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planning deliverables

2602-SKM-ZZ-XX-RP-A-090401_ planning deliverables

deliverables schedule

status

P01 29/06/2026 Issue to HDC for comment
P01 13/07/2026 LP Comments (HDC)

site	reference	deliverable	required? Y/N	notes	can be included in DAS? Y/N
	1	Planning Application Fee	Y		
	2	Application Form & Ownership Certificate	Y		
	3	Huntingdonshire Policy Guidance Checklist - *to be submitted with every planning app*	Y		
	4	Developer Contributions / CIL Requirement / Draft HoTs (S106/planning conditions)	Y	Developer contributions including S106, CIL etc	
	5	Planning Statement	Y	A Planning Statement gives an opportunity to explain the proposal and it should identify the context and need for a proposed development and how the proposed development accords with relevant national and local planning policies. It should also include details of any pre-application consultations with the Local Planning Authority, wider community/statutory consultees and neighbours undertaken prior to submission. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required.	
	6	Housing Mix - *can be included in planning statement*	Y	Statement addressing LP25 in Local Plan, points A-H of policy	
	7	Affordable Housing Assessment - *can be included in planning statement*		As at May 2019, the District Council seeks through its adopted Local Plan to 2036 (policy LP24) a target of 40% affordable housing on all qualifying schemes i.e. on sites of 11 or more homes or 1,001m2 residential floorspace (gross internal area) or more. A statement/plan is required to identify the amount, location and tenure of the affordable units. Please see comments below regarding the need for a viability	
	8	Details for relevant demolition in a conservation area	Y	An application for planning permission for relevant demolition in a conservation area should be used for proposals which involve substantial demolition of any unlisted building or structure in a conservation area if permission is required. The boundaries are defined as the need to: Demolish a building with a volume of 115 cubic metres or more Demolish any gate, fence, wall or other means of enclosure with: A height of one metre or more if next to a highway (including a public footpath or bridleway), waterway or open space A height of two metres or more elsewhere	
	9	Landscape Scheme	Y		
	10	Tree Preservation Order (TPO) and Notification of Proposed Works to Trees in Conservation Areas (CA)	N	Seperate plan/document not necessarily needed as this should be covered in Arboricultural Assessment and Tree Protection Plan. A sketch plan clearly showing the position of trees listed affected must be provided when applying for works to trees covered by a TPO and/or in a Conservation Area. The plan should label each tree affected with a number. Include: • stated reasons for the proposed works Evidence in support of the stated reasons: • if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert • if you are alleging subsidence damage - a report by an appropriate	
	11	Trees, Woodland, Hedges and Hedgerows Assessment - *to be included in the DAS*	Y	Can be included with DAS subject to more detailed information provided within Arboricultural Assessment and Tree Protection Plan. Where investigations show that adverse impacts are possible on trees, woodland, hedges or hedgerows on or adjacent site. Can be included in a Design and Access Statement under a clearly defined heading.	
	12	Arboricultural Assessment and Tree Protection Plan	Y	An Arboricultural Assessment and Tree Protection Plan produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012 If there is an impact on trees above 150mm stem diameter /TPO'd trees we require an arb impact assessement and tree protection plan If there are any trees on site a tree protection plan will be required	
	13	Architect Drawings & SOA, Scope Overview - *to match the drawing register*			
	14	Architect Drawings & SOA, zone 01 + 02 - Huntingdon - *to match the drawing register*		Site plan to include: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site	
	15	Architect Drawings & SOA, zone 01 - St Neots - *to match the drawing register*			

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Huntingdon zone 01 + 02 **St Neots** **St Ives zone 01 + 02**	16	Architect Drawings & SOA, zone 01 + 02 - St Ives - *to match the drawing register*		• the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and the existing and proposed (if any) boundary treatment.	
	17	Design & Access Statement	**Y**		
	18	Sustainability Statement	**Y**	Please also consider the Environmentally Sustainable Design & Construction Technical Advice Note (2025) - https://www.huntingdonshire.gov.uk/media/hu0ekhng/environmentally-sustainable-design-and-construction-technical-advice-note.pdf. A statement demonstrating how the proposed development seeks to promote energy efficiency by adopting best practice in all aspects of design including but not limited to site layout, building orientation, the layout of rooms and uses within	
	19	Ventilation / Extraction Equipment Details - *to be included in DAS + elevations*	**Y**	Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics	**Y**
	20	Lighting Assessment	**Y**	Details of external lighting and the proposed hours when lighting would be switched on. These details shall include a layout plan	
	21	Environmental Statement	**N**	An ES is unlikely to be required - the projects will be screened in accordance with Town and Country Planning (Environmental Impact Assessment) Regulations 2017 when an application has been submitted or you can submit seperate screening opinion requests. Require the applicant to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. Consider for flood risk	
	22	Biodiversity + Geodiversity Preliminary Ecological Appraisal and any surveys/reports identified as necessary by this appraisal (e.g. bat survey)	**Y**	Complete HDC checklist and if you have answered yes to any of the questions a Preliminary Ecological Appraisal will be	
	23	Biodiversity + Geodiversity	**N (covered by BNG Assessment below)**	Audit of losses and gains as per policy LP30 of the Huntingdonshire Local Plan to 2036.	
	24	BNG Assessment including latest version of the DEFRA Biodiversity Metric	**Y**		
	25	Health Impact Assessment	**Y**	Rapid HIA for each site	
	26	Economic Benefits Statement - *to be included in the DAS*	**Y**	To include a supporting statement on the growth/regeneration benefits arising from the proposed development including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use; and any	**Y**
	27	Air Quality Statement	**tbc**	Proposals for 200 or more dwellings OR Site is within an Air Quality Management Area (AQMA) OR Site is within 50m of AQMA or a Clean Air Zone (CAZ) Huntingdon is within AQMA St Neots is not within zone but near zone St Ives in not within zone	
	28	Transport Statememt	**N** (50+ dwelling threshold likely met for TA & TP)	A Transport Statement is required which outlines the transport implications of the development.	
	29	Transport Assessment and Travel Plan	**Y**	The Transport Assessment team at Cambridgeshire County Council offer a pre-application service and it is strongly recommended you engage with them to discuss the scope/content of the Transport Statement/Assessment). A proposal that includes 50+ dwellings. For larger schemes as identified in the thresholds, a Transport Assessment should cover accessibility to the site by all modes of transport, sustainability (public transport/locality of parking provision) and mitigation of transport impacts. The coverage	
	30	Sustainable Travel - LP16 - *to be included in the DAS*		Clarify number of parking spaces and cycle spaces per apartment. This should address loss of bus station/alternative provision.	**Y**
	31	Parking Provision - *to be included in the DAS/plans*		If existing arrangements are affected by the development and/or where additional provision is proposed. These details should be shown on the site, block plan or on a separate specific parking plan. Both existing and proposed arrangements should be shown.	**Y**
	32	Heritage Statement	**Y**	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. All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including	
	33	Noise Impact Assessment	**Y**	A Noise Impact Assessment prepared by a suitably qualified acoustician. This should provide information on noise levels and any proposed mitigation measures.	

