

## Application for planning permission

### NATIONAL REQUIREMENTS

- **Completed application form** (1 copy to be supplied unless the application is submitted electronically)
- **A location plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (1 copies to be supplied unless the application is submitted electronically)

The location plan must include a road name.

Planning Practice Guidance:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Please do not show the proposal on the location plan

- **A copy of other plans and drawings or information necessary** to describe the subject of the application (1 copy to be supplied unless the application is submitted electronically). **Please see local requirements for specifics**
- **The completed Ownership Certificate and Agricultural Holdings certificate** (A, B, C or D - as applicable) and as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

- **In addition where Ownership Certificates B, C or D have been completed**, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 must be given and/or published in accordance with this Article.
- **Design and access statement for:**
  - All major applications,
  - Applications in a conservations area for 1 dwelling or more or if creating 100sqm or more
- **The appropriate fee**  
Found on our web pages:  
<https://www.fenland.gov.uk/planningforms>

## LOCAL REQUIREMENTS

- **All Plans:**  
For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted
  - Existing Site plan (e.g. at a scale of 1:100 or 1:200)
  - Proposed Site plan (e.g. at a scale of 1:100 or 1:200 showing the access, proposal, all site boundaries and position of all surrounding buildings)
  - Existing and proposed elevations in full (e.g. at a scale of 1:50 or 1:100) (Also required for Change of use applications where the proposal affects the elevation/s)
  - Existing and proposed floor plans in full (e.g. at a scale of 1:50 or 1:100) (Annotated plans also required for all Change of use applications)
  - Existing and proposed site sections, finished floor levels and site levels (e.g. at a scale of 1:50 of 1:100) for Major residential applications
  - Proposed roof plans for all applications involving extensions and/or changes to roof forms (e.g. at a scale of 1:50 or 1:100)

Please note: An existing roof plan may be required for complex roof structures and might be asked for during the determination of the application.

- Street scene plan - A plan showing the street scene at a scale of 1:200 for any proposals affecting the street scene e.g. new dwellings.

**Policy Driver:** LP2, LP14 and LP16 of the Fenland Local Plan 2014.

- **Biodiversity Checklist/Report**

Completion of the checklist is required FOR ALL applications with an accompanying ecology report if required as indicated on the checklist; the report to be undertaken by a qualified Ecologist.

<https://www.fenland.gov.uk/planningforms>

Ecology reports, undertaken by a qualified Ecologist, are also required if the site is within any international, national, regional or locally designated area for nature conservation. In the case of major applications a report is also required if the site is within 200m of any of the above.

**More Information at:**

<http://www.naturalengland.org.uk/>  
(Search for: 'Standing Advice')

**Policy Driver:** National Planning Policy Framework 2021 and Policy LP19 of the Fenland Local Plan 2014.

- **Heritage Statement**

Required for applications where it affects a heritage asset or the setting of one being:

Listed Buildings or affecting the setting of listed buildings, conservation areas or the setting of a conservation area, scheduled ancient monuments or the setting of a scheduled ancient monument.

**More information at:**

Please refer to our website (link below) for further information on Heritage Statements and what these should contain

[Heritage Statements - Fenland District Council](#)

**Policy Driver:** Paragraph 194 of the National Planning Policy Framework 2021 and Policy LP18 of the Fenland Local 2014.

- **Drainage Strategy**

Surface water drainage strategy produced in line with the following **guidance** for **all major applications**.

**Guidance:**

**Surface Water Drainage Guidance for Developers:**

<https://www.cambridgeshire.gov.uk/asset-library/imported-assets/SWGFD%20FINAL%20-%20November%202019.pdf>

**Flood and Water Supplementary Planning Document**

Flood and Water Supplementary Planning Document

<https://www.cambridge.gov.uk/media/7107/cambridgeshire-flood-and-water-spd.pdf>

**Policy Driver:**

Ministerial letter; National Planning Policy Framework 2021 and Policy LP14 of the Fenland Local Plan 2014

- **Flood risk assessment**

Required where indicated on the Environment Agency flood risk matrix, as indicated on the application form.

**More Information at:**

<http://www.environment-agency.gov.uk/>

**Policy Driver:** National Planning Policy Framework 2021 and Policy LP14 of the Fenland Local Plan 2014.

- **Structural survey**

A recent survey (not more than 12 months old) is required for all proposals for conversions of barns.

**Policy Driver:** National Planning Policy Framework 2021.

- **Telecommunications Development – supplementary information**

Required for all applications for mast and antenna development in accordance with the Code of Practice on Mobile Network Development 2016.

**More information at:**

[Codes of Practice | Mobile Network Operators | Mobile UK](#)

**Policy Driver:** Section 10 of National Planning Policy Framework 2021

- **Transport assessment/statement**

A TS or TA will be required at outline stage even if all matters are reserved. It should be undertaken on the basis of a reasonable assumed amount of development

Please visit the website below for when a transport assessment/statement is required:

<https://www.cambridgeshire.gov.uk/asset-library/transport-assessment-requirements.pdf>

**More information at:**

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

**Policy Driver:** National Planning Policy Framework 2021.

- **Travel Plans**

Please visit the website below for when a travel plan is required:

<https://www.cambridgeshire.gov.uk/asset-library/transport-assessment-requirements.pdf>

**More information at:**

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

**Policy Driver:** Para. 113 of the National Planning Policy Framework 2021 and Policy LP15 of the Fenland Local Plan 2014.

- **Tree Report/Arboricultural Implications**

Trees subject to tree preservation orders or within a conservation area:

A tree report is required for trees or any part of a tree including canopy and root protection area within 10 metres of the proposed development

**More information at:**

Please visit our customer service centres or contact 01354 654321 should you wish to check if a tree falls within the above criteria.

**Policy Driver:** National Planning Policy Framework 2021

- **Health Impact Assessments**

Required for all major developments; more than 1,000 sq metres of commercial floorspace or more than 1.0 ha in area

**Policy Driver:** Para 92 of the National Planning Policy Framework 2021 and LP2 of the Fenland Local Plan 2021.

- **Air Quality Impact Assessments**

Required for all developments that will generate significant amounts of vehicle movements i.e. development of more than 50 dwellings or 1,000 sq metres of commercial floor space

**More information at:**

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

**Policy Driver:** Para 186 of the National Planning Policy Framework 2021 and Para 6 of the Planning Practice Guidance

- **Retail Impact Assessments**

Required for developments of more than 500 sq metres outside of town centres

**Policy Driver:** Para 90 of the National Planning Policy Framework 2021 and Policy LP6 of the Fenland Local Plan 2014

- **Fire Statements :**

Required for two or more dwellings or educational accommodation **and** meet the height condition: 18m or more in height, or 7 or more storeys

**Form:**

[Planning application and fire statement forms: templates - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Policy driver:** DMPO 2015 as amended

- **Plot schedule**

Required for major residential developments.  
i.e.  
Plot 1 – house type B  
Plot 2 – House type A  
Etc.

**Reason:** To allow full assessment on the context of the local plan

**PLEASE NOTE:  
ANY REPORTS OR STATEMENTS SUBMITTED ARE TO BE NO MORE  
THAN 12 MONTHS OLD**