

Appendix L: Draft version of “Local Validation Guidance – Chapter 10: Applications seeking ‘Prior Notification’ approval (including those for changes of use, with & without physical works)”

Key

Blue highlight = hyperlink to be inserted to link to relevant page/section in the Local Validation List (Appendix B)

Yellow highlight = hyperlink to be inserted to link to the relevant page in another chapter/section of the Local Validation Guidance (Appendices C to R)

Pink highlight = hyperlink to be inserted to the webpage on which the List and Guidance documents will be published

Green highlight = hyperlink to be inserted to link to the Index document which is to be published alongside the List and Guidance Documents (Appendix S)

Chapter 10: Applications seeking ‘Prior Notification’ approval (including those for changes of use, with & without physical works)

Introduction

Although when validating an application for ‘Prior Notification Approval’, the Local Planning Authority cannot insist upon documents and drawings over and above those listed within the relevant section of the General Permitted Development Order (England) 2015 (as amended), providing certain additional drawings and documents is encouraged as it can make it easier to determine the application, and in some applications it can aid/justify how a proposal meets the regulations in the required way.

Applicants are also advised of the Paragraph W (3) (b) of Part 3 of Schedule 2 of the General Permitted Development Order (England) 2015 which states that a Local Planning Authority may refuse an application where in the opinion of the authority, “...*the developer has provided insufficient information to enable the authority to establish whether the proposed development complies with, any conditions, limitations or restrictions specified in this Part as being applicable to the development in question.*”

Therefore, the following drawings and documents are recommended, and applicants are strongly encouraged to supply those recommended along with any other information they deem relevant as part of their applications for ‘Prior Notification Approval’.

Personal or Sensitive Data

Please note all Planning and Planning related applications (i.e. listed building consent, advertisement consent, applications for details reserved by condition etc) are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to

be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

Therefore, please bear in mind that anything you submit is likely to be published online. We do redact certain personal details such as personal contact phone numbers and email addresses, but if you are making statements of a personal nature revealing certain personal details such as the reasoning behind a proposal for an extension being linked to a disabled member of the family, they will not necessarily be redacted from the application description (see [below](#)) and whilst in accordance with our [Privacy Statement](#) we will seek to redact such references from separate reports/documents it is useful if you can highlight this at the submission stage.

Some applications will require the submission of financial information in the form of [Viability Assessments](#). The National Planning Policy Framework (NPPF) requires that such documents are published/publicly available (currently paragraph 58). Therefore, whilst such documents need to include sufficient information to enable the financial situation to be understood, those submitting them may wish to consider the level of potentially commercially sensitive or personal data they include.

In terms of those commenting on applications, as explained in our [Privacy Statement](#), we publish the postal addresses of those making representations. These are required to enable those reading them to understand and applicants/agents to potentially seek to overcome any objections or concerns raised. For example, if the neighbour objects on the basis that an extension would result in a loss of light to their living room, the reader needs to know which property is concerned about light loss to see if it is something that can be overcome by amending the scheme by say moving the extension away from the boundary with that property.

Application Descriptions

Please note that the exact wording you place on the application form will usually be used as the description on the formal application including on the public access area of our website, on all correspondence that is sent out by ourselves as part of the consultation process, on the site notice and in the advertisement in the newspaper (if one is required) and on the final decision notice. The only exceptions would be if we agree a revised description with you either at registration stage or during the course of the application. Therefore, make sure that this is the description you are wanting on the decision forever more.

Therefore, it is recommended that you avoid including personal details and do not say anything that you would not want your neighbours or the wider public to know. For example, if you are proposing a single storey detached office to provide adapted accommodation for a disabled members of staff and visitors, you should not include that reasoning in the description on the application form. It is recommended instead you phrase the description along the lines of “Prior Notification for Change use from agricultural barn to dwelling under Part 3 Class Q of the General Permitted Development Order” without such personal information or reasoning behind the proposals.

Please note, it is extremely rare for the Local Planning Authority to be able to give material planning weight to the personal circumstances of the applicant when determining any application, and therefore removing such personal references within the application description is unlikely to put you at any disadvantage.

However, if you wish the planning case officer to be aware of your personal circumstances this is best done outside of the application description. A separate statement or letter clearly labelled as containing personal information to be redacted could be submitted as part of application or you could contact the case officer by telephone once the application has been registered.

Prior Notification Types

This section explains what is required and what is recommended in terms of drawings, assessments and other documents in relation to the following Prior Notification Application types:

- **Part 1:**
 - [Part 1 Class A – larger rear extension on a dwellinghouse](#)
 - [Part 1 Class AA – enlargement of a dwellinghouse by construction of additional storeys](#)
- **Part 3:**
 - [Part 3 Class A – Change of use of a building from a casino, betting office, pay day load shop, or hot food takeaway to Class E](#)

- [Part 3 Class AA – Change of use of a building from a PH, wine bar or drinking establishment to a drinking establishment with expanded food provision \(or changing in opposite direction\)](#)
- [Part 3 Class G – Change of use from commercial, business and service or betting office or payday loan shop to a mixed use](#)
- [Part 3 Class H – mixed use of commercial, business and service or betting office or payday loan shop](#)
- [Part 3 Class I – Industrial conversions](#)
- [Part 3 Class L – Small HMOs to dwellinghouses and vice versa](#)
- [Part 3 Class M – Hot food takeaways, retail, betting office or payday load shop to dwellinghouses](#)
- [Part 3 Class MA – Commercial, business and service uses to dwellinghouses](#)
- [Part 3 Class N – Specified Sui Generis uses to dwellinghouses](#)
- [Part 3 Class O – Offices to dwellinghouses](#)
- [Part 3 Class P – Storage or distribution to dwellinghouses](#)
- [Part 3 Class PA – Light industrial use to dwellinghouses](#)
- [Part 3 Class Q – Agricultural Building to dwellinghouses](#)
- [Part 3 Class R – Agricultural buildings to a flexible commercial use](#)
- [Part 3 Class S – Agricultural buildings to a flexible commercial use](#)

- [Part 3 Class T – Class C1 \(hotels\), Class C2 \(residential institutions\), Class 2A \(secure residential institutions\) or Class E \(commercial, business or service\) to use as a state funded school](#)
- [Part 3 Class U – Return to a previous use from a converted state-funded school or registered nursery](#)
- [Part 3 Class V – Return to a previous use from a converted state-funded school or registered nursery](#)
- **Part 4:**
 - [Part 4 Class BB– Return to a previous use from a converted state-funded school or registered nursery](#)
 - [Part 4 Class CA – Provision of a temporary state funded school on previously vacant commercial land](#)
 - [Part 4 Class E – Temporary use of buildings or land for film making purposes, for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision of associated temporary structures, works, plant or machinery](#)
- **Part 6:**
 - [Part 6 Class A – Agricultural Development on units of 5 hectares or more](#)
 - [Part 6 Class B – Agricultural Development on units of less than 5 hectares](#)
 - [Part 6 Class C – Mineral Working for Agricultural Purposes](#)
 - [Part 6 Class E – Forestry Developments](#)

- **Part 7:**
 - [Part 7 Class C – Click and Collect Facilities](#)
 - [Part 7 Class M – Extensions etc for schools, colleges, universities, prisons and hospitals](#)
- **Part 14:**
 - [Part 14 Class A – Installation or alteration of solar equipment on domestic premises](#)
 - [Part 14 Class B – Installation or alteration of standalone solar equipment on domestic premises, to be installed on land in a Conservation Area which would be installed so that it is nearer to the any highway than the dwellinghouse or block of flats](#)
 - [Part 14 Class J – Installation or alteration of solar equipment on non-domestic premises](#)
 - [Part 14 Class K – Installation or alteration of solar equipment on non-domestic premises](#)
 - [Part 14 Class OA – Installation or alteration of solar canopy on non-domestic off-street parking](#)
 - [Part 14 Class TA – General Development on a Close defence site](#)
- **Part 20:**
 - [Part 20 Class A – New Dwellinghouses on detached blocks of flats](#)
 - [Part 20 Class AA – New Dwellinghouses on detached building in commercial or mixed use](#)
 - [Part 20 Class AB – New Dwellinghouses on terraced buildings in commercial or mixed use](#)

- [Part 20 Class AC – New Dwellinghouses on terraced buildings in commercial or mixed use](#)
- [Part 20 Class AD – New Dwellinghouses on detached buildings in use as dwellinghouses](#)
- [Part 20 Class ZA – Demolition of buildings and construction of new dwellinghouses in their place](#)

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Part 1 Class A – larger rear extension on a dwellinghouse

If the scheme relates to **Part 1 Class A of Schedule 2** of the General Permitted Development Order (**larger rear extension on a dwellinghouse**), see the **Householder Prior Notification Applications section** of the East Suffolk Local Validation List Guidance.

