom on Wednesday 27 January 2021**

Present:

Chairman: Councillor N Dibben
Vice Chairman: Councillor D Rowe
Councillors: J Tiddy, P Hussain, J Davies, N Wells

In attendance:

Houghton & Wyton PC: Mr R Baxendale, Mr P Boothman, Mrs L Dale (Clerk)
Abbey Group: Mr A Brand, Mr D Mead
Town Clerk: A Benfield
Amenities Manager: C Allison

PL59.00 HOUGHTON GRANGE PHASE 2

Aecom were not in attendance as they were finalising their consultation process and would contact the Committee in due course.

PL60.00 DEVELOPMENT POTENTIAL FOR LAND BETWEEN ST IVES AND HOUGHTON

The Chairman welcomed the representatives from Houghton & Wyton to the meeting. The representatives gave a short presentation outlining proposals for the field site between Houghton and St Ives.

The development of this stretch of land needed to take into account the impact on both communities. From consultation so far with the surrounding villages, it had become apparent there was no enthusiasm for the proposal put forward by Aecom. The Parish Council was seeking the support of St Ives for its alternative project.

If support was forthcoming from all neighbouring parishes, the Parish Council would contact Homes England to request that they consider the proposal and act on a best use rather than best value basis. Their proposal took a greater account of ecology and environmental interests as well as an insistence on provision of some genuinely affordable housing with preference for that being given to local people.

HDC had been contacted and a meeting with them was expected to be held shortly.

The Chairman thanked the representatives for a very informative presentation.

Members were supportive of the proposals and preferred it to the larger development proposed by Aecom.

RESOLVED: that a formal letter of support be sent to Houghton & Wyton Parish Council, copied to HDC and Aecom.

PL61.00 APPLICATION 20/02104/FUL – Abbey Retail Park

The Chairman welcomed Messrs Mead and Brand of the Abbey Group to the meeting.

Consideration of this application had been deferred pending receipt of additional information on flood levels. This had now been received.

The representatives confirmed that the floor level of their proposed building was much higher than that of surrounding premises and they were confident that the unit would not flood. The water retention measures proposed for the site would be sufficient and would be of a modular design which would not impede water flow.

Members were satisfied that the measures would not add to flood risk or have a negative impact on the surrounding area.

Chairman's
Initials

RESOLVED: that confirmation be sent to HDC that, having received satisfactory assurances on flooding, the Committee now recommended approval of this application.

PL62.00

APOLOGIES

Apologies were received from Councillor T Drye (Personal) and Councillor Pallant (business commitment).

PL63.00

DECLARATIONS OF INTEREST

Application 20/00076 - Councillors D Rowe and P Hussain - non pecuniary interests as acquaintances of the Management Committee for the Mosque.

Applications 20/02560 and 20/02607 – Councillor P Hussain – non pecuniary interests as an acquaintance of the applicants.

Application 20/02580 – Councillors N Dibben and D Rowe – non pecuniary interests as acquaintances of the applicant.

PL64.00

PUBLIC PARTICIPATION

Applications 20/01137/FUL and 20/01138/LBC – St Ives Beds, Free Church Passage – the applicant informed the meeting that as the property was a listed building there were limitations on where to install windows – only at the front and rear. The internal design had been changed several times and it was considered the current proposal was the best layout available.

The Civic Society of St Ives made the following comments:

Houghton Grange Proposals - The Society consider the proposals put forward by Houghton and Wyton PC are preferable to the proposals of the developer, in particular the wider tree belt and the linking up of pathways. The linking should also include provision of cycleway links.

20/02104 – Unit 6 Abbey Retail Park - Our comments from last month remain.

These new documents do not address the cause of the site flooding in December, other than *“our view remains that the maintenance of the water course was the main factor in the flooding of our site.”* This may be correct but no proposals are made to monitor the maintenance or rather, the lack of maintenance.

The Amazi report states occupiers should *“sign up to receive these warnings”*. This statement overlooks the fact the flood warnings are based on river levels on the Great Ouse. The only event to warrant a Flood Warning in the last 3 years for the *“Wider area at risk from the River Great Ouse at St Ives”* was issued on 24 December 2020 at 18.33hrs, nearly a day after the site was flooded. **Source:** <https://floodassist.co.uk/flood-warnings/flood-area-info/cambridgeshire/052fwfgo5st2b/wider-area-at-risk-from-the-river-great-ouse-at-st-ives>

Below the sewage works Parsons Drove Drain is main river, however there is no river level station upstream of the Retail Park able to provide warnings

20/01137 – St Ives Beds - Some improvements are included in the revised proposals, in particular the retention of the arched windows to the ground floor. However, the ground floor revised layout is not an improvement. Flat 1 has no windows to the living rooms other than the front door. Flat 4 will receive very little sun at any time of year. There are no external storage areas and no room inside to store even a small pram. The proposal is overdevelopment. The Society consider it it is not acceptable as presently designed,

20/02483 - 27 Warren Road - The layout of houses on their plots in Warren road is that roof soffits, fascias and guttering often extend over the boundary of the adjacent property. Given the low slope of the roofs it is likely the total overhang to be at least 400mm. Gable end soffits and fascias were installed in the original houses, the proposal excludes these details but will look out of place on the estate as a result.

Chairman's
Initials

It is regrettable the application does not include the adjacent house in any of the elevations. This would allow a more informed conclusion regarding the conflict between the gable wall of the proposed extension and the adjacent property. However the extension is likely to physically clash with the adjacent property. The Society consider the application is not acceptable in its present form

20/02498 – 23 High Leys - A dimensioned Block Plan would assist the assessment of this application. The extent to which the neighbour's windows will be restricted cannot be assessed. It seems the intention is to fill approximately half the available garden with the rear extension. The rear windows of the attached neighbour (Nr 24) will then be 'hemmed in' by the extensions to both the the applicants and Nr 25.

20/02607 – 40 Ramsey Road - The proposed use of this garage, for two vehicles plus bicycles, will require very careful movement of the vehicles, if they are to remain undamaged. The suggested method of driving through the garage to exit facing Ramsey Road will work only when the vehicle nearer the exit door is required first.

Given these problems the Society will be pleased if a condition is included in any permission to restrict use to normal domestic vehicle use only.

PL65.00

MINUTES

The Minutes of the Meeting held on 13 January 2021 were agreed as a correct record and would be signed by the Chairman in due course.

PL66.00

PLANNING APPLICATIONS

Consideration was given to the following applications:

PL66.01

20/00076/FUL

Proposed extension of existing building at ground floor level and construction of a first floor extension to create a two-bedroom flat
Jamia Mosque
Needingworth Road
St Ives

RECOMMENDATION:

Approval

Subject to a condition that the flat is to be for the sole use of the Imam.

