

Place & Sustainability
County Planning, Minerals and Waste
ALC2613
New Shire Hall
Enterprise Campus, Emery Crescent
Alconbury Weald
PE28 4YE

Letter sent to all: applicants, agents,
consultees, Local Members and Parish
Councils involved with Cambridgeshire County
Council planning matters

By email only

Dear Sir/Madam,

Consultation on the proposed 2025 revision of the Local Validation List for planning applications for the County Council's own development and for waste development

Local validation lists set out the information that needs to be included with planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register the applications.

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists are in addition to the national requirements, which require, for example: completion of an application form, certificates and a site location plan. The listing of the supplementary information in the guidance assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

The Local Validation List and relevant guidance notes are reviewed every two years and the last review was in 2023. We have carried out an initial review of the list and updated the guidance notes for 2025. We propose to make minor revisions to update references to legislation and Local Plan policies that have changed.

We are consulting applicants and their agents, statutory consultees, local members and parish councils on the proposed draft revised guidance document (which provides the full validation requirements and guidance) and the Validation Checklist will be updated following the consultation period, taking into account the comments that have been received.

The draft revised Local Validation List Guidance note is attached, and the consultation period will run for 6 weeks from 27 January 2025 until 10 March 2025.

You can view the existing Local Validation List June 2023 and accompanying Local Validation Guidance List, which are available on the County Council's website.

[Submitting a planning application | Cambridgeshire County Council](#)

How can I comment?

Please send any comments that you have on the guidance notes to:

planningdc@cambridgeshire.gov.uk

Alternatively, you can write to:

County Planning, Minerals and Waste, Box No ALC2613, New Shire Hall, Enterprise Campus,
Emery Crescent, Alconbury Weald, PE28 4YE

Please ensure that your comments arrive by 10 March 2025.

What happens next?

All comments received by 10 March 2025 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation Checklist and Guidance notes to the Council's Planning Committee.

Please let us know if you would like to be notified of the date that the Planning Committee will be asked to approve the new Local Validation List and Guidance notes. The report detailing the comments received in response to the consultation and how they have been taken into account in the final draft of the 2025 documents that members will be asked to approve will be available on the Committee pages of the Council's website.

Yours faithfully,



Deborah Jeakins
Business Manager, County Planning Minerals and Waste