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Part 1 Class AA – enlargement of a dwellinghouse by construction of additional storeys

If the scheme relates to **Part 1 Class AA** of Schedule 2 of the General Permitted Development Order (**enlargement of a dwellinghouse by construction of additional storeys**), see the **Householder Prior Notification Applications section** of the East Suffolk Local Validation List Guidance.

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Part 3 Class A – Change of use of a building from a casino, betting office, pay day load shop, or hot food takeaway to Class E

This section relates to a change of use under Part 3 Class A of Schedule 2 of the General Permitted Development Order (change of use of a building from a casino, betting office, pay day load shop, or hot food takeaway to a use falling within Class E (Commercial, business and service))

At the time this document was drafted, this does not currently require a formal application for Prior Notification Approval, but condition A.1 requires that prior to commencing the development/use, the developer must provide written notification to the local planning authority of the date on which the use will change. This written notification should be sent to our Planning Support Team either via email to planning@eastsoffolk.gov.uk or by post to Planning, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above.

Part 3 Class AA – Change of use of a building from a PH, wine bar or drinking establishment to a drinking establishment with expanded food provision (or changing in opposite direction)

If the scheme is seeking a change of use under **Part 3 Class AA** of Schedule 2 of the General Permitted Development Order (change of use of a building and its curtilage from a **public house, wine bar or drinking establishment to a drinking establishment with expanded food provision, or changing in the opposite direction**)

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

Part 3 Class G – Change of use from commercial, business and service or betting office or payday loan shop to a mixed use

If the scheme is seeking ‘Prior Notification Approval’ under Part 3 Class G of Schedule 2 of the General Permitted Development Order (change of use from **commercial, business and service or betting office or payday loan shop to a mixed use** i.e. a commercial type use and residential), then Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum for validation of the application:

- The relevant [application fee](#)
- A statement specifying the net increase in dwellinghouses proposed by the development
- [A floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Additional Plans/Documents recommended to be submitted:

The Regulations include criteria as to how the proposed uses relate to one another across floors. Therefore, such applications should include [Existing and Proposed Floor Plans](#) all floors of the building.

The Regulations also require an assessment to be made in terms of contamination risks, flood risks, impacts of noise from commercial premises on the intended occupiers of the development, provision of adequate natural light in all habitable rooms of the residential units and arrangements for the storage and management of waste.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in accordance with Paragraph W of the regulations it is recommended that such applications include the following documents to seek to demonstrate how it is acceptable in these respects:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision, and areas for waste management,
- A site specific **flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 would also be required) and survey to check for material such as asbestos
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses adjacent.
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition.
and
- **Existing and Proposed Elevational drawings** showing the extent of any physical works, including demolition.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

If the works result in a new dwelling, and the site is within the **Recreational disturbance Avoidance Mitigation Strategy (RAMS)** zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale**

electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Part 3 Class H – mixed use of commercial, business and service or betting office or payday loan shop

If the scheme is seeking change of use under **Part 3 Class H** of Schedule 2 of the General Permitted Development Order (**mixed use of commercial business and service or betting office or pay day loan shop**).

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

Part 3 Class I – Industrial conversions

If the scheme is seeking change of use under **Part 3 Class I 3** of Schedule 2 of the General Permitted Development Order (**industrial conversions**)

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

Part 3 Class L – Small HMOs to dwellinghouses and vice versa

If the scheme is seeking change of use under **Part 3 Class L** of Schedule 2 of the General Permitted Development Order (**small HMOs to dwellinghouses and vice versa**)

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

If the works result in a new dwelling, and the site is within the **Recreational disturbance Avoidance Mitigation Strategy (RAMS)** zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

Part 3 Class M – Hot food takeaways, retail, betting office or payday loan shop to dwellinghouses

If the scheme is seeking change of use under Part 3 Class M of Schedule 2 of the General Permitted Development Order (hot food takeaways, retail, betting office or payday loan shop to dwellinghouse), then Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum for validation of the application:

- The relevant [application fee](#)
- A written description of the proposed development (usually the description section on the application form)
- A statement specifying the net increase in dwellinghouses proposed by the development
- A [floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order includes criteria relating to the use on 20th March 2013 or when last in use, the cumulative floorspace, limitations on the physical works including demolition, and therefore it is recommended that such applications also include:

- A statement and evidence of the use on 20th March 2013 or when last in use if not in use on that date,
- [Existing and Proposed Floor Plans](#) all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition.
- [Existing and Proposed Elevational drawings](#) showing the extent of any physical works, including demolition.

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development, contamination risks, flood risks, whether the change of use is undesirable based upon the provision of services, the design or external appearance of the building and the provision of adequate natural light in all habitable rooms of the dwellinghouses.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the [Habitats Regulations](#).

Therefore, it is recommended that such applications include the following documents to seek to demonstrate how it is acceptable in these respects:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site specific **flood risk assessment** for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition.
and
- **Existing and Proposed Elevational drawings** showing the extent of any physical works, including demolition.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the CIL Additional Information Form should also be submitted with the application.

If the works result in a new dwelling, and the site is within the **Recreational disturbance Avoidance Mitigation Strategy (RAMS)** zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class MA – Commercial, business and service uses to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class MA** of Schedule 2 of the General Permitted Development Order (**Commercial, business and service uses to dwellinghouses**), then Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development (usually the description section on the application form)
- A statement specifying the net increase in dwellinghouses proposed by the development
- A [floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the vacant use of the building over the past 3 months and the continued use of the building for at least 2 years prior to that 3 month period, the floorspace, whether the site is subject to an agricultural tenancy and if whether there is expressed consent from both the tenant and the landlord, the nature/description of the proposed development, the total number of dwelling houses within the building and the height of the building in relation to fire risk.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- Details and evidence of the building being vacant for at least 3 months prior to the application.
- Details and a description of the use, along with evidence of the continuous use of the building for a period of at least 2 years prior to becoming vacant.
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses
- Details of and copies of any agricultural tenancy and agreement of consent from both the tenant and landlord where such an agricultural tenancy exists. Where no such tenancy exists, a statement should be made to that effect within the submission documents.
- Details of an accurate height of the building.

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; contamination risks; flood risks; impacts of noise from commercial premises on the intended occupiers of the development, the impact of the change on the character or sustainability of the conservation area (where located in a conservation area; the provision of adequate natural light in all habitable rooms of the dwellinghouses; the impact on intended occupiers of the development of the introduction of residential use in an area the LPA considers important for general or heavy industry, waste management, storage and distribution or a mix of such uses; and the impact upon local provision of the loss of a registered nursery or health centre where such a loss would result from the proposals.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the [Habitats Regulations](#).

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site specific **flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),

- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses
- **Existing and Proposed Elevational drawings** showing the location and size of windows in relation to habitable rooms.
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses adjacent.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

If the works result in a new dwelling, and the site is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff may be applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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Part 3 Class N – Specified Sui Generis uses to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class N of Schedule 2** of the General Permitted Development Order (**Specified sui generis uses to dwellinghouses**), Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development (usually the description section on the application form)
- A statement specifying the net increase in dwellinghouses proposed by the development
- A [floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use on 19th March 2014 or if not in use on that date, the use when it was last in use prior to that date, the cumulative floorspace changing use under this and any previous consents and the extent of the building operations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- Details and evidence of the use of the building on 19 March 2014 or when last in use prior to that date,
 - [Existing and Proposed Floor Plans](#) all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition.
- and

- **Existing and Proposed Elevational drawings** showing the extent of any physical works, including demolition.

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; contamination risks; flood risks; the design and external appearance of the building and the provision of adequate natural light in all habitable rooms.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site **specific flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

If the works result in a new dwelling, and the site is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**

- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class O – Offices to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class O** of Schedule 2 of the General Permitted Development Order (Offices to dwellinghouses), paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A statement specifying the net increase in dwellinghouses proposed by the development
- [A floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 29 May 2013 or if not in use on that date, the use when it was last in use prior to that date. Therefore, it is recommended the application submission also includes:

- Details and evidence of the use of the building on 29 May 2013 or when last in use prior to that date.