PL66.02

20/01137/FUL and 20/01138/LBC

Change of use from (A1) retail & (B1) office to No.4 two bedroom flats (C3).
Rebuilding of east elevation façade and installation of security gate to east elevation. Installation of two larger windows to ground floor west elevation.
St Ives Beds
Free Church Passage
St Ives

RECOMMENDATION:

Approval

The Committee has concerns that the internal layout is not ideal and there is a lack of windows in some areas. Retention of the original external features is welcomed.

PL66.03

20/02483/FUL

Two storey rear and first floor extension above existing garage
27 Warren Road
St Ives

Chairman's
Initials

RECOMMENDATION: **Refusal**
 Overdevelopment
 Creation of a terracing effect which is out of
 keeping with the area
 Adverse effect on street scene

PL66.04 **20/02498/FUL**
 Single and double rear extension, new front porch and window alterations
 23 High Leys
 St Ives

RECOMMENDATION: **Deferral**
 Subject to receipt of a site plan to show how this
 extension fits in with surrounding properties

PL66.05 **20/02532/FUL**
 Single storey front side extension. Alterations and/or replacement of existing
 windows and doors
 Slepe Lodge
 Ramsey Road
 St Ives

RECOMMENDATION: **Approval**
 Appropriate scale of development
 No adverse effect on the street scene

PL66.06 **20/02533/FUL**
 Proposed single storey and first floor rear extensions
 The Spinneys
 Houghton Road
 St Ives

RECOMMENDATION: **Approval**
 Appropriate scale of development
 No adverse effect on the street scene
 Can it be confirmed that this large extension does
 not create shading to neighbouring properties?

PL66.07 **20/02560/FUL**
 Double storey side extension and single storey extension to the rear
 99 Burstellers
 St Ives

RECOMMENDATION: **Approval**
 Appropriate scale of development
 No adverse effect on the street scene

PL66.08 **20/02580/TRCA**
 Beech tree – Fell. Overgrown and diseased
 Westfield
 Park Avenue
 St Ives

OBSERVATION: Unable to comment as no documentation has been
 provided.

PL66.09 **20/02591/TRCA**
 T1 – Rowan: Reduce height by 2m to improve view from upstairs window
 2 Bridge House
 London Road
 St Ives

RECOMMENDATION: **Refusal**
 It is noted that the work has already been completed, which is of concern.
 Improvement of a view is not a relevant reason for these works.

PL66.10 **20/02607/FUL**
 Erection of detached garage
 40 Ramsey Rad
 St Ives

RECOMMENDATION: **Refusal**
 Inappropriate development which will have a significant impact on the street scene.
 It is unlikely that the building could be used as a garage as the turning circle for access is too sharp.

PL66.11 **20/02624/TRCA**
 T1 Cedar: Reduce two lower laterals by 3-4 metres and thin remaining crown by circa 25%. Remove all deadwood. This tree has suffered serious limb shedding throughout 2020. These works are to try to prevent further shedding and ultimate loss of the tree. T2 Cedar: Weight reduce heavy lower laterals by circa 3-4 metres, thin remaining crown by circa 25%. Prune back limbs from roofline of building, remove all deadwood. This tree is growing adjacent to T1, these works are to help prevent the limb shedding suffered by T1
 3-5 Cromwell Terrace
 St Ives

RECOMMENDATION: **Approval**
 Extent of works to be approved by the Arboricultural Officer.

PL67.00 **DEVELOPMENT MANAGEMENT COMMITTEE**
 No issues relating to St Ives.

The Chairman had attended a meeting with the HDC Market Town Group earlier that day. Further information would be provided shortly.

Chairman:

Dated:

Chairman's
 Initials

ST IVES TOWN COUNCIL PLANNING COMMITTEE
APPLICATIONS FOR PERMISSION FOR DEVELOPMENT
10 February 2021

Application No Applicant/Agent	Proposed Development	Link to HDC website	Comments
17/01437/s73 The Bridge Church 2 Burrel Road St Ives PE27 3LE	Amendment of Condition 6 to allow the building to be open 24 hours a day with amplified music being allowed between 09:00 to 21:30 Sundays to Thursdays and between 09:00 to 23:00 Fridays and Saturdays The Bridge Church 2 Burrel Road St Ives	https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=OSMHT4IKFR900	
20/02218/FUL Mr Nasar Isaq Biddleco 60 Maytrees St Ives PE27 5WZ	New 2 storey 3 bedroom dwelling, with a room in the loft space on land and creation of access 24 All Saints Green St Ives	https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QIV2W5IKGMC00	
20/02448/FUL Mr and Mrs Abbott Mr Gino Melanie 35 Beauchamp Close Eaton Socon St Neots PE19 8BU	Proposed rear 2 storey extension 64 Green Leys St Ives	https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QKZ31PIKHRP00	

<p>20/02487/FUL</p> <p>Mr Craig Horner Mr Richard Biddle 60 Maytrees St Ives PE27 5WZ</p>	<p>Removal of existing conservatory, proposed new porch to front of property and single storey extension to the rear</p> <p>10 Ilex Road St Ives</p>	<p>https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QL69DBIKHV900</p>	
<p>20/02364/FUL</p> <p>Mr R King Partners in Planning & Architecture Suite 2 Clare Hall Parsons Green St Ives PE27 4WY</p>	<p>First floor rear extension to dwelling</p> <p>Oakdale 3 The Drive St Ives</p>	<p>https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QKD3LKIKHGE00</p>	
<p>20/02597/LBC</p> <p>Mrs Janet Johnson Structural Engineers Cambridge Ltd The White Horse London Road Pampisford Cambridge CB22 3EF</p>	<p>Deconstruction of partially collapsed chimney stack between and serving both 26 and 28 Bridge Street, and reconstruction to near-original format.</p> <p>26 Bridge Street St Ives</p>	<p>https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QLR15LKI4J00</p>	

<p>21/00007/CLED</p> <p>Mr Thomas Francis 11 Rushington Close St Ives PE27 3JH</p>	<p>Single storey rear extension 11 Rushington Close St Ives</p>	<p>https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QMDBB5IKIAX00</p>	
<p>21/00013/FUL</p> <p>Mr and Ms P Rinaldi Mr M J Firmedow 18 Stuart Close Godmanchester PE29 2DN</p>	<p>Proposed two storey rear extension and double garage and further internal works 130 Needingworth Road St Ives</p>	<p>https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?activeTab=details&keyVal=QMEPE8IK0HH00</p>	

My ref: LVL2021
 Your ref:
 Date: 25 01 2021
 Contact: Luke Walstow or Kate Bannigan
 Telephone: 01223 703861 and 07471412431
 E Mail: Luke.Walstow@cambridgeshire.gov.uk and
Kate.Bannigan@cambridgeshire.gov.uk



**Place and Economy
 Environment and Commercial
 Box No SH1315
 Shire Hall
 Castle Hill
 Cambridge
 CB3 0AP**

To applicants, agents, consultees and parish councils submitting planning applications to Cambridgeshire County Council

Dear Sir/Madam

Consultation on the proposed June 2021 revisions to:-Our Local Validation List Requirements and Local Validation Check List.

