

LOCAL VALIDATION CHECKLIST

(Revised June 2023)

Introduction

This Local Validation Checklist 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, including the scope of information 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 the relevant required information will invalidate the application. An invalid application cannot be registered or processed until all the information required to meet both the national and our local validation list has been received.

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 the items have been prepared and included before submission. This checklist includes columns in which it can be confirmed what, how, and whether 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
- 5A. Health Impact Assessment
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A. Surface water drainage strategy and foul 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 plans
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 1,000 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 Cambridge City)			
(i)	Cambridge City Completed Sustainable Development Checklist (Within Cambridge City only)			
(ii)	Water Conservation Strategy (Within South Cambridgeshire only)			
5A	<p>Health Impact Assessment (Within South Cambridgeshire, Huntingdonshire and Fenland only as per the requirements below)</p> <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 5,000 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. 			

5A	Continued. And Within Fenland District Council's area: - <ul style="list-style-type: none"> For Major developments a Health Impact Assessment (HIA) is to be submitted. 			
6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy and/or foul 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 provision and of electrical charging points. 			
13	Parking and access arrangements			
13A	Construction environmental and/or traffic management plans			
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 effects.			
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)			