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a [site location plan](#) and/or [Existing and Proposed Block Plan/Site Layout Plans](#)

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; contamination risks; flood risks; impacts of noise from commercial premises on the intended occupiers of the development and the provision of adequate natural light in all habitable rooms of the dwellinghouses.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site **specific flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses
- **Existing and Proposed Elevational drawings** showing the location and size of windows in relation to habitable rooms.
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses adjacent.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

If the works result in a new dwelling, and the site is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class P – Storage or distribution to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under Part 3 Class P of Schedule 2 of the General Permitted Development Order (storage or distribution to dwellinghouses), Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development (usually the description section on the application form)
- A statement specifying the net increase in dwellinghouses proposed by the development
- A [floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 19 March 2014 or in the case of a building which was not in use on that date, the use when it was last in use; the size of the floorspace;

and whether the site is/has been subject to an agricultural tenancy during the past year, if it has been terminated and/or if whether there is expressed consent from both the tenant and the landlord.

Therefore, it is recommended the application submission also includes:

- Details and evidence of the use of the building on 19 March 2014 or when last in use prior to that date,
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition
- Details of and copies of any agricultural tenancy (even if terminated within the past year) and agreement of consent from both the tenant and landlord where such an agricultural tenancy exists. Where no such tenancy exists, a statement should be made to that effect within the submission documents.

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of air quality, transport and highways impacts of the development; contamination risks; flood risks; impacts of noise and whether the introduction of the residential use would affect the sustainability of the storage and distribution services.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Air Quality Assessment,**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site specific **flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses
- and
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses adjacent.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the [CIL Additional Information Form](#) should also be submitted with the application.

If the works result in a new dwelling, and the site is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class PA – Light industrial use to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class PA** of Schedule 2 of the General Permitted Development Order (**light industrial use to dwellinghouses**), Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant **application fee**
- A written description of the proposed development (usually the description section on the application form)
- A statement specifying the net increase in dwellinghouses proposed by the development
- **A floor plan(s)** indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- **Elevational drawings** of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the **application form**).
- A site **specific flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 19 March 2014 or in the case of a building which was not in use on that date, the use when it was last in use; the size of the floorspace; and whether the site is/has been subject to an agricultural tenancy during the past year, if it has been terminated and/or if whether there is expressed consent from both the tenant and the landlord.

Therefore, it is recommended the application submission also includes:

- Details and evidence of the use of the building on 19 March 2014 or when last in use prior to that date,
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition
- Details of and copies of any agricultural tenancy (even if terminated within the past year) and agreement of consent from both the tenant and landlord where such an agricultural tenancy exists. Where no such tenancy exists, a statement should be made to that effect within the submission documents.

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of air quality, transport and highways impacts of the development; contamination risks; flood risks; impacts of noise, whether the introduction of the residential use would affect the sustainability of the storage and distribution services; and that the provision of adequate natural light in all habitable rooms of the dwellinghouses.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Air Quality Assessment,**
- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- A site **specific flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses adjacent.

And

- **Existing and Proposed Elevational drawings** showing the location and size of windows in relation to habitable rooms.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

If the works result in a new dwelling, and the site is within the [Recreational disturbance Avoidance Mitigation Strategy \(RAMS\)](#) zone of influence, a Habitat Regulations assessment will be required, and payment of the RAMS tariff maybe applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class Q – Agricultural Building to dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class Q** of Schedule 2 of the General Permitted Development Order (**Agricultural Building to Dwellinghouse(s)**), then Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development (usually the description section on the application form)
- A [floor plan\(s\)](#) indicating the total floorspace in square metres of each dwellinghouse, the dimensions and the proposed use of each room, the position and dimensions of windows, doors and windows.
- [Elevational drawings](#) of the dwellinghouses
- The developers contact address, the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).
- A statement specifying the number of small dwellinghouses proposed, the number of larger dwellinghouses proposed and whether previous development has taken place under Class Q within the established agricultural unit and if so the number of smaller and larger dwellinghouses developed under Class Q.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 20 March 2013 or in the case of a building which was not in use on that date, the use when it was last in use, or in the case of a site which was brought into use after that date, the use for a period of at least 10 years before the proposed development under Class Q begins; the cumulative number of dwellings within an established agricultural unit developed under Class Q; the cumulative floorspace of dwellings developed under Class Q; whether the site is/has been subject to an agricultural tenancy terminated within the past year and whether there is expressed agreement in writing from both the tenant and the landlord that the building is no longer required for agriculture; whether works have been permitted within the agricultural holding under Part 6 of the General Permitted Development Order and the extent of the works proposed.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- Details and evidence of the use of the building on 20 March 2013 or when last in use prior to that date, or evidence of at least 10 use since that date if the use commenced after 20 March 2013.
- Details of and copies of any agricultural tenancy (even if terminated within the past year) and agreement from both the tenant and landlord that the building is no longer required for agricultural purposes. Where no such tenancy exists, a statement should be made to that effect within the submission documents.
- A plan/drawing/map showing the extent of the agricultural holding.
- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and the extent of any physical works, including demolition
- **Existing and Proposed Elevational drawings** showing all proposed works.
- **A Conversion Specification** setting out full details of all works proposed, which must be based upon a detailed **Structural Survey**
- **Ecological Surveys and Assessments**

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; noise impacts, contamination risks; flood risks; impacts of noise, whether the location of the siting of the building makes it otherwise impractical or undesirable for the building to change to dwellinghouse(s); the design or external appearance of the building and that there would be provision of adequate natural light in all habitable rooms of the dwellinghouses.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- **A Noise Impact Assessment or Acoustic Report** when the proposal which would have commercial uses or agricultural buildings adjacent.
- A site specific **flood risk assessment** for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2 **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses and any physical works proposed,
And
- **Existing and Proposed Elevational drawings** showing all physical works including the location and size of windows in relation to habitable rooms.
- **Ecological Surveys and Assessments**

East Suffolk is also a Community Infrastructure Levy (CIL) Charging Area. Therefore, it is also the **CIL Additional Information Form** should also be submitted with the application.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph**

showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Part 3 Class R – Agricultural buildings to a flexible commercial use

If the scheme is seeking ‘Prior Notification Approval’ under Part 3 Class R of Schedule 2 of the General Permitted Development Order (Agricultural buildings to a flexible commercial use), Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developers contact address, and the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 3 July 2012 or in the case of a building which was not in use on that date, the use when it was last in use, or in the case of a site which was brought into use after that date, the use for a period of at least 10 years before the proposed development under Class R begins; and the cumulative floorspace of buildings which have changed under Class R.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- Details and evidence of the use of the building on 3 July 2012 or when last in use prior to that date, or evidence of at least 10 use since that date if the use commenced after 3 July 2012.
and
- [Existing and Proposed Floor Plans](#) all floors of the building, showing existing/proposed uses

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; noise impacts, contamination risks and flood risks.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- **A Noise Impact Assessment or Acoustic Report**
- A site specific **flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale**

electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Part 3 Class S – Agricultural buildings to a flexible commercial use

If the scheme is seeking ‘Prior Notification Approval’ under Part 3 Class S of Schedule 2 of the General Permitted Development Order (Agricultural buildings to a state funded school), Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developers contact address, and the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding, Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Additional Plans/Documents recommended to be submitted:

This class of the General Permitted Development Order currently includes criteria relating to the use of the building on 20 March 2013 or in the case of a building which was not in use on that date, the use when it was last in use, or in the case of a site which was brought into use after that date, the use for a period of at least 10 years before the proposed development under Class S begins; the cumulative floorspace of buildings which have changed under Class S within an established agricultural unit; whether the site is/has been subject to an agricultural tenancy terminated within the past year and whether there is expressed agreement in writing from both the tenant and the landlord that the building is no longer required for agriculture; whether works have been permitted within the agricultural holding under Part 6 of the General Permitted Development Order and the extent of the works proposed.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- Details and evidence of the use of the building on 20 March 2013 or when last in use prior to that date, or evidence of at least 10 years use since that date if the use commenced after 20 March 2013.
and

- **Existing and Proposed Floor Plans** all floors of the building, showing existing/proposed uses

The regulations also specify the size permitted for the proposed residential curtilage, so this should also be clearly shown on a **site location plan** and/or **Existing and Proposed Block Plan/Site Layout Plans**

The Regulations also currently require an assessment to be made in terms of transport and highways impacts of the development; noise impacts, contamination risks, flood risks and whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change use to a state funded school.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- **A Noise Impact Assessment or Acoustic Report**
- A site specific **flood risk assessment** for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems),
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale**

electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Part 3 Class T – Class C1 (hotels), Class C2 (residential institutions), Class 2A (secure residential institutions) or Class E (commercial, business or service) to use as a state funded school

If the scheme is seeking ‘Prior Notification Approval’ under **Part 3 Class T** of Schedule 2 of the General Permitted Development Order - **Class C1 (hotels), Class C2 (residential institutions), Class 2A (secure residential institutions) or Class E (commercial, business or service) to use as a state funded school**, Paragraph W of Part 3 of the General Permitted Development Order requires the submission of the following as a minimum:

- The relevant [application fee](#)
- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developers contact address, and the developers email address if the developer is content to receive communications electronically (usually included on the [application form](#)).
- A site specific [flood risk assessment](#) for proposals within areas at risk of flooding , Flood Zones 2 or 3, or within Flood Zone 1 which has critical drainage problems, i.e. when the EA has to be consulted).