Introduction

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should accompany planning applications submitted to Cambridgeshire County Council. These requirements are relevant for Cambridgeshire County Council's applications for its own development and waste development. These are in addition to the national requirements, which require for example completion of an application form, certificates and a site location plan. Our Local Validation requirements are reviewed biannually. The requirements were last published in June 2019. We have carried out an initial review of the list and guidance notes for 2021.

What are the proposed changes?

Since our 2019 Local Validation List Review, the requirements of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 need to be met. Consequently we have proposed amendments to the format and wording of the documents, which we hope will assist us in making our public documents and correspondence easier to understand and access by all. We have also proposed adding some additional requirements in line with the existing policy requirements, and the increase in electronic working arrangements. Additional changes may also need to be taken into account. For example, Cambridgeshire and Peterborough's Emerging Mineral and Waste Plan is progressing through its final stages and relevant references will need to be changed when this new plan is adopted. We are consulting you together with recent applicants, agents, statutory consultees, and parish councils on our draft documents.

When can I comment?

The consultation period will run for 6 weeks from 25 January 2021 until 8 March 2021.

How can I comment?

Please send all comments that you wish to make in writing by e-mail to planningdc@cambridgeshire.gov.uk or by post to: -County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0 AP Please ensure that all comments arrive by 8 March 2021. All comments received by 8 March 2021 will be taken into consideration.

What happens next?

We will consider all comments received by us 8 March 2021. We are working towards reporting to the Planning Committee on 15 April 2021 if possible. A report to the Planning Committee will be published on the Council's website 5 working days before the Planning Committee meeting to which the revised changes will be reported. We intend to publish the final documents by June 2021. You can check with us near the date.

Further information

Copies of the draft revised documents are attached. The existing Local Validation List June 2019 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2019), and supporting documents are displayed on the County Council's website. Please see [Cambridgeshire County Council's Submitting a Planning Application Website page for existing Guidance for applicants and agents on the Local Validation List and the Local Validation Check List \(June 2019\)](#)

Yours faithfully



Jane Stanley
Interim Business Manager County Planning Minerals and Waste

Draft: Our Local Validation List Requirements (June 2021)

NOTES:-The text and links within this draft document have been amended to take into account the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Some new requirements that have been added to our published Local Validation List Guidance Notes June 2019 are in CAPITALS below. Links to newly added guidance documents are followed by the following symbol*.

We will check that the links to websites that are provided in this document are correct at the time of publication. This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

The preparation of a new Cambridgeshire and Peterborough Minerals and Waste Local Plan is in its final stages. A virtual Examination in Public was held 15-17 September 2020. Consultation on further modifications has taken place, which closed 15 December 2020. The Council expects to provide the Inspector with a schedule of representations and its response in January 2021. After the new plan has been adopted by this Council, it is our intention to update the relevant references to the Cambridgeshire and Peterborough Minerals and Local Plan within this document.

Purpose

This document sets out the information that Cambridgeshire County Council requires to be submitted with a planning application to enable it to be accepted and processed. This guidance note sets out the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what is required before submitting your application. Failure to consider all of the necessary points will mean that the application will be invalid until the necessary information has been received. An invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing on an application.

Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (February 2019).

Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting-a-](#)

[planning-application.](#)

In addition to giving planning policy advice, we are able to assist in advising: which documents will need to be submitted to meet the requirements of the validation checklist; upon the appropriate level of community engagement; and encouraging engagement with the relevant statutory and non-statutory bodies at an early stage.

Our other specialist advice

Cambridgeshire County Council also offers separate specialist pre-application advice for:

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- PUBLIC RIGHTS OF WAY AND HIGHWAYS RECORDS
- Archaeology and Historic Environment

And

- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

More information on our specialist advice

More information can be found about Cambridgeshire County Council's specialist advice services, including the separate application forms for seeking its specialist pre-application advice and its charges by visiting [Cambridgeshire County Council's Developing New Communities web page.](#)

Also for more information, Cambridgeshire County Council's Ecology Team can be contacted by emailing Ecology@cambridgeshire.gov.uk.

And Cambridgeshire County Council's Historic Environment Team can be contacted by emailing ArchaeologyDC@cambridgeshire.gov.uk

Pre-application advice from others

Most other government organisations also offer chargeable pre-application advice. For example the District and City councils, Natural England, Sport England, Historic England, Highways England, the Environment Agency, and Middle Level Commissioners, which can be contacted directly through accessing their websites. Applicants are encouraged to engage with the local community and statutory and non-statutory bodies prior to submitting a planning application.

Submitting a planning application

Planning applications for the County Council's own development and for waste development can be submitted by visiting [The Planning Portal.](#)

For County Council development

Cambridgeshire County Council must be the applicant (or a joint applicant) given in answer to question 1 on the application form. The name of a Council officer should not be included. A full stop can be placed in the name box of the planning portal's electronic form to allow an application to be submitted.

Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List applies to applications for mineral development. Application forms for new mineral development can be downloaded from [the Submitting a Planning Application website page](#) on the County Council's website. Prior to submitting a planning application for mineral development please contact the County Planning, Minerals and Waste Team to check what information should accompany the application by submitting a request for planning pre-application advice.

National validation requirements

The national validation requirements need to be met, in addition to our local validation list requirements which can all be found by accessing the website [legislation.gov.uk](#). The national requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Paragraph 16 Reference ID: 14-016- 20140306 to 37 Reference ID: 14-037-20140306 of the Planning Practice Guidance](#). The national validation requirements include the payment of the correct fee. A summary of application fee categories and costs can be found by visiting [The Planning Portal English application fees page](#). An additional fee is charged by the Planning Portal for processing application fees that are submitted through the planning portal. There are additional requirements for Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

Our local validation list requirements

The following sections describe each of the Local Validation List requirements indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Information can also be found about emerging policy on the policy pages of the relevant Council's website. Some items will require advice from a technical specialist.

1. Planning Statement

Policy Drivers

- Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.
- South Cambridgeshire Local Plan (September 2018) policy HQ/2 Public Art and New Development.

Applications that require this information

All, except those for very minor development where there are no policy implications.

Information required

A planning statement should identify the context and need, WHEN APPROPRIATE, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a

planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. IT SHALL ALSO CONSIDER THE LIKELY IMPACTS OF CLIMATE CHANGE.

For South Cambridgeshire District Council's area:

Where relevant for developments of proposed new floor space of 1000 square metres, consideration of integrating public art into the design of the development should be included.

Where to look for further assistance

National planning policy documents can be found by visiting Gov.uk.

For example: - [The National Planning Policy Framework \(February 2019\)](#); [The National Planning Policy for Waste \(October 2014\)](#); [The Planning Practice Guidance](#).

The Cambridgeshire and Peterborough Minerals and Waste Local Plan

The Cambridgeshire and Peterborough Mineral and Waste Core Strategy (July 2011) and The Cambridgeshire and Peterborough Site Specific Proposals Plan (February 2012) can be found on our [Adopted Minerals Plan](#) web page. Additionally, the following minerals and waste supplementary planning documents [The Block Fen Langwood Fen Master Plan Supplementary Planning Document \(July 2011\)](#); [The Location and Design of Waste Management Facilities Supplementary Planning Document \(July 2011\)](#) and [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#) can also be viewed for further information.

District and City Council Planning Policies

The district and City planning authority's planning policy front pages within Cambridgeshire can be accessed by visiting the following websites [East Cambridgeshire District Council](#) ; [Fenland District Council](#) ; [Huntingdonshire District Council](#) ; and [Greater Cambridge Planning](#) for Cambridge City Council and South Cambridgeshire District Council's policies. It is also necessary to have regard to adopted Neighbourhood Plans. Details of these can be found on the relevant planning policy pages of the appropriate district council's website. Emerging local policy is also a material consideration to be given appropriate weight dependent upon the stage it has reached.

2. Local Authority Development Letter

Policy Drivers

- Regulation 3 of The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492) as amended states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges and other transport infrastructure; household recycling centres.

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

What information is required?

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is

granted.

Where to look for further assistance

See the following regulations [The Town and Country Planning General Regulations 1992](#) and [The Town and Country Planning General \(Amendment\) \(England\) Regulations 2018](#)

Both of these are on the government's website legislation.gov.uk

3.Statement of Community Involvement

Policy Drivers

- See The Cambridgeshire Statement of Community Involvement (January 2019) on our website.

Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (January 2019).

What information is required?

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the County Council's adopted Statement of Community Involvement. This should demonstrate how the views of the local community have been sought and taken into account in the formulation of development proposals.

Where to look for further assistance

See [the Cambridgeshire Statement of Community Involvement \(January 2019\)](#) on our website for more information.

4.Biodiversity survey and report

Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS35 Biodiversity and Geodiversity, and policy CS25 Restoration and Aftercare of Mineral and Waste Management Sites.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015) policy ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity, and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.):

Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.

Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist, and accompanying guidance which have been placed alongside this document on our website page, [submit a planning application](#).

What information is required?

See the Biodiversity Checklist and accompanying guidance notes and the Natural Cambridgeshire Developing with Nature Toolkit.

Where to look for further assistance

See on the relevant websites:

- [Planning Practice Guidance Natural Environment paragraphs](#)
- [Middle Level Biodiversity Manual \(2016\)](#)
- [Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#)
- [Cambridgeshire Biodiversity Checklist and guidance notes](#)
- [CIEEM Biodiversity Net Gain Guidance](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [South Cambridgeshire District Council's Biodiversity Supplementary Planning Document \(July 2009\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(June 2007\)](#)
- [Department for Environment Fisheries and Rural Affairs Biodiversity Offsetting Metric](#)

5.Statement of sustainable design and construction

Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon off setting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy Box LP 12: Design Implementation, and Policy Box LP 29 Health Impact Assessment.
- South Cambridgeshire Local Plan (September 2018) policies S/3: Presumption in Favour of Sustainable Development, CC/1: Mitigation and Adaption to Climate Change, CC/3: Renewable and Low Carbon Energy in New Developments, CC/4: Water Efficiency, CC/7: Water Quality, HQ/1: Design Principles, and SC/2: Health Impact Assessment.

Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council :

- For New schools and all developments creating more than 1,000m² of floor space.

What information is required?

Within all districts except Cambridge City a Statement of Sustainable Design and Construction will be required. Climate change will need to be taken into account in producing all Sustainable Design and Construction Statements. The County Council declared a climate change emergency in May 2019 and is seeking through other committees to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy that was approved by Full Council in May 2020. The current buildings that are already used by the County Council (excluding schools run by Academies) will need to account for their energy usage in the Council's carbon footprint work being undertaken by the Energy Investment Unit (EIU) outside of the planning regime. The County Council's own buildings will be subject to Building Regulations requirements which already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation and for new development will be expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

A completed Sustainable Development Checklist (Section 4 of Sustainable Design and Construction SPD) will need to be submitted.

Within South Cambridgeshire District Council's area:

- A Water Conservation Strategy is to be submitted for all non-residential development.
- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m² of floor space and a full impact assessment for those over 5,000m².

Within Huntingdonshire District Council's area:

- Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for developments in excess of 2,500 square metres or where the site area exceeds 2 hectares;
- Demonstration that the design of the development has been informed by a full Health Impact Assessment for developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares

WITHIN FENLAND DISTRICT COUNCIL'S AREA:

- FOR MAJOR DEVELOPMENT, A HEALTH IMPACT ASSESSMENT IS REQUIRED

Foul drainage strategy

A foul drainage strategy should be submitted when assessing the design implications of any new development including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent. Also an assessment of dry weather flows should also be submitted. This is needed to avoid the risk of increased flooding elsewhere as a result of additional flows into the receiving watercourse.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [South Cambridgeshire District Design Guide Supplementary Planning Document \(March 2010\)](#): See Chapter 8: Environmental Sustainability.
- [South Cambridgeshire Health Impact Assessment Supplementary Planning Document \(March 2011\)](#)
- [Town and Country Planning Association's Climate Change Adaptation by Design: a guide for Sustainable Communities \(2007\)](#)
- [BRE Environmental assessment Method, BREEAM](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Energy website pages including moving towards zero carbon](#)

6.Tree survey / arboricultural report

Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policy 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; ENV 2: Design and ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

Types of applications that require this information

- When there are trees or hedges on the development site;
And/or
- When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See Standard Application Form.

What information is required?

- Details of the species, size, canopy extent, CONDITION and future management and the projected future life of trees on or adjacent to the development site;
- Which trees are to be retained or lost;
And
- Details of tree protection measures during development.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- British Standard BS5837: Trees in relation to construction;
- [South Cambridgeshire District Council's Trees and Development Sites](#)

[Supplementary Planning Document \(January 2009\)](#)

And

- [Huntingdonshire District Council's A Tree Strategy for Huntingdonshire \(February 2015\)](#) Including Section 10 Landscape Proposals.

7.Flood Risk Assessment

Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS39: Water Resources and Water Pollution Prevention.
- Cambridge City Local Plan (October 2018) policies 31: Integrated water management and the water cycle and 32: Flood Risk.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1 (1.m.): Design Principles, CC/1: Mitigation and Adaption to Climate Change, CC/8: Sustainable Drainage Systems and CC/9 Managing Flood Risk.

