

## Validation Checklist and Guidance – Reserved Matters

**Reserved Matters are defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as:**

- **‘Access’** – the accessibility to and within the site, for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network.
- **‘Appearance’** – the aspects of a building or place within the development which determine the visual impression the building or place makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **‘Landscaping’** – the treatment of land (other than buildings) for the purpose of enhancing or protecting the amenities of the site and the area in which it is situated and includes: (a) screening by fences, walls or other means; (b) the planting of trees, hedges, shrubs or grass; (c) the formation of banks, terraces or other earthworks; (d) the laying out or provision of gardens, courts, squares, water features, sculpture or public art; and (e) the provision of other amenity features;
- **‘Layout’** – the way in which buildings, routes and open spaces within the development are provided, situated and orientated in relation to each other and to buildings and spaces outside the development.
- **‘Scale’** – the height, width and length of each building proposed within the development in relation to its surroundings.

This is a checklist of local requirements only. In addition, mandatory requirements are [listed](#). You will be required to provide all of the information on the application form and some of the information on this checklist. Each application has its own requirements and some may need more supporting information than others. For more guidance on Reserved Matters please click [here](#).

### General Notes

- Written dimensions are required on drawings
- If the application is found to be incomplete we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- [Read Information on fees](#)
- The statutory determination period for this type of application is 13 weeks from the date the application is valid for a major\* development, 8 weeks in all other cases
- Please clearly show any revisions (e.g. Revision A)
- Please submit the policy tick sheet with this checklist when submitting your application. The policy tick sheet can be found here [Guidance, Checklists and Advice Notes - Huntingdonshire.gov.uk](#)

### Important Note Regarding the Community Infrastructure Levy (CIL)

The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount.

Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability. This can be done using the form 1: CIL Additional Information from the HDC website or Planning Portal, **this should be submitted to your local planning authority alongside every planning application.**

The forms and additional information about the Community Infrastructure Levy, including the Charging Schedule can be obtained from the [CIL webpages](#) on the Council's website or the CIL pages of the Planning Portal.

Item Required	Which reserved matters applications require this?	Guidance on the standard of information required	
Information required by Outline condition to be submitted as part of a Reserved Matters Application	<ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>Conditions on an Outline consent may require details to be included as part of an application for Reserved Matters.</p> <p>A supporting statement should be provided which demonstrates how these conditions have been addressed in the documentations/plans submitted for Reserved Matters approval</p>	
Access Plan	<ul style="list-style-type: none"> <li>• Access</li> </ul>	Detailed plans showing the access to and within the site for vehicles, cycles and pedestrians and how these fit into the existing access network. Visibility splays, radii and any widening of the existing roads and pavements should also be shown.	

<p>Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)</p> <p>The block plan detail required is in addition to the National Information Requirements</p>	<ul style="list-style-type: none"> <li>• Access</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	<p>Submitted plan(s) must accurately show:</p> <ul style="list-style-type: none"> <li>• the direction of north</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries</li> <li>• all buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• all public rights of way crossing or adjoining the site</li> <li>• the position of all trees on the site and those on adjacent land that could influence or be affected by the development</li> <li>• the extent and type of any hard surfacing and</li> <li>• the existing and proposed (if any) boundary treatment.</li> </ul> <p><b>Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</b></p>	
<p>Design and Access Statement</p>	<ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul> <p>All Reserved Matters associated with the following: All Major developments. Or If in the site is in a Conservation Area and the application is for 1 or more dwelling houses or the floor space created is 100m<sup>2</sup>+</p>	<p>A Design &amp; Access Statement should provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users.</p> <p>For further guidance see here <a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a> and <a href="https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement">https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement</a>.</p> <p>For further details of our Conservation Areas please click <a href="#">here</a></p>	
<p>Elevations as proposed (1:50 or</p>	<ul style="list-style-type: none"> <li>• Appearance</li> <li>• Scale</li> </ul>	<p>All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style,</p>	

1:100 scale) with written dimensions		materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property.	
Floor plans as proposed (1:50 or 1:100 scale) with written dimensions	<ul style="list-style-type: none"> <li>• Layout</li> <li>• Scale</li> </ul>	<p>These must explain the proposal in detail and where existing buildings or walls are to be demolished these should be clearly shown. The drawings should also show details of the existing building as well as those for proposed development, with written dimensions.</p> <p>All existing and proposed rooms should be labelled.</p>	
Heritage Statement	<ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul> <p>All Reserved Matters where the significance of any heritage asset is affected by the proposal, a statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required.</p>	<p>This should include a statement that describes the significance of any heritage assets affected, including any contribution made by their setting. The detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This should include reference to the relevant historic environment record and appropriate expertise used where necessary.</p> <p>Applications involving development in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area.</p> <p>All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Monuments.</p>	
Landscaping details	<ul style="list-style-type: none"> <li>• Landscaping</li> </ul>	<p>Plans showing the planting scheme for the site including details of species, spacing, number and height upon planting. The plan should identify existing trees and hedgerows that are to be retained as part of the landscaping and protected during the construction phase. Details should be included for implementation, long term maintenance and management of the soft landscape works.</p>	
Parking Provision	<ul style="list-style-type: none"> <li>• Access</li> <li>• Layout</li> </ul>	<p>These details should be shown on the site, block plan or on a separate specific parking plan.</p>	

Roof plans as proposed (1:50 or 1:100 scale).	<ul style="list-style-type: none"> <li>• Appearance</li> </ul>	Plan to show the shape of the roof, including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.	
Site Sections as existing and proposed	<ul style="list-style-type: none"> <li>• Access</li> <li>• Appearance</li> <li>• Layout</li> <li>• Scale</li> <li>• Landscaping</li> </ul>	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.	