Please note such applications currently only relate to the change of use, and do not cover any associated physical works which may require separate planning consent.

Additional Plans/Documents recommended to be submitted:

The Regulations currently require an assessment to be made in terms of transport and highways impacts of the development; noise impacts and contamination risks.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to avoid a potential refusal on the basis of lack of information, it is recommended that such applications also include:

- **Existing and Proposed Block Plan/Site Layout Plans** showing the location of any vehicular access and parking provision,
- **A Noise Impact Assessment or Acoustic Report**
- If there is reason to believe contamination could be an issue then a Land Contamination Assessment Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 3 Class U – Return to a previous use from a converted state-funded school or registered nursery

‘Prior Notification Approval’ under Part 3 Class U of Schedule 2 of the General Permitted Development Order (Return to a previous use from a converted state-funded school or registered nursery)

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

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Part 3 Class V – Return to a previous use from a converted state-funded school or registered nursery

‘Prior Notification Approval’ under Part 3 Class V of Schedule 2 of the General Permitted Development Order (Changes of use permitted under a permission granted on an application)

At the time this document was drafted, there is currently no requirement for a Prior Approval Application or formal notification to the Local Planning Authority for such proposals.

Please note – the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, and the new/updated order requires the submission of an application for Prior Notification Approval, it will be the requirements of that order that have to be met, not what is detailed within this document.

Part 4 Class BB– Return to a previous use from a converted state-funded school or registered nursery

If the scheme is seeking ‘Prior Notification Approval’ under **Part 4 Class BB** of Schedule 2 of the General Permitted Development Order (moveable structures for historic visitor attractions and listed pubs, restaurants etc), Paragraph BB.3 of Part 4 of Schedule 2 of the General Permitted Development Order, states that the application must be accompanied by:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- A statement setting out the proposed methods of –
 - o Installing the moveable structure; and
 - o Reinstating the land to its original condition once the moveable structure is removed.
- The developer’s contact address; and
- The developer’s email address if the developer is content to receive communications electronically,
- Together with any [application fee](#) required to be paid.

This paragraph of the Regulations also makes it clear that the Local Planning Authority can refuse the application if the development has provided insufficient information to enable the authority to establish whether the proposed development complies with any conditions and limitations specified in Class BB.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, applicants/agents may also wish to submit additional documents/plans to demonstrate compliance with the regulations. Such plans/documents may include

- A [site location](#) or [block plan](#) with the site boundaries and the position of the structure clearly marked, in order to demonstrate compliance with BB.1 (a) and (b)
- A statement detailing when the structure would be in place and when it would be removed (i.e. which periods/dates) in order to demonstrate compliance with BB.1 (c),

- An **elevational drawing(s)** to demonstrate height compliance with BB.1 (d)
- A **block plan** and/or **floorplan** to demonstrate compliance with BB.1 (e),
- **Elevational drawings** and/or a statement to demonstrate compliance with BB.1 (f)
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 4 Class CA – Provision of a temporary state funded school on previously vacant commercial land

If the scheme is seeking ‘Prior Notification Approval’ under Part 4 Class CA of Schedule 2 of the General Permitted Development Order (Provision of a temporary state funded school on previously vacant commercial land), paragraph CA.2 of Part 4 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, and states that the application submission must meet the requirements set out in paragraph W of Part 3 of Schedule 2 of the General Permitted Development Order, which requires:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- A site specific **flood risk assessment**, where sub-paragraph (6) requires the Environment Agency to be consulted, (i.e. the sites with in Flood Zone 2 or 3 or in an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency for the purpose of paragraph (zc) (ii) in the Table in Schedule 4 to the Procedure Order.
- Together with any [application fee](#) to be paid.

Additional Plans/Documents recommended to be submitted:

The Regulations are clear that the Local Planning Authority may refuse such applications if there is insufficient information to demonstrate compliance with the relevant criteria (in this case Paragraph CA.1), and therefore it is recommended that such an application also includes the following:

- A **block plan** showing existing buildings and proposed buildings on the site, to demonstrate compliance with CA.1 (a),
- **Floor plans** of all new buildings, to demonstrate compliance with CA.1 (b),
- Evidence of the existing use of the site (or last use if no longer in use)
- A **block plan** showing the position of any new buildings in relation to the site boundaries, to demonstrate compliance with CA. 1(e),
- **Elevational drawings**, to demonstrate compliance with CA.1(f)

Such applications also have to be assessed by the Local Planning Authority as to whether prior approval will be required on the basis of:

- Transport and highways impacts of the development,
- Noise impacts of the development,
- Contamination risks of the site,
- Flood risks on the site, and
- The siting and design of the development

And the provisions of sub-paragraphs (2) to (13) of paragraph W (prior approval) of Part 3 of Schedule 2 of the General Permitted Development Order are applicable.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, it could be useful to also include the following as part of any Prior Approval application under Part 4 Class CA of Schedule 2 of the General Permitted Development Order (Provision of a temporary state funded school on previously vacant commercial land):

- A **block plan** detailing the proposed access arrangements (including visibility splays) and parking/turning areas within the site,
- If there is reason to believe contamination could be an issue then a **Land Contamination Assessment** Phase 1, Tier 1 must be submitted (and in cases where contamination risk is identified through the Tier 1, a Tier 2
- A Site-specific **Flood Risk Assessment**
- Full details drawings of the siting and design of the development including **elevational drawings** and a **block plan**.
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if**

photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

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Part 4 Class E – Temporary use of buildings or land for film making purposes, for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision of associated temporary structures, works, plant or machinery

If the scheme is seeking ‘Prior Notification Approval’ under **Part 4 Class E** of Schedule 2 of the General Permitted Development Order (temporary use of buildings or land for film making purposes, for a period not exceeding 9 months in any 27 month period for the purpose of commercial film making and the provision of associated temporary structures, works, plant or machinery), Paragraph E of Part 4 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- A site specific **flood risk assessment**,
- Together with any [application fee](#) to be paid.

Additional Plans/Documents recommended to be submitted:

The Regulations are clear that the Local Planning Authority may refuse such applications if there is insufficient information to demonstrate compliance with the relevant criteria (in this case Paragraph E.1, of Part 4), and therefore it is recommended that such an application also includes the following:

- A **Site Location Plan**, showing the size, location and extent of the site, to demonstrate compliance with E.1 (a), (d), (e), (f) and (g),
- A statement confirming the site will not be used for overnight accommodation, to demonstrate compliance with E.1 (b),
- **Elevational drawings** and /or details of the height, and the position on a **block plan** of any temporary structure, works, plant or machinery to be provided under Class E(b), to demonstrate compliance with E.1 (c),

Such applications also have to be assessed by the Local Planning Authority as to whether prior approval will be required on the basis of:

- the schedule of dates which make up the filming period in question and the hours of operation,
- Transport and highways impacts of the development,
- Noise impacts of the development,
- Light impacts of the development, in particular the occupier of neighbouring land of any artificial lighting to be used, and
- Flood risks on the site

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, it could be useful to also include the following as part of any Prior Approval application under Part 4 Class CA of Schedule 2 of the General Permitted Development Order (Provision of a temporary state funded school on previously vacant commercial land):

- A statement setting out the proposed dates and times of filming operations,
- A **block plan** detailing the proposed access arrangements (including visibility splays) and parking/turning areas within the site,
- Details of any activities associated with the filming which could generate significant noise, particularly during evenings, overnight or at weekends e.g. vehicle movements/manoeuvres, large crowds/large groups of extras, use of fireworks or similar explosive effects etc
- Details of all external lighting proposed, this may be in the form of a **Lighting Impact Assessment**.
- A Site-specific **Flood Risk Assessment**
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be**

invalid until ‘to scale’ drawings are submitted.

- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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Part 6 Class A – Agricultural Development on units of 5 hectares or more

For schemes is seeking ‘Prior Notification Approval’ under **Part 6 Class A** of Schedule 2 of the General Permitted Development Order (**Agricultural Development on units of 5 hectares or more**), see the section of the **guidance relating to Part 6 Class A Agricultural Prior Notification Applications**

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Part 6 Class B – Agricultural Development on units of less than 5 hectares

If the scheme is seeking ‘Prior Notification Approval’ under **Part 6 Class B** of Schedule 2 of the General Permitted Development Order (**Agricultural Development on units of less than 5 hectares**), see the section of the **guidance relating to Part 6 Class B Agricultural Prior Notification Applications**

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Part 6 Class C – Mineral Working for Agricultural Purposes

If the scheme is seeking ‘Prior Notification Approval’ under **Part 6 Class C** of Schedule 2 of the General Permitted Development Order (**Mineral Working for Agricultural Purposes**), see the section of the [guidance relating to Part 6 Class B Agricultural Prior Notification Applications](#)

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Part 6 Class E – Forestry Developments

If the scheme is seeking ‘Prior Notification Approval’ under **Part 6 Class E** of Schedule 2 of the General Permitted Development Order (**Forestry Developments**), see the section of the [guidance relating to Part 6 Class B Agricultural Prior Notification Applications](#)

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Part 7 Class C – Click and Collect Facilities

If the scheme is seeking ‘Prior Notification Approval’ under **Part 7 Class C** of Schedule 2 of the General Permitted Development Order (Click and Collect Facilities), Paragraph C.2 (2) of Part 7 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- Together with any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraph C.1 of Part 7 of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Where it is deemed Prior Approval is required for the siting, design and external appearance of the development, the submission of further details would be required before work commences.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- Existing and proposed **block plans** detailing the extent of the curtilage of the shop and existing features, in order to demonstrate that there are no other click and collect facilities within the curtilage of the shop (to demonstrate compliance with C.1 (a), (d) and (e))
- A **floor plan** of any building/structure to be used for the click and collect facility (to demonstrate the floorspace would comply with C.1 (b)),
- Details of the height and/ or **elevational drawings** of the any building/structure to be used for the click and collect facility (to demonstrate the floorspace would comply with C.1 (c) and to show its proposed external appearance,
- A **site location plan** showing the full extent of the curtilage of the site (to demonstrate compliance with C.1 (f)),

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 7 Class M – Extensions etc for schools, colleges, universities, prisons and hospitals

If the scheme is seeking ‘Prior Notification Approval’ under **Part 7 Class M** of Schedule 2 of the General Permitted Development Order (extensions etc for schools, colleges, universities, prisons and hospitals), Paragraph M.2A. (2) of Part 7 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- Drawings prepared to an identified scale and showing:
 - o the scale of a building to be erected, the proposed external dimensions and elevations of that building; and
 - o In the cases of a building to be extended to be altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration;
- a written statement in respect of the heritage and archaeological considerations of the development
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- Together with any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs M.1 and .M2 of Part 7 of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- [Block Plan\(s\)](#) and/or [Floor Plan\(s\)](#) to show
- any extensions since 21 April 2021 and the cumulative footprint of the building(s) including those proposed through the application that is to be submitted,
- The distance of the proposals from the boundary of the curtilage of the premises, and noting any neighbouring use(s)

- Details of any playing fields in use at any time in the 5 years before the development is due to commence,
- And in the case of prison buildings, the position of the perimeter as it stood on 21st April 2021
- Existing and Proposed **Elevational Drawings** to show existing and proposed building height(s) including any rooftop structures.
- A statement confirming the existing use of the site/premises, and the use of the proposal,
- Details of existing and proposed external materials if the site is on article 2(3) land (Conservation Area, Suffolk and Essex Coast and Heaths National Landscape or the Broads in the case of East Suffolk)

As set out in paragraph M.2 (g), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to:

- Transport and highways impacts of the development;
- The design and external appearance of the erection, extension or alteration; or
- The impact of the development on heritage and archaeology.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore it is advisable to provide details to enable the consideration of these aspects up front in order to avoid potential delays. Such details could include:

- Details of the proposed use and potential implications in terms of comings and goings to /from the site, and any likely parking demands that may result, i.e. a **Travel Assessment**
- Existing and Proposed **Elevational Drawings** to show existing and proposed building height(s) including any rooftop structures.
- A **Heritage Impact Assessment/Statement** and where appropriate **Archaeological Assessment**.
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**

- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class A – Installation or alteration of solar equipment on domestic premises

If the scheme is seeking ‘Prior Notification Approval’ under **Part 14 Class A** of Schedule 2 of the General Permitted Development Order (Installation or alteration etc of solar equipment on domestic premises, to be installed on a flat roof located on article 2(3) land (i.e. Conservation Areas, Suffolk & Essex Coast & Heaths National Landscape (formerly the AONB), Broads National Park and World Heritage Sites), Paragraph J.4(3) of Part 14 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs A, A.1, A.2 and paragraphs J.4(3) to J.4(12) of Part 14 (with references to Class J being substituted with Class A) of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- details of the projection beyond flat roof on which the panels are to be installed, and the position of the panels in relation to the external edges of that roof or junctions between roofs/walls. These details could be provided in the form of [elevational drawings](#) and/or [cross sections](#),
- the location of the roof slope/which roof they are proposed. This could be annotated on the [site location plan](#) or [block plan](#).
- Details of the predicted electricity generation,

As set out in paragraph J.4 (3), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers or neighbouring land.

Therefore it is recommended full details of the proposed appearance, size and location of the Solar PV equipment is provided as part of the application submission in order to enable these matters to be considered.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations. Therefore it is recommended **Ecological Surveys and Assessments** and shadow Habitat Regulation Assessments are included where applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class B – Installation or alteration of standalone solar equipment on domestic premises, to be installed on land in a Conservation Area which would be installed so that it is nearer to the any highway than the dwellinghouse or block of flats

If the scheme is seeking ‘Prior Notification Approval’ under **Part 14 Class B** of Schedule 2 of the General Permitted Development Order (Installation or alteration etc of standalone solar equipment on domestic premises, to be installed on land in a Conservation Area which would be installed so that it is nearer to the any highway than the dwellinghouse or block of flats), Paragraph J.4(3) of Part 14 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs B, B.1, B.2 and paragraphs J.4(3) to J.4(12) of Part 14 (with references to Class J being substituted with Class B) of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- Full details of the height, footprint, and position of the proposed stand alone solar panels and any associated frame/structure to support them, and their position in relation to existing features. These details could be provided in the form of [elevational drawings](#) and [block plan](#).
- Details of the predicted electricity generation.

As set out in paragraph J.4 (3), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers or neighbouring land.

Therefore it is recommended full details of the proposed appearance, size and location of the Solar PV equipment is provided as part of the application submission in order to enable these matters to be considered.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations. Therefore, it is recommended Ecological Surveys and Assessments and shadow Habitat Regulation Assessments are included where applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class J – Installation or alteration of solar equipment on non-domestic premises

If the scheme is seeking ‘Prior Notification Approval’ under **Part 14 Class J** of Schedule 2 of the General Permitted Development Order (Installation or alteration etc of solar equipment on non-domestic premises) Paragraph J.4(3) of Part 14 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs J, J.1, J.2 and J.3 of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

- Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:
- details of the projection beyond the pitched or flat roof or wall on which the panels are to be installed, and the position of the panels in relation to the external edges of that roof or wall, or junctions between roofs/walls. These details could be provided in the form of [elevational drawings](#) and/or [cross sections](#),
- the location of the roof slope/which roofslope they are proposed on if they are on a site within article 2(3) land (Conservation Area, Suffolk and Essex Coast and Heaths National Landscape or the Broads in the case of East Suffolk), This could be annotated on the [site location plan](#) or [block plan](#).
- Details of the predicted electricity generation,

As set out in paragraph J.4 (3), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers or neighbouring land.

Therefore it is recommended full details of the proposed appearance, size and location of the Solar PV equipment is provided as part of the application submission in order to enable these matters to be considered.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations. Therefore it is recommended **Ecological Surveys and Assessments** and shadow Habitat Regulation Assessments are included where applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class K – Installation or alteration of solar equipment on non-domestic premises

If the scheme is seeking ‘Prior Notification Approval’ under **Part 14 Class K** of Schedule 2 of the General Permitted Development Order (Installation or alteration etc of stand alone solar equipment on non-domestic premises, to be installed on article 2(3) land, which would be installed so that it is nearer to the highway than the building. (article 2(3) land is Conservation Areas, Suffolk & Essex Coast & Heaths National Landscape (formerly the AONB), Broads National Park and World Heritage Sites), Paragraph J.4(3) of Part 14 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs K, K.1, and K.2, and paragraphs J.4(3) to J.4(12) of Part 14 (with references to Class J being substituted with Class K) of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- Full details of the height, footprint, and position of the proposed stand alone solar panels and any associated frame/structure to support them, and their position in relation to existing features. These details could be provided in the form of [elevational drawings](#) and [block plan](#).
- Details of the predicted electricity generation.

As set out in paragraph J.4 (3), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers or neighbouring land.