Types of applications that require this information

When the application site is:

- In flood zone 2 or 3, including minor development (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk. For more information see [The Environment Agency's guidance on Flood Risk and Coastal Change](#);
- More than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk;
- Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from a commercial to a residential use), or where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs);
- Less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk;

And

- Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale and location of the development. It should include taking into account any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed. For more information see the Environment Agency's advice [Flood risk assessments for planning applications](#).

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [National Planning Policy Framework \(February 2019\)](#).
- [Planning Practice Guidance - Flood Risk and Coastal Change Section](#)
- [The Environment Agency's Flood risk assessment for planning applications](#)
- [The Middle Level Commissioners' Planning Advice and Consent Documents](#)
- [Cambridgeshire County Council's Flood and Water Supplementary Planning Document \(July 2016\)](#). This document was approved by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.
- [Cambridgeshire County Council's Surface Water Guidance \(May 2018\)](#)
- [Cambridgeshire County Council's Surface water management plans \(September 2014\)](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge City Council and South Cambridgeshire District Council's Strategic Flood Risk Assessment](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)

7A. Surface water drainage strategy

Policy drivers

- National Planning Policy Framework (February 2019), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change and para 163.
- Written Ministerial Statement (18 December 2014 Secretary of State, Communities and Local Government
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS39 Water Resources and Water Pollution Prevention.
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.

Types of applications that require this information

- Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015:-
- The provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more; or
- Development carried out on a site having an area of 1 hectare or more in all flood zones.
- Waste planning applications.

What information is required?

The scope of the surface water drainage strategy is dependent on the nature, scale and location of the development and should include taking into account any relevant significant impacts on local infrastructure. The County Council's Flood and Water Team's advice should be followed. Visit our website for more [Flood and Water information](#).

Where to look for further assistance

See item 7 above.

8. Heritage Statement

Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS36 Archaeology and the Historic Environment.
- Cambridge City Local Plan (October 2018) policies 55: Responding to context, 58(a.): Altering and extending existing buildings, 60: Tall buildings and the skyline in Cambridge, 61: Conservation and enhancement of Cambridge's historic environment; 61: Local heritage assets.
- East Cambridgeshire Local Plan (April 2015) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets.
- Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment.
- Huntingdonshire Local Plan to 2036 (ay 2019) Policies Box LP 11: Design Context, Box LP 12: Design Implementation and Box LP 34: Heritage Assets and their Settings.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b.): Design Principles and NH/14: Heritage Assets.

Types of applications that require this information

- Where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive;
- Which affect a scheduled monument or battlefield or its setting;
- Which affect a listed building or its setting;
- Within or which will affect a conservation area;
- Which will affect a registered park or garden or its setting.

What information is required?

- A written Statement of Heritage Significance is required to be submitted as part of or to accompany all planning applications, which may affect Heritage Assets including archaeology. This should include consideration of listed buildings and structures, historic parks and gardens, historic battlefields, scheduled monuments including potential impacts upon their settings, and archaeology.
- All Heritage Statements should assess the significance of all potential impacts of the proposed development upon all heritage assets that might be affected and their settings. If appropriate, it should include measures to avoid, mitigate and/or compensate. A specialist assessment of existing and proposed information may need to be commissioned and submitted as part of the application. The need for and cost of this work including any archaeological investigation work that may need to be carried out prior to submission or before development begins should be taken into consideration at an early stage. This could have implications for project timescales and viability.
- For all applications within or adjacent to a historic conservation area, an assessment of the impact of the development upon the character and appearance of the area.
- For major development, significant infrastructure works, and for all applications involving ground disturbance within an area of potential archaeological significance, an assessment of existing archaeological information, and a programme of fieldwork may be required. When appropriate, early consultation with the specialist national and local advisors is recommended to scope the extent of the work required.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance Conserving and enhancing the historic environment](#)
- [Cambridgeshire Historic Environment Record \(CHER\)](#)
- [Historic England's Charter for Historic England Advisory Services \(27 July 2017\)](#)
- [Attention is drawn to in particular to sections 11 and 12.](#)
- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)*](#)
- [Cambridge City Council's Design and Conservation Documents](#)
- [Cambridge City Council's information about Conservation Areas](#)
- [East Cambridgeshire District Council's Heritage & Conservation information](#)
- [Fenland District Council's Heritage Statements](#)
- [Huntingdonshire District Council's information on Conservation Areas](#)
- [Huntingdonshire Landscape and Townscape Assessment \(June 2007\)](#)
- [South Cambridgeshire District Council's Listed Buildings Supplementary Planning Document \(July 2009\)](#)
- [South Cambridgeshire District Council's Heritage Information to be submitted with Planning, and Listed Building Consent Applications](#)
- [Cambridgeshire County Council Archaeological advice for planning developments](#)

9. Landscape impact assessment

Policy Driver

- National Planning Policy Framework (February 2019)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS33 Protection of Landscape Character; and Policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green Infrastructure, Box LP 10: The Countryside, Box LP 11: Design Context and Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

Types of applications that require this information

For large buildings and other TALL structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary as defined in the relevant City/District council local plan or development plan document.

What information is required?

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development. This is normally carried out by someone who is appropriately trained and experienced.
- FOR ENVIRONMENTAL IMPACT DEVELOPMENT REQUIRING A LANDSCAPE ASSESSMENT A LANDSCAPE VISUAL IMPACT ASSESSMENT IS REQUIRED TO INCLUDE CONSIDERATION OF SIGNIFICANT EFFECTS
- OTHERWISE A LANDSCAPE VISUAL ASSESSMENT MAY BE APPROPRIATE.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [East of England Landscape Typology](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [The Landscape Institutes Guide to Reviewing-Landscape Visual Impact Assessments-and-Landscape Visual Assessments*](#)

10. Landscape proposals

Policy Driver

- National Planning Policy Framework (February 2019)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS33 Protection of Landscape Character.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(i.): Creating successful places, 57: Designing New Buildings (a.), 59: Designing landscape and the public realm; and 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.a. & m.): Design Principles and NH/4: Biodiversity.

Types of applications that require this information

- Where trees or hedgerow will be removed as a result of the development compensatory planting will be required.
- For development that will have a visual impact that could be mitigated by landscape planting.

What information is required?

- Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments and materials,.
- Details of the method of planting and long term maintenance and management should also be addressed (see item 11 below). If appropriate, reference should be made to detailed landscape proposals arising from the design concept in the Design and Access Statement.
- Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above).
- Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate to include details of planting species, densities and size and form of specimens at planting and an implementation programme.

Where to look for further assistance

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)

11. Landscape and biodiversity enhancement management scheme

Policy Drivers

- National Planning Policy Framework (February 2019)
- Planning Practice Guidance
- Cambridge City Local Plan (October 2018) policies 56(i): Creating successful places, 59: Designing landscape and the public realm, and 70: Protection of priority species and habitats.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP: 31 Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. m.): Design Principles, and NH/4: Biodiversity.

Types of applications that require this information

- Where soft landscape or biodiversity enhancement measures are proposed (see items 4 and 10 above).
- Applications for new landfill sites or their extension will require aftercare of the restored land.

What information is required?

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- The County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 10 years.

Where to look for further assistance

See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS23 Sustainable Transport of Minerals and Waste, Policy CS32 Traffic and Highways.
- Cambridge City Local Plan (October 2018) policies 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development AND POLICY 82 PARKING MANAGEMENT.
- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More

Sustainable Transport Network in Fenland.

- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. f., h. & i.): Design Principles, SC/12 Air Quality, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.

Types of applications that require this information

- Transport Assessment – where the proposed development has significant transport implications including new schools.
- Transport Statement – schemes where the proposed development has some transport implications.

Scope of the transport information:

Applicants should agree the scope of the transport information that is necessary with Cambridgeshire County Council's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

What information is required?

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- A layout plan of the existing access onto the public highway;
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business use the same access onto the public highway the total number of vehicle movements must be provided;
- The proposed daily traffic movements (and type of vehicle/s) to the site;
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- FOR SITES THAT WILL GENERATE HEAVY COMERCIAL VEHICLE MOVEMENTS DETAILS OF THE ROUTE WHICH THEY WILL FOLLOW TO ACCESS THE STRATEGIC ROUTES SHOWN ON THE CAMBRIDGESHIRE ADVISORY FREIGHT MAP.

Transport Assessment

A Transport Assessment should be appropriate to the scale of the development and the extent of the transport implications of the proposal. It should consider any relevant significant impacts on local transport infrastructure. It should also consider accessibility to the site by all modes of transport and the modal split of journeys made to and from the site by different forms of transport and on foot when applicable.

Transport Statement

A Transport Statement should outline the transport aspects of the application and any proposed measures to maximise access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

Within South Cambridgeshire District Council

South Cambridgeshire District Council also requires that where a Transport Assessment/Statement or Travel Plan is required, a Low Emissions Strategy statement should be integrated (See policies SC/12 and TI/2). This should include justification for the level and type of parking proposed; and consideration of the provision of electric charging points for applications that include proposed provision (policy TI/3).

Within Cambridge City Council

Cambridge City Local Plan (October 2018) policy 82: Parking Management. Requires consideration of electric vehicle charging points or the infrastructure to ensure their future provision should be provided within a development where reasonable and proportionate, and where it is viable to do so especially in relation to major new development.

Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Cambridgeshire County Council's Transport Assessment Guidelines](#)
- [Cambridgeshire Advisory Freight Map](#)

13. Parking and access arrangements

Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridge City Local Plan (October 2018) policies 57(b.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 8: Parking provision.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle.

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

What information is required?

- A layout plan of the existing access onto the public highway;
- A Layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business use the same access onto the public highway the total number of vehicle movements must be provided;
- The proposed daily traffic movements (and type of vehicle/s) to the site;
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

Where to look for further assistance

- [Transport Initiatives LLP and Cambridge city Council's Cycle Parking Guide for New Residential Development \(February 2010\)](#)
- [Traffic Advisory Leaflet 5/95: Parking for Disabled People \(1995\)](#)
- [Cambridge Cycle Campaign's Cambridge Cycle Parking Guide](#)
- [Huntingdonshire Design Guide supplementary Planning Document \(2017\)](#)

13A. Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 35: Protection of human health and quality of life from noise and vibration, and 81: Mitigating the transport impact of development.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.
- Huntingdonshire Local Plan to 2036 (May 2019) Policy Box LP 14: Amenity.
- Types of applications that require this information

- All Applications that, if permitted, could give rise to construction effects on the environment and surrounding communities and/or construction traffic involving heavy commercial vehicles.

What information is required?

For construction effects on the environment and surrounding communities:

- A CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP) SETTING OUT THE DETAILS OF HOW THE PROPOSED CONSTRUCTION METHODS FOR EXAMPLE CONSTRUCTION WORKING HOURS; DETAILS OF CONTRACTORS CABINS INCLUDING THEIR LOCATION; PLANT COMPUNDS; AND DUST MITIGATION MEASURES ETC.

For Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway;
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- The proposed daily construction traffic movements (and type of vehicle/s) to the site;
- Swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- Details of proposed parking for contractors' and delivery vehicles on site layout plans;
- Hours of deliveries of construction materials and or dispatch of waste etc.
- Vehicle routes;
- Arrangements to divert or protect the use of existing footpaths and cycle ways during construction.
- Management and enforcement.

14. Travel Plan

Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. g., h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.

Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (OTHER THAN FOR SITES WHICH CAN DEMONSTRATE VERY LIMITED STAFFING LEVELS AND VISITOR NUMBERS). This includes school development involving a net increase of one or more classrooms,

temporary or permanent (30 pupils) or the addition of a facility such as a pre-school.

- Where the school has a Travel Plan, the application should be accompanied by an updated version that takes into account the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

What information is required?

- The Travel Plan should outline how transport implications are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts.
- It should also state how the plan would be promoted, implemented, monitored and maintained.
- Consideration should be given to how the transport impacts of the development can be minimised by encouraging maximum use of sustainable transport to and from the development
- For example, a school travel plan, , should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also make reference to using the County Council Modeshift Stars and a commitment to continuing to use it.

Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Travel for Cambridgeshire's Travel Plan Support Information](#)
- [The Modeshift Stars Organisation - relevant for School Travel Plans](#)

15. Noise AND/OR VIBRATION impact assessment

Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 14: Amenity and Box LP 29: Health Impact Assessment.

Types of applications that require this information

Development proposals which:

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (e.g. outdoor sports pitches, waste development);
- are considered to be noise-sensitive themselves and which are close to existing sources of noise and/or vibration.

A noise impact assessment is likely to be required for the following:

- Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools and hospitals;
- Noise sensitive development / uses in the vicinity of existing noise generating uses e.g. classified roads, railways, or in areas with an existing noisy environment such as the city centre;
- Mixed use applications comprising both noise generating and noise sensitive uses;
- Commercial applications including ventilation, extractor or cooling units / plant / equipment in the vicinity of noise sensitive uses.

What information is required?

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

Where to look for further assistance

- [Planning Practice Guidance Noise Section.](#)
- South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010) : Chapter 10 Environmental Health & Appendix 6: Noise.
- [The Noise Policy Statement for England \(March 2010\).](#)

16. Lighting assessment

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: design Implementation, Box LP 14: Amenity and Box LP 30: Biodiversity and Geodiversity.

Types of applications that require this information

- Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area, or in the open countryside. Where lighting could affect local wildlife.
- Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment.

- External security lights on buildings or in car parks should be described in the application documents.

What information is required?

- A layout plan with beam orientation and light spill;
- Hours of use;
- Schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles);
- An isolux contour map to show light spill levels down to 1 lux -
- A lighting assessment may be required including the distribution of horizontal and vertical illuminance and showing neighbouring buildings.

Where to look for further assistance

- [Planning Practice Guidance Light Pollution Section.](#)
- [Huntingdonshire Design Guide Supplementary Planning Document \(2017\)](#)
- Institute of Lighting Professionals Guidance Notes for the Reduction of Obtrusive Light (January 2012).
- The Royal Commission on Environmental Pollution's Artificial Light in the Environment (November 2009).
- South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010): Chapter 10 - Environmental Health & Appendix 7: Light Pollution.
- [Sport England Artificial Sports Lighting Design Guide \(November 2012\)](#)

17. Air quality assessment

Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 36: Air quality.

Types of applications that require this information

Where the development:

- Is proposed within or adjacent to an Air Quality Management Area (AQMA);
- Could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area;
- Would conflict with or render unworkable elements of a local authority's air quality action plan; or
- Is a waste proposal where there will be emissions to air, including dust, odour

and bioaerosols.

- Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals:
- For developments where the floor space to be built is 10,000 square metres or more or where the site area is? Hectares or more);
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ);
- A significant proportion of the traffic generated would go through an AQMA or a CAZ;

Or

- Any part of the site is located within 100 metres of a monitoring site where the annual mean level of nitrogen dioxide exceeds $35\mu\text{g}/\text{m}^3$.
- Additionally, A low emissions strategy will be required within Huntingdonshire District Council's Area when an air quality management assessment shows that the proposal would have a significant effect upon air quality; have an adverse effect upon air quality factors; cause a significant increase in the number of people that would be exposed to poor air quality, or would lead to a designated nature conservation or protected species that is sensitive to air quality being adversely affected.

What information is required?

- Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.
- Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements
- Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/District Council Environmental Health Officer.
- A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

Where to look for further assistance

- [Practice Guidance Air Quality Section.](#)
- [Cambridge City Council's Air Quality in Cambridge- Developers Guide \(September 2008\)](#)
- [Cambridge City Council's Air Quality Action Plan 2018 - 2023 \(January 2018\).](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#); Chapter 10 - Environmental Health & Appendix 4: Air Quality Supplementary Design Guide.
- [The Department for Environment Fisheries and Food Low Emissions Strategies: using the planning system to reduce transport emissions.](#)
- [The Environmental Protection UK and the Institute of Air Quality Management Land-Use Planning and Development Control: Planning for Air Quality \(January 2017\)](#) For example: - Table 6.2 of this document gives indicative criteria for the nos. of vehicle movements that would warrant an Air Quality Assessment.

18. Contaminated land assessment

Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policy 33: Contaminated land.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity and Box LP 37: Ground contamination and Groundwater Pollution.
- South Cambridgeshire Local Plan (September 2018) policy SC/11 Contaminated Land.

Types of applications that require this information

- Where contamination is known or suspected
- Where the development site is in the vicinity of contaminated land
- When the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

What information is required?

- Sufficient information to determine the existence or otherwise of contamination; its nature; the risks it may pose; and whether these can be satisfactorily reduced to an acceptable level -without undue environmental impact during and following development.
- Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide information necessary to determine whether the proposed development can proceed or not.
- All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites).
- A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is recommended in the government's Land Contamination Risk Management Advice. [Link to the Department for the Environment Fisheries and Rural Affairs Land Contamination Risk Management Advice](#)
- This initial information is essential to determine whether further more detailed investigation will be required.
- The minimum requirement is a land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over).
- Where contamination is found developers will need to demonstrate in the land contamination assessment that any unacceptable risk will be successfully addressed through remediation without undue environmental impact during and following development.

Where to look for further assistance

- [Planning Practice Guidance Land affected by Contamination Section.](#)

- Cambridge City Council's Contaminated Land in Cambridge - Developers Guide (April 2009).
- [East Cambridgeshire District Council's Guidance on submitting planning applications on land that may be contaminated \(January 2015\)](#)
- South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites.
- [Environment Agency's Land contamination: technical guidance.](#)

19. Waste Audit and Management Strategy

Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS28 Waste Minimisation, Re-Use, and Resource Recovery.
- Cambridge City Local Plan (October 2018) policy 28: Carbon reduction, community energy networks, sustainable design and construction, and water use.
- East Cambridgeshire Local Plan (April 2015) policy ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.

Types of applications that require this information

Development proposals:

- That involve demolition of a building or part of a larger building.
- Where the development site is previously used (brownfield) land that may be contaminated.
- That involve significant earthmoving (including greenfield sites).

What information is required?

See separate document 'Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition' Cambridgeshire County Council June 2013 on the [submitting a planning application page](#) of the County Council's website.

Where to look for further assistance

- [Planning Practice Guidance on Waste - Should significant developments include a waste audit?](#) Paragraph: 049 Reference ID: 28-049-20141016
- [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#) See item 18 above.

20. Open Space / Playing Field Assessment

Policy Driver

- National Planning Policy Framework (February 2019), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space,

and 73: Community, sports and leisure facilities.

- East Cambridgeshire Local Plan (April 2015) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community Facilities and Retail.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j.): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

What information is required?

- Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.
- Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above.
- In order to ensure that compensatory measures provide net benefits to the community the proposal should include enhancement of any remaining open space in cases of partial loss, and the enhancement of other existing spaces or new provision that would serve the same community as that being lost.
- New provision for the loss of sports or recreational open space should be in a form that best meets an identified existing need.

Where to look for further assistance

- [Planning Practice Guidance Open space, sports and recreation facilities, public rights of way and local green space section.](#)
- [Sport England Playing Fields Policy and Guidance \(March 2018\)](#)
- [Cambridge City Council's Open Space Recreation Strategy \(October 2011\)](#)
- [Cambridge City Council's Guidance for Interpretation of Open Space Standards \(July 2006\)](#)
- South Cambridgeshire District Council's Open Space in New Developments Supplementary Planning Document (January 2009).

21. Information in support of applications for the storage, treatment or disposal of waste

Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (February 2019) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011).
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.

- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1. n.): Design Principles, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 29: Health Impact Assessment and Box LP 36: Air Quality.

Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

What information is required?

- For both 1 and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.
- For 1) A topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, afteruse and aftercare.
- FOR PROPOSALS FOR HAZARDOUS WASTE AND INCINERATION - a Health impact assessment (HIA) - HIA is a tool to appraise both positive (e.g. creation of new jobs) and negative (e.g. generation of pollution) impacts on the different affected subgroups of the population that might result from the development.

Where to look for further assistance

- It is strongly advised that the assistance of a suitably qualified agent with experience in waste planning is obtained and consideration given to their appointment as agent for the application.
- Waste disposal by landfill AND MOST OTHER WASTE MANAGEMENT FACILITIES will also need an Environmental Permit. For more information visit [The Environment Agency's information about environmental permits](#). You are advised to contact the Environment Agency's at an early stage to ensure that your planning application is consistent with Environment Agency's permitting requirements.
- [Planning Practice Guidance Waste Section](#)
- [The Environmental Permitting \(England and Wales\) Regulations 2016.](#)
- South Cambridgeshire District Council's Health Impact Assessment Supplementary Planning Document (March 2011).
- Public Health England - Gothenburg Consensus Paper: [Health Impact Assessment - Main concepts and suggested approach](#), European Centre for Health Policy, WHO-Euro, Brussels (December 1999).
- European Commission, Health & Consumer Protection Directorate-General paper [Ensuring a high level of health protection A practical guide](#) (17 December 2001).
- National Institute for Health and Care Excellence (NICE) - [Introducing health](#)

[impact assessment \(HIA\): Informing the decision-making process](#), HDA (2002).

- Public Health England - [The Merseyside Guidelines for Health Impact Assessment](#) (Second edition May 2001) published by the International Health Impact Assessment Consortium

22. Plans and Drawings (including cross-sections where required)

Policy Driver

- Article 7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015.

Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

What information is required?

- ALL SCALE PLANS AND DRAWINGS SHALL BE TO A RECOGNISABLE SCALE AND INCLUDE A SCALE BAR IN ADDITION TO THE NATIONAL REQUIREMENT OF A NORTH POINT.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas;
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- DRAWINGS MUST BE SUFFICIENT TO IDENTIFY THE BUILDING WITHIN ITS CONTEXT.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale;
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context including their relationships with relevant existing on site and off site reference points/features.

Where to look for further assistance

- [Planning Practice Guidance Making an application - Validation requirements](#)–
[Validation requirements](#)

NOTES

- Environmental Impact Assessment Development is covered by separate

regulations, which are MAINLY outside of the scope of these guidance notes.

- If during the lifetime of this list, Policy Documents, relevant legislation and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.

DRAFT LOCAL VALIDATION CHECK LIST

(Revised June 2021)

Introduction

This Local Validation Check List applies to all applications for planning permission submitted to Cambridgeshire County Council (including those made under [Section 73 Town and Country Planning Act 1990](#) AND SECTION 73A. For more information visit [Legislation.gov.uk](#) This checklist should be read together with the national validation requirements. These are set out in [Planning Practice Guidance Paragraph 16 Validation Requirements for Planning Permission](#) and also alongside Cambridgeshire County Council's 'Guidance for applicants and agents on the Local Validation List (June 2021)' This sets out the circumstances in which you will need to submit information under each item on our local list. Not all the items will apply in every case. You are strongly advised to seek planning pre-application advice to confirm what is required before submitting your application. We offer a separate pre-application advice service details of which are also given on our [Submitting a planning application](#) web page.

NOTE

Failure to submit all of the relevant required information will invalidate the application. An invalid application cannot be registered or processed until all of the information required to meet both the national and our local validation list has been received. Newly confirmed requirements have been indicated by CAPITALS. For more information please see 'Our Draft Local Validation List Requirements (June 2021)'

Who should use this checklist?

Our Local Validation Checklist can be used by applicants, agents and planning officers to clarify and record which items from the local list need to accompany an application. It can be used to check that all of the items have been prepared and included before submission. This checklist includes columns in which it can be confirmed what how and whether or not the information is needed. The columns can be used to indicate when a full report is necessary; when a matter has some relevance and can be addressed within the planning statement; and not relevant for each of the following items:

1. Planning statement
2. Local authority development letter
3. Statement of Community Involvement
4. Biodiversity survey and report
5. Statement of Sustainable Design and Construction
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A.Surface water drainage strategy
8. Heritage statement
9. Landscape impact assessment

10. Landscaping Proposals
11. Landscaping and biodiversity enhancement management scheme
12. Transport assessment or statement
13. Parking and access arrangements
- 13A Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan
14. Travel Plan
15. Noise AND/OR VIBRATION impact assessment
16. Lighting assessment
17. Air quality assessment
18. Contaminated land assessment
19. Waste audit and management strategy
20. Open space/ playing field assessment
21. Information in support of applications for the storage, treatment or disposal of waste
22. Plans and drawings (including cross-sections where necessary)

Item Number	Item	Full Report	Planning Statement	Not Relevant
1	Planning statement			
(i)	Consideration of Public Art FOR DEVELOPMENTS OF 1000 SQUARE METRES AND ABOVE (South Cambridgeshire District Council only)			
2	Local authority development letter			
3	Statement of Community Involvement			
4	Biodiversity survey and report			
5	Statement of Sustainable Design and Construction (for districts other than			
(i)	Cambridge City Completed Sustainable Development Checklist (Within Cambridge City			
(ii)	Water Conservation Strategy (Within South Cambridgeshire only)			
(iii)	<p>Within South Cambridgeshire: -</p> <ul style="list-style-type: none"> • An Extended Screening/Rapid Health Impact Assessment for new developments resulting in between 1,000 to 5,000 square metres of new floorspace; or • A full Health Impact Assessment for developments of over 5000 square metres of new floorspace; <p>Within Huntingdonshire: -</p> <ul style="list-style-type: none"> • Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for developments in excess of 2,500 square metres or where the site area exceeds 2 hectares; • Demonstration that the design of the development has been informed by a full Health Impact Assessment for developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares. <p>AND WITHIN FENLAND DISTRICT COUNCIL'S AREA: FOR MAJOR DEVELOPMENTS A HEALTH IMPACT ASSESSMENT (HIA) IS TO BE</p>			
(v)	Foul drainage strategy			
(vi)	Assessment of dry weather flows			

6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy			
8	Heritage statement			
9	Landscape impact assessment			
10	Landscape proposals			
11	Landscaping and biodiversity enhancement management scheme			
12	Transport assessment or statement			
(i)	Within South Cambridgeshire and Huntingdonshire only, a Low Emissions Strategy Statement including :- <ul style="list-style-type: none"> • Consideration and justification of parking 			
13	Parking and access arrangements			
13A	Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan			
14	Travel Plan			
15	Noise AND/OR VIBRATION impact assessment			
16	Lighting assessment			
17	Air quality assessment			
(i)	Within Huntingdonshire only: - A low emissions strategy is required if the air quality assessment demonstrates significant			
18	Contaminated land assessment			
19	Waste audit and management strategy			
20	Open space/ playing field assessment			
21	Information in support of applications for the storage, treatment or disposal of waste Including: -			
(i)	A Topographical Survey			
(ii)	A Health Impact Assessment FOR WASTE DEVELOPMENT INVOLVING HAZARDOUS WASTE AND/ OR INCINERATION			

22	Plans and drawings (including cross-sections where necessary)			
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