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	34	Flood Risk Assessment (including Sequential Test for Tebbutts Road and Cattle Market)	Y	FRA required for all sites. Princes Street in FZ1 but isolated area of surface water flood risk as per Council's SFRA 2025.Tebbutts Road almost entirely FZ2 and isolated areas within site at risk of surface water flooding as per Council's SFRA 2025. Cattle Market currently FZ2 & FZ3 but this could be changing to entirely FZ2 - this will need to be confirmed. A sequential test is required for Tebbutts Road and Cattle Market (as required by paras 173 and 174 of the NPPF). For Princes Street, para 175 of the NPPF applies - the FRA should demonstrate clearly that the proposed layout, design, and mitigation measures would ensure that occupiers and users would remain safe from current and future surface water flood risk for the lifetime of the development (therefore addressing the risks identified e.g. by Environment Agency flood risk mapping), without increasing flood risk elsewhere, then the sequential test need not be applied (Paragraph: 027 of the Planning Practice Guidance).	
	35	Wastewater Management and Utilities Assessment	Y	Details of the existing system should be shown on the application plans especially relevant to new buildings. Where non-mains sewerage systems are proposed a full assessment of the suitability of any proposal should be made. In a Utilities Statement the applicant should demonstrate:- the	
	36	Design Implementation Statement - LP12	Y	All new homes comply with approved document G and non residential to meet BREEAM standards	Y
	37	Surface Water - LP15		This should be addressed in Flood Risk Assessment/drainage strategy document. The Local Lead Flood Authority at Cambridgeshire County Council Offer their own pre-application service and it is strongly recommended you engage with them prior to submission of any formal application	
	38	Archaeological Desk Based Assessment	Y	An appropriate desk-based assessment, apart from where this is insufficient to properly assess the interest, in which case a field	
	39	Ground Contamination Assessment	Y	Dependent on phase 01 survey Full construction details and techniques including foundations are required	
	50	Access Plan	Y	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 and any widening of the existing roads and pavements should also be shown.	
	51	Fire / Escape Strategy			
	52	Energy Statement			
	53	Servicing and Delivery Plan - *to be included in the DAS*	Y		Y
	54	Site/Operational Waste Management Plan	Y		Y
		Viability Assessment		Policy LP24 of the Local Plan requires 40% affordable housing - where a developer can demonstrate this is not viable the Council will negotiate to reach a viable solution to enable development to proceed. This will require a formal 'open book' viability assessment to support a change in tenure or a lower level of provision. The developer will also be required to meet the costs of the Council's verification of this.	
		Retail Sequential Approach / Impact Assessment - could be included in Planning Statement		A proposal for retail uses of more than 600m2 net internal floor space that are outside of defined primary shopping areas. The amount of commerical floor space is unknown - Cattle Market and Tebbutts Road car parks are outside primary shopping area. As per Policy LP21 of the Local Plan, beyond the primary shopping frontage and primary shopping area a development proposal for a main town centre use will be supported where the scale and type of development reflects the centre's size, role and	
		Shadow Habitats Regulations Assessement		Huntingdon Bus Station & Princes St - in close proximity to Portholme SAC. A Report to Inform a Habitats Regulations Assessment (Stage 1 Screening) should be prepared, to assess the potential impacts upon the SAC which may occur as a result of the proposed development and determine whether any additional stages in the Habitats Regulations Assessment process are required.	
	55	Listed Building Consent Application	Y		

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Cowper House (in addition to above)	56	Architect Drawings & SOA, Scope Overview - *to match the drawing register*		Include: Existing and proposed windows /door /shop front plans 1:10 scale measured drawings Detailed drawings illustrating specific aspects of the design such as works to windows, doors or shopfronts are required these include plans, elevations, and vertical and horizontal sections, and should be to a scale of 1:10 If windows and doors are to be affected they should be numbered on the proposed plans and 1:10 drawings of each of the features should be submitted. A survey undertaken by a joiner, architect or similar professional should be submitted with any	
	57	Schedule of works and/or specification of repairs	**Y**	May take the form of a written schedule or annotations to the proposal drawings	
	58	Structural Survey	**Y**	When works include significant elements of demolition or rebuilding a structural report by an engineer familiar with heritage assets which identifies defects and proposes remedial works will be required	
		Heritage Statement			