Therefore it is recommended full details of the proposed appearance, size and location of the Solar PV equipment is provided as part of the application submission in order to enable these matters to be considered.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations. Therefore, it is recommended **Ecological Surveys and Assessments** and shadow Habitat Regulation Assessments are included where applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class OA – Installation or alteration of solar canopy on non-domestic off-street parking

If the scheme is seeking ‘Prior Notification Approval’ under **Part 14 Class OA** of Schedule 2 of the General Permitted Development Order (Installation or alteration etc of solar canopy on non-domestic off street parking. (New class introduced in December 2023), Paragraph J.4(3) of Part 14 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development,
- A plan indicating the site and showing the proposed development,
- The developer’s contact address
- The developer’s email address if the developer is content to receive communications electronically; and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs OA, OA.1 and OA.2, and paragraphs J.4(3) to J.4(12) of Part 14 (with references to Class J being substituted with Class OA) of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- Full details of the height, footprint, and position of the proposed canopy structure in relation to existing features. These details could be provided in the form of [elevational drawings](#) and [block plan](#).
- Details of the predicted electricity generation.

As set out in paragraph J.4 (3), through the Prior Notification Process, the Local Planning Authority has to assess whether Prior Approval will be required as to the design or external appearance of the development, in particular the impact of glare on occupiers or neighbouring land. Therefore it is recommended full details of the proposed appearance, size and location of the Solar PV equipment is provided as part of the application submission in order to enable these matters to be considered.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations. Therefore it is recommended **Ecological Surveys and Assessments** and shadow Habitat Regulation Assessments are included where applicable.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 14 Class TA – General Development on a Close defence site

If the scheme is seeking ‘Prior Notification Approval’ under **Part 19 Class TA** of Schedule 2 of the General Permitted Development Order (General Development by the Crown on a closed defence site), Paragraph TA.4 (2) of Part 19 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- A written description of the proposed development including a statement of any proposed increase in the total footprint of buildings on the closed defence site,
- Where the proposed development relates to the erection or extension of
 - o Single living accommodation, a statement showing the total floorspace of single living accommodation-
 - (aa) on the closed defence site immediately before 11 January 2022,
 - (bb) already added to the closed defence site via development under Class TA(a), and
 - (cc) to be added to the closed defence site via the proposed development;
 - o A non-residential building, a statement showing the total floor space of non-residential buildings
 - (aa) on the closed defence site immediately before 11 January 2022,
 - (bb) already added to the closed defence site via development under Class TA(a), and
 - (cc) to be added to the closed defence site via the proposed development;
- A plan indicating the closed defence site and showing the proposed development, (i.e. a proposed **site location plan** and/or **Block Plan**)
- Drawings prepared to an identified scale and showing-
 - o In the case of a building to be erected, the proposed external dimensions and elevations of that building; (i.e. and **elevation drawings**)
 - o In the case of a building to be extended or altered, the external dimensions and elevations of that building both before and after the proposed extension or alteration, (i.e. **elevation drawings**)
- The developer’s contact address and, if they are content to receive communications electronically, the developer’s email address, and
- any [application fee](#) to be paid.

Such applications have to meet the requirements/criteria detailed in paragraphs TA.1, TA.2 and TA.3 of Schedule 2 of the General Permitted Development Order, and therefore it is in the applicants interest to demonstrate within their application how those criteria are met.

As set out in paragraph TA.2 (1), Development is permitted by Class TA subject to the the conditions that before beginning development, the developer must-

- Assess the contamination and flood risks of the development,
- Identify measures to reduce so far as practicable any contamination or flood risks of the development,
- Where the development is an area within Flood Zone 3, carry out prior consultations in accordance with paragraph TA.3, and
- In any event, provide written notification to the local planning authority –
 - o Of the date on which it is proposed to begin development, and
 - o Include a description of the development containing sufficient information to enable the local planning authority to satisfy itself that the development complies with the provisions of Class TA.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, its recommended that in additional to the minimum validation guidance detailed above, full details of the proposal are submitted from the outset, through the submission of:

- A proposed **Block Plan**, showing the position of the proposals in relation to the perimeter of the closed defence site, and to any highway,
- Details of the height of the building to be altered/extended or new building to be constructed. (i.e. **elevational drawings**)
- Details of the total floor space and its use on the closed defence site immediately before 11th January 2022, and the additional floorspace proposed (could be on **floorplans**)
- **Ecological Surveys and Assessments**

Where a developer is required to carry out prior consultation under paragraph TA.2(1)(c), the developer must consult the Environment Agency as to the flood risks of the proposed /development, and as set out in TA.3, the developer must also send to the Local Planning Authority a copy of any representations from the Environment Agency and a statement explaining how the developer has taken the representations into account.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 20 Class A – New Dwellinghouses on detached blocks of flats

If the scheme is seeking ‘Prior Notification Approval’ under **Part 20 Class A** of Schedule 2 of the General Permitted Development Order (**New Dwellinghouses on detached blocks of flats**), paragraphs A.2. of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- (a) a report for the management of the construction of the development, which is acceptable to the authority and sets out
 - (i) the method of demolition,
 - (ii) the proposed development hours of operation and
 - (iii) how any adverse impact of noise, dust and vibration and traffic on occupiers of the new building and adjoining owners or occupiers will be mitigated,
 - (iv) the proposed use of materials,
 - (v) and the plans for the disposal and recycling of waste generated by the development
- (b) the name of the developer,
- (c) the address or location of the development; and
- (d) the date of completion.

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in A1. of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore, in order to demonstrate compliance with those criteria it is recommended such applications also include:

- [elevation plans](#)/photographs of the building to illustrate the number of storeys of the existing building,
- plans to show the location of the proposed additional storeys and if they are on the principal part of the building,
- [cross sections](#)/diagrams to illustrate the proposed floor to ceiling heights in the principal part of the existing building and the proposed floor to ceiling heights in the addition
- [floor plans](#) to show how the building is proposed to be divided/ i.e. that the new dwellinghouses are not flats,
- [elevational plans](#) to show the proposed height of the resulting building and the resulting appearance of the building

- documentation and/or plans to illustrate the works/engineering operations required to enable the proposals e.g. any strengthening of the walls or foundations
- confirmation/evidence showing there is no existing plant on the building,
- a [site location plan](#) annotated to show the extent of the curtilage of the existing building and its relationship to the highway.

Paragraph A.2. (1) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (a) transport and highways impacts of the development;
- (b) air traffic and defence asset impacts of the development;
- (c) contamination risks in relation to the building;
- (d) flooding risks in relation to the building;
- (e) the external appearance of the building;
- (f) the provision of adequate natural light in all habitable rooms of the new dwellinghouses;
- (g) the impact on the amenity of the existing building and neighbouring premises, including overlooking, privacy and light;
- (h) whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State,
- (i) where the existing building is 18 metres or more in height, the fire safety of the external wall construction of the existing building; and
- (j) where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a [Block Plan](#)).

- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevational drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevational drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)
- Details of all surrounding uses, and where they include uses that could generate significant noise and assessment of that impact (i.e. via a **noise impact assessment**)
- Details of any external materials for the existing building and proposed addition.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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Part 20 Class AA – New Dwellinghouses on detached buildings in commercial or mixed use

If the scheme is seeking ‘Prior Notification Approval’ under Part 20 Class AA of Schedule 2 of the General Permitted Development Order (New dwellinghouse on detached buildings in commercial or mixed use), Paragraphs .A.2. of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- a) A written description of the proposed development which must include details of any dwellinghouse and other works proposed,
- b) A plan which is drawn to an identified scale and shows the direction of north indicating the site and showing the proposed development,
- c) **Floor plans** which are drawn to an identified scale and show the direction of north indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors, and walls, and the existing and proposed **elevations** of the building,
- d) A written statement specifying the number of new dwellinghouses proposed by the development (that is, addition to any dwellinghouses in the existing building),
- e) A list of all addresses of any flats and any other premises in the existing building
- f) The developers contact address
- g) The developers email address if the developer is content to receive communications electronically
- h) Where the site is within Flood Zone 2 or 3, or an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency for the purpose of (zc)(ii) in the Table in Schedule 4 to the Development Management Procedure Order, the application must include a site specific **Flood Risk Assessment**.
- i) Where the application relates to prior approval as to fire safety impacts (i.e. the Health and Safety Executive are to be consulted on the Prior Notification), the application must include a statement about the fire safety design principles, concepts and standards that have been applied to the development,

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in AC. 1 of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore, in order to demonstrate compliance with those criteria it is recommended such applications also include

- details/evidence that the building was constructed before 1 July 1948 or after 5 March 2018, and what use it was in on 5 March 2018.
- plans to show the location of the proposed additional storeys and if they are on the principal part of the building,
- **cross sections**/diagrams to illustrate the proposed floor to ceiling heights in the principal part of the existing building and the proposed floor to ceiling heights in the addition
- **floor plans** to show how the building is proposed to be divided/ i.e. that the new dwellinghouses are not flats,
- **elevational plans** to show the height of the existing building (including the wider terrace) and proposed height of the resulting building and the resulting appearance of the building,
- documentation and/or plans to illustrate the works/engineering operations required to enable the proposals e.g. any strengthening of the walls or foundations
- confirmation/details of any plant on the building,
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.

Paragraph AA.2. (1) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (a) transport and highways impacts of the development;
- (b) air traffic and defence asset impacts of the development;
- (c) contamination risks in relation to the building;
- (d) flooding risks in relation to the building;
- (e) the external appearance of the building including;
 - (i) the design and architectural features of –
 - i. the principal elevations; and
 - ii. any side elevation that fronts a highway; and
 - (ii) the impact of any works under sub-paragraph (1) (c) or (d) of Class AA
- (f) the provision of adequate natural light in all habitable rooms of the new dwellinghouses;
- (g) the impact on the amenity of the existing building and neighbouring premises, including overlooking, privacy and light;
- (h) the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses;

- (i) impacts of the introduction of or an increase in, a residential use of the premises in the area in the carrying on of any trade, business or other use of the land in the area;
- (j) whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Views dated 15 March 2012 issued by the Secretary of State,
- (k) where the existing building is 18 metres or more in height, the fire safety of the external wall construction of the existing building; and
- (l) where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building.

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a **Block Plan**).
- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevation drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevation drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)
- Details of all surrounding uses, and where they include uses that could generate significant noise and assessment of that impact (i.e. via a **noise impact assessment**)
- Details of any external materials for the existing building and proposed addition.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 20 Class AB – New Dwellinghouses on terraced buildings in commercial or mixed use

If the scheme is seeking ‘Prior Notification Approval’ under **Part 20 Class AB** of Schedule 2 of the General Permitted Development Order (**New dwellinghouses on terrace buildings in commercial or mixed use**), Paragraphs AB.2. of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- j) A written description of the proposed development which must include details of any dwellinghouse and other works proposed,
- k) A plan which is drawn to an identified scale and shows the direction of north indicating the site and showing the proposed development,
- l) **Floor plans** which are drawn to an identified scale and show the direction of north indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors, and walls, and the existing and proposed **elevations** of the building,
- m) A written statement specifying the number of new dwellinghouses proposed by the development (that is, addition to any dwellinghouses in the existing building),
- n) A list of all addresses of any flats and any other premises in the existing building
- o) The developers contact address
- p) The developers email address if the developer is content to receive communications electronically
- q) Where the site is within Flood Zone 2 or 3, or an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency for the purpose of (zc)(ii) in the Table in Schedule 4 to the Development Management Procedure Order, the application must include a site specific **Flood Risk Assessment**.
- r) Where the application relates to prior approval as to fire safety impacts (i.e. the Health and Safety Executive are to be consulted on the Prior Notification), the application must include a statement about the fire safety design principles, concepts and standards that have been applied to the development,

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in AC. 1 of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore, in order to demonstrate compliance with those criteria it is recommended such applications also include

- details/evidence that the building was constructed before 1 July 1948 or after 5 March 2018, and what use it was in on 5 March 2018.
- plans to show the location of the proposed additional storeys and if they are on the principal part of the building,
- **cross sections**/diagrams to illustrate the proposed floor to ceiling heights in the principal part of the existing building and the proposed floor to ceiling heights in the addition
- **floor plans** to show how the building is proposed to be divided/ i.e. that the new dwellinghouses are not flats,
- **elevational plans** to show the height of the existing building (including the wider terrace) and proposed height of the resulting building and the resulting appearance of the building,
- documentation and/or plans to illustrate the works/engineering operations required to enable the proposals e.g. any strengthening of the walls or foundations
- confirmation/details of any plant on the building,
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.

Paragraph AB.2. (1) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (a) transport and highways impacts of the development;
- (b) air traffic and defence asset impacts of the development;
- (c) contamination risks in relation to the building;
- (d) flooding risks in relation to the building;
- (e) the external appearance of the building including;
 - (i) the design and architectural features of –
 - i. the principal elevations; and
 - ii. any side elevation that fronts a highway; and
 - (ii) the impact of any works under sub-paragraph (1) (c) or (d) of Class AA
- (f) the provision of adequate natural light in all habitable rooms of the new dwellinghouses;
- (g) the impact on the amenity of the existing building and neighbouring premises, including overlooking, privacy and light;
- (h) the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses;

- (i) impacts of the introduction of or an increase in, a residential use of the premises in the area in the carrying on of any trade, business or other use of the land in the area;
- (j) whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State,
- (k) the location of proposed windows not being on side elevations,

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, in order to demonstrate compliance with the Regulations, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a **Block Plan**).
- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevational drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevational drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)
- Details of all surrounding uses, and where they include uses that could generate significant noise and assessment of that impact (i.e. via a **noise impact assessment**)
- Details of any external materials for the existing building and proposed addition.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

Part 20 Class AC – New Dwellinghouses on terraced buildings in use as dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 20 Class AC** of Schedule 2 of the General Permitted Development Order (**new dwellinghouses on terrace buildings in use as dwellinghouses**), Paragraphs AC.2. of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- s) A written description of the proposed development which must include details of any dwellinghouse and other works proposed,
- t) A plan which is drawn to an identified scale and shows the direction of north indicating the site and showing the proposed development,
- u) **Floor plans** which are drawn to an identified scale and show the direction of north indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors, and walls, and the existing and proposed **elevations** of the building,
- v) A written statement specifying the number of new dwellinghouses proposed by the development (that is, addition to any dwellinghouses in the existing building),
- w) A list of all addresses of any flats and any other premises in the existing building
- x) The developers contact address
- y) The developers email address if the developer is content to receive communications electronically
- z) Where the site is within Flood Zone 2 or 3, or an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency for the purpose of (zc)(ii) in the Table in Schedule 4 to the Development Management Procedure Order, the application must include a site specific **Flood Risk Assessment**.
- aa) Where the application relates to prior approval as to fire safety impacts (i.e. the Health and Safety Executive are to be consulted on the Prior Notification), the application must include a statement about the fire safety design principles, concepts and standards that have been applied to the development,

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in AC. 1 of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore, in order to demonstrate compliance with those criteria it is recommended such applications also include

- details/evidence that the building was constructed before 1 July 1948 or after 5 March 2018, and what use it was in on 5 March 2018.
- plans to show the location of the proposed additional storeys and if they are on the principal part of the building,
- **cross sections**/diagrams to illustrate the proposed floor to ceiling heights in the principal part of the existing building and the proposed floor to ceiling heights in the addition
- **floor plans** to show how the building is proposed to be divided/ i.e. that the new dwellinghouses are not flats,
- **elevational plans** to show the height of the existing building (including the wider terrace) and proposed height of the resulting building and the resulting appearance of the building,
- documentation and/or plans to illustrate the works/engineering operations required to enable the proposals e.g. any strengthening of the walls or foundations
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.

Paragraph AC.2. (1) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (a) transport and highways impacts of the development;
- (b) air traffic and defence asset impacts of the development;
- (c) contamination risks in relation to the building;
- (d) flooding risks in relation to the building;
- (e) the external appearance of the building including;
 - (i) the design and architectural features of –
 - i. the principal elevations; and
 - ii. any side elevation that fronts a highway; and
 - (ii) the impact of any works under sub-paragraph (1) (c) or (d) of Class AA
- (f) the provision of adequate natural light in all habitable rooms of the new dwellinghouses;
- (g) the impact on the amenity of the existing building and neighbouring premises, including overlooking, privacy and light;
- (h) the impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses;
- (i) impacts of the introduction of or an increase in, a residential use of the premises in the area in the carrying on of any trade, business or other use of the land in the area;

- (j) whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State,
- (k) the location of proposed windows not being on side elevations,

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

In order to demonstrate compliance with the Regulations, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a **Block Plan**).
- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevational drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevational drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)
- Details of all surrounding uses, and where they include uses that could generate significant noise and assessment of that impact (i.e. via a **noise impact assessment**)
- Details of any external materials for the existing building and proposed addition.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph**

showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.

- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

Part 20 Class AD – New Dwellinghouses on detached buildings in use as dwellinghouses

If the scheme is seeking ‘Prior Notification Approval’ under **Part 20 Class AD** of Schedule 2 of the General Permitted Development Order (**new dwellinghouses on detached buildings in use as dwellinghouses**), Paragraphs AD.2. of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- bb) A written description of the proposed development which must include details of any dwellinghouse and other works proposed,
- cc) A plan which is drawn to an identified scale and shows the direction of north indicating the site and showing the proposed development,
- dd) **Floor plans** which are drawn to an identified scale and show the direction of north indicating the total floor space in square metres of each dwellinghouse, the dimensions and proposed use of each room, the position and dimensions of windows, doors, and walls, and the existing and proposed **elevations** of the building,
- ee) A written statement specifying the number of new dwellinghouses proposed by the development (that is, addition to any dwellinghouses in the existing building),
- ff) A list of all addresses of any flats and any other premises in the existing building
- gg) The developers contact address
- hh) The developers email address if the developer is content to receive communications electronically
- ii) Where the site is within Flood Zone 2 or 3, or an area within Flood Zone 1 which has critical drainage problems and which has been notified to the local planning authority by the Environment Agency for the purpose of (zc)(ii) in the Table in Schedule 4 to the Development Management Procedure Order, the application must include a site specific **Flood Risk Assessment**.
- jj) Where the application relates to prior approval as to fire safety impacts (i.e. the Health and Safety Executive are to be consulted on the Prior Notification), the application must include a statement about the fire safety design principles, concepts and standards that have been applied to the development,

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in AD. 1 of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore, in order to demonstrate compliance with those criteria it is recommended such applications also include

- details/evidence that the building was constructed before 1 July 1948 or after 5 March 2018, and what use it was in on 5 March 2018.
- plans to show the location of the proposed additional storeys and if they are on the principal part of the building,
- **cross sections**/diagrams to illustrate the proposed floor to ceiling heights in the principal part of the existing building and the proposed floor to ceiling heights in the addition
- **floor plans** to show how the building is proposed to be divided/ i.e. that the new dwellinghouses are not flats,
- **elevational plans** to show the height of the existing building (including the wider terrace) and proposed height of the resulting building and the resulting appearance of the building,
- documentation and/or plans to illustrate the works/engineering operations required to enable the proposals e.g. any strengthening of the walls or foundations
- a **site location plan** annotated to show the extent of the curtilage of the existing building and its relationship to the highway.

Paragraph AD.2. (1) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (a) transport and highways impacts of the development;
- (b) air traffic and defence asset impacts of the development;
- (c) contamination risks in relation to the building;
- (d) flooding risks in relation to the building;
- (e) the external appearance of the building including;
 - i. the design and architectural features of –
 - a. the principal elevations; and
 - b. any side elevation that fronts a highway; and
 - ii. the impact of any works under sub-paragraph (1) (c) or (d) of Class AA
- (f) the provision of adequate natural light in all habitable rooms of the new dwellinghouses;
- (g) the impact on the amenity of the existing building and neighbouring premises, including overlooking, privacy and light;
- (h) whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State,

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

In order to demonstrate compliance with the Regulations, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a **Block Plan**).
- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevation drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevation drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)
- Details of any external materials for the existing building and proposed addition.

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any**

surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.

- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

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Part 20 Class ZA – Demolition of buildings and construction of new dwellinghouses in their place

If the scheme is seeking ‘Prior Notification Approval’ under **Part 20 Class ZA** of Schedule 2 of the General Permitted Development Order (**Demolition of buildings and construction of new dwellinghouses in their place**), Paragraphs ZA.2. (6) and (8) of Part 20 of Schedule 2 of the General Permitted Development Order sets out the requirement for the submission of a Prior Approval application, requiring the following as a minimum:

- (a) a report for the management of the construction of the development, which is acceptable to the authority and sets out
 - a. the method of demolition,
 - b. the proposed development hours of operation and
 - c. how any adverse impact of noise, dust and vibration and traffic on occupiers of the new building and adjoining owners or occupiers will be mitigated,
 - d. the proposed use of materials,
 - e. and the plans for the disposal and recycling of waste generated by the development
- (b) the name of the developer,
- (c) the address or location of the development; and
- (d) the date of completion.

An [application fee](#) must also be paid.

Such applications have to meet the criteria set out in ZA1. of Part 20 of Schedule 2 of the General Permitted Development Order. Therefore in order to demonstrate compliance with those criteria it is recommended such applications also include:

- (a) details of the location and extent of the building and its curtilage, (i.e. a [Site Location Plan](#))
- (b) a statement confirming is the land covered by or within the curtilage of the old building is occupied in any part under an agricultural tenancy, and if it is, then details of the consent of both the landlord and tenant,
- (c) details of when the old building was constructed (i.e completion date),
- (d) the size of the footprint of the building (i.e. on a [block plan](#) or [floor plan](#))

- (e) the height of the highest part of the roof of the old building above ground level (not including plant, radio masts and antennae), (could be in a statement or on an **elevational drawing**)
- (f) details of when the building became continually vacant,
- (g) details of the footprint and location of the old building and the new building (i.e. on existing and proposed **block plans**)
- (h) the position of the old building and proposed building in relation to the nearest highway (i.e. on existing and proposed **block plans**)
- (i) the higher of the highest part of the new building above ground level (not including plant, radio masts and antennae), (could be in a statement or on an **elevational drawing**)
- (j) the number of storeys in the old building and the number of storeys in the new building (could be in a statement and/or on floor plans),
- (k) the floor to ceiling heights of the old building and of the new building if the new building would have more storeys than the old building (could be in a statement or shown on cross sections through the old and new buildings)
- (l) the height of any plant on the roof of the new building and of the height of any plant on the existing roof as measured from the lowest surface of the roof.

Paragraph ZA.2. (2) states that the prior approval application is made to the local planning authority as to assess whether prior approval would be required as to –

- (i) transport and highways impacts of the development;
- (j) contamination risks in relation to the new building;
- (k) flooding risks in relation to the new building;
- (l) the design of the new building;
- (m) the external appearance of the new building;
- (n) the provision of adequate natural light in all habitable rooms of each new dwellinghouse in or comprising the new building;
- (o) the impact of the development on the amenity of the new building and of neighbouring premises, including overlooking, privacy and light;
- (p) impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses;
- (q) the impact on business and new residents of the development's introduction of, or increase in, residential use in the area in which the development is to take place;

- (r) the impact of the development on heritage and archaeology;
 - (s) the method of demolition of the old building;
 - (t) the plans for landscaping of the development including the planting and maintenance of shrubs and trees; and
 - (u) any –
 - (iii) air traffic and defence asset impacts of the development, and
 - (iv) impact that, because of the siting of the new building, the development will have on a protected vista identified in the Directions Relating to Protected Vistas dated 15 March 2012 by the Secretary of state,
- Unless no part of the new building (including plat, radio masts and antennae) occupies air space not occupied by the old building (including plant, radio masts and antennae).

Although not specifically listed within this section of the General Permitted Development Order, the assessment of impacts upon European Protected Species is also required as part of this Prior Notification process, due to the Local Planning Authorities duties under the Habitats Directive and the Habitats Regulations.

Therefore, it is recommended that any such application also includes the following:

- details of vehicular accesses to /from the site, and on site parking including that for both motorised vehicles and bicycles (e.g. on a **Block Plan**).
- A Phase 1 **Land Contamination Assessment** (and where that identifies a need for Phase 2 that should also be submitted),
- If the site is greater than 1 ha or the proposed floorspace would be greater than 1,000sqm, or if the site is located within an area identified as at risk of flooding (i.e. Zones 2 and 3) then a **Flood Risk Assessment** should be submitted.
- Full details of the design and external appearance, size and position of the new building (i.e. through **block plans**, **elevational drawings** and **floor plans**).
- Full details of the location, size and position all fenestration and which rooms they will serve (i.e. on **elevational drawings** and **floor plans**).
- The position of all existing neighbouring buildings and the proposed building (i.e. on a **block plan**)

- Details of all surrounding uses, and where they include uses that could generate significant noise and assessment of that impact (i.e. via a **noise impact assessment**)
- Where the building to be demolished, or those within the immediate vicinity are heritages assets (i.e. Scheduled Monuments, Listed Buildings, within a Conservation Area or Non-designated heritage assets) a **Heritage Impact Assessment/Statement** should be submitted assessing the impacts.
- Where the site is within an area of known archaeological interest/potential, an **archaeological assessment** should be submitted.
- A methodology for the demolition of the old building;
- Full details of the proposed landscaping and future maintenance (i.e. through **Landscaping Details**)
- **Ecological Surveys and Assessments**

Please note:

- **the above does not override any nationally set requirements as detailed within the General Permitted Development Order. If the Order is updated, it will be the requirements detailed in the new/updated Order that have to be met, not those detailed above.**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. *.jpg *.png *.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